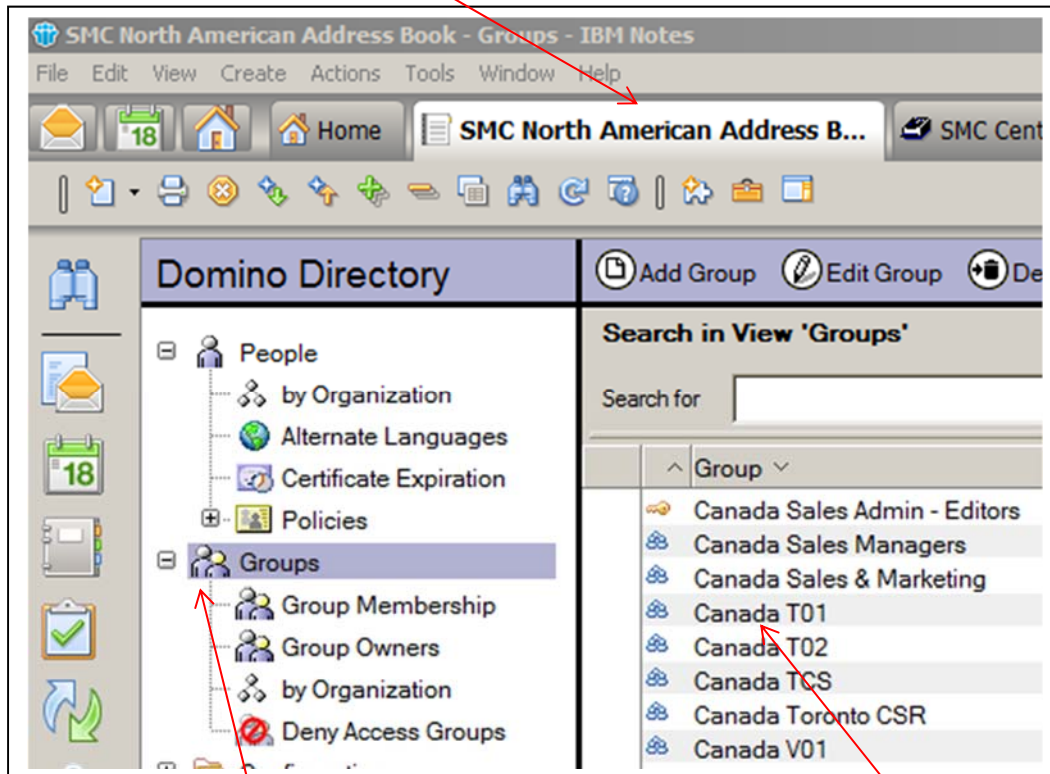


Group Maintenance as Owner of a Group

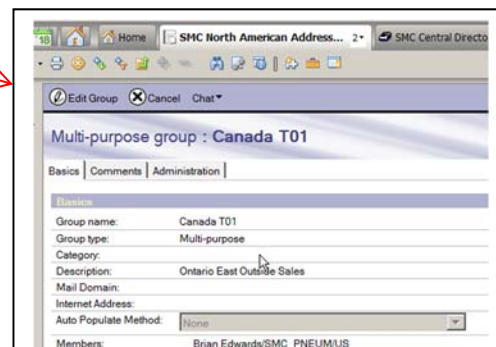
How to Add\Remove Users to a Group

1. Open the Notes Client > Make sure you are DOMAP01 go to SMC North American Address Book (aka, "NAB").



2. Select the Groups option on the left side. Select (Double Click) the group you wish to change. This opens the group view.


3. Click Edit Group.



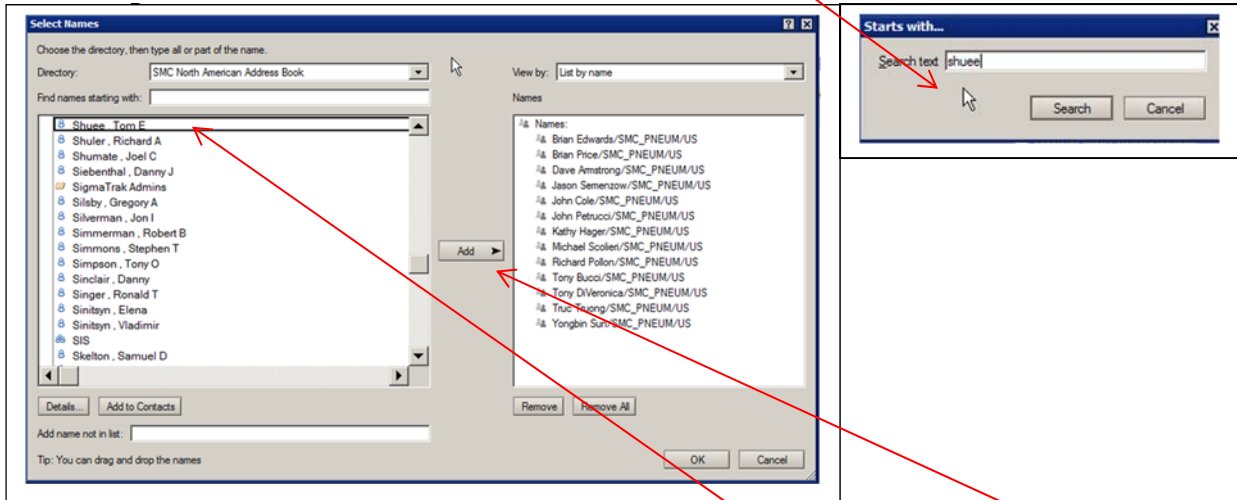
4. The Window will change and looks like this. Allowing for changes.

The screenshot shows a software window with three tabs: 'Basics', 'Comments', and 'Administration'. The 'Basics' tab is active. Below the tabs is a purple header bar with the word 'Basics' in white. The main area contains several fields for configuration:

- Group name: Canada T01
- Group type: Multi-purpose
- Category: (empty dropdown)
- Description: Ontario East Outside Sales
- Mail Domain: (empty)
- Internet Address: (empty)
- Auto Populate Method: None
- Members: A list of 13 names, each followed by /SMC_PNEUM/US. The last name, Yongbin Sun, is followed by a small dropdown arrow.

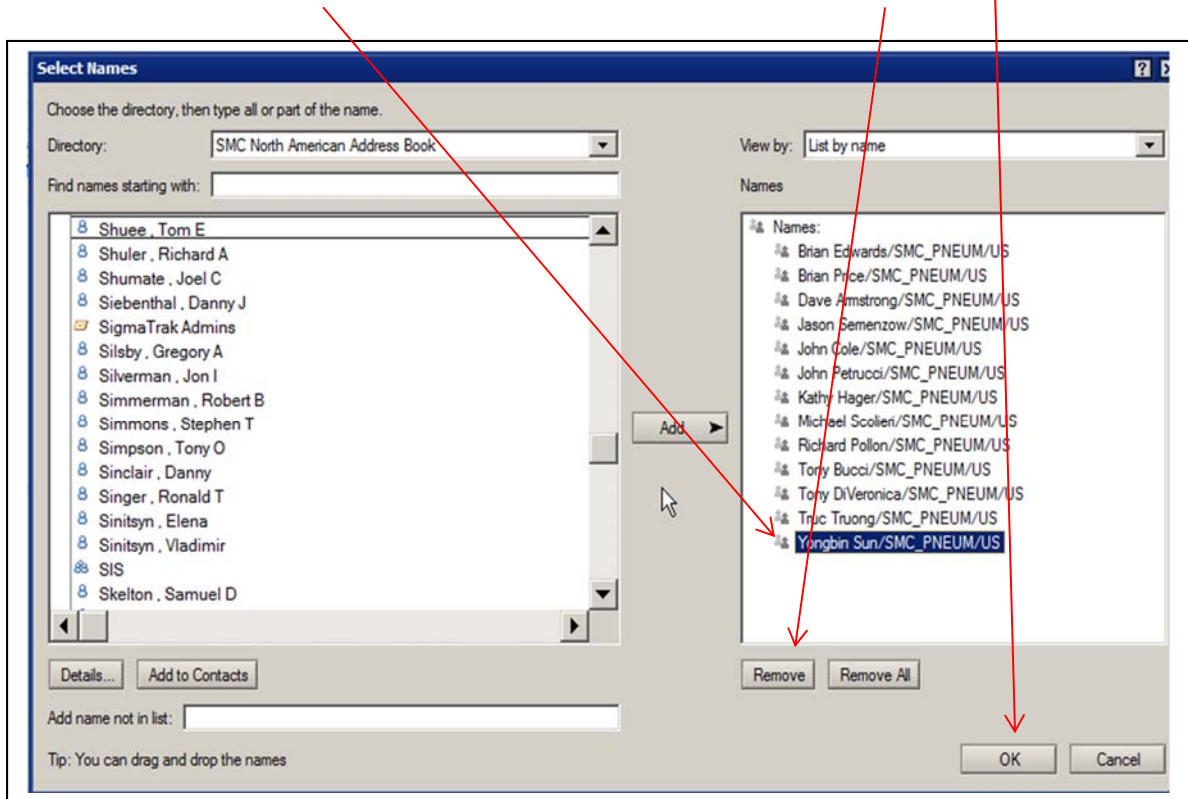
5. To add a person click the “Twisty”  at the bottom of the “Members” names list and the Select Names option appears. Click once in the left window. Start to type the LAST name of the person you wish to add.

A. This will bring up a "STARTS WITH search box.



6. Once you have the name visible you can click to HIGHLIGHT and click add. Click OK.

7. To REMOVE Follow steps 1 through 6, except now with the Select Names window open, choose a name from the right pane then select REMOVE, then OK.



8. This now takes you back to the Group Window where you should see the New Addition to the group, or the removal of a person from the list. Click Save & Close and you're done!



The screenshot shows a web-based interface for configuring a group. At the top, there is a navigation bar with buttons for 'Save & Close', 'Refresh', 'Sort Member List', 'Cancel', and 'Chat'. Below this is a header for the group: 'Multi-purpose group : Canada T01'. There are three tabs: 'Basics', 'Comments', and 'Administration'. The 'Basics' tab is selected and highlighted. Underneath, there is a form with the following fields:

Basics	
Group name:	Canada T01
Group type:	Multi-purpose
Category:	
Description:	Ontario East Outside Sales
Mail Domain:	
Internet Address:	