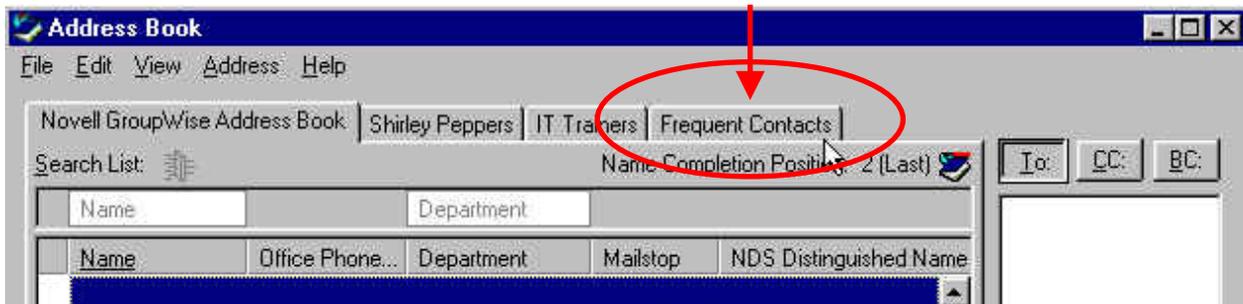


## Missing Frequent Contacts Book in GroupWise 6

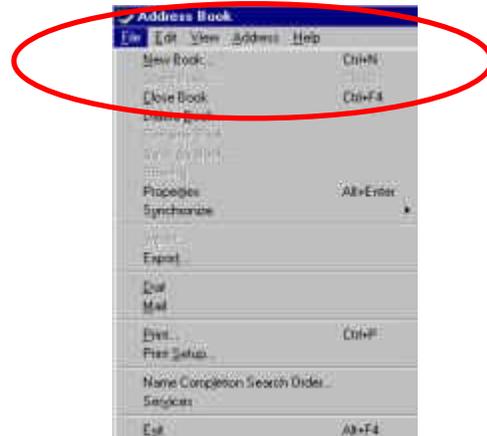
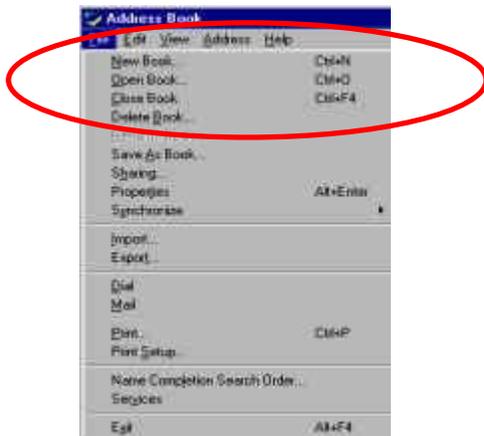
The Frequent Contacts Book is a new Address Book feature in GroupWise 5.5. Every time you send an email in GroupWise 5.5 the address is automatically added to your Frequent Contacts Book, creating a personal database of email address.

If the Frequent Contacts Tab is not visible in the Address Book, you will have to open or add the Frequent Contacts Book.



When “Open Book” is an option on your File Menu, follow the steps in Part I.

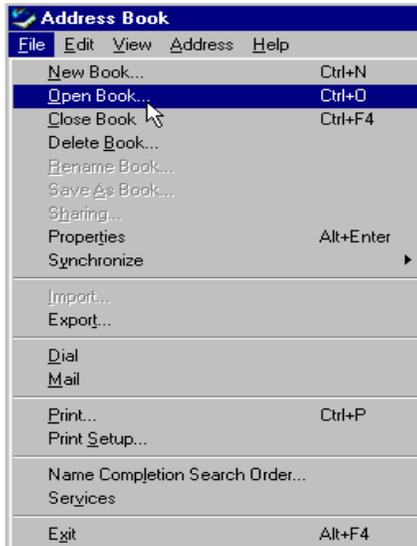
When “Open Book” is not an option on your File Menu, follow the steps listed under Part II.



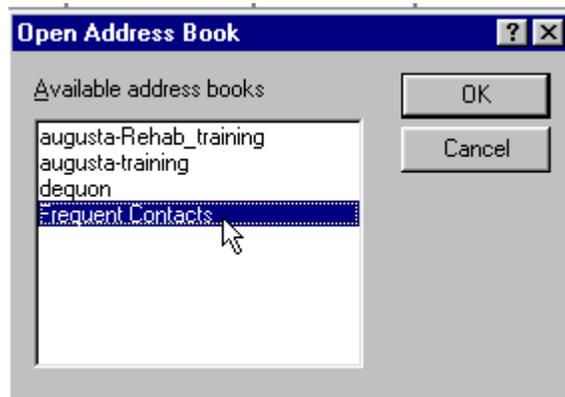
## Part I. Open Frequent Contacts Book in your Address Book:

**Step 1:** In GroupWise 5.5, open your **Address Book**.

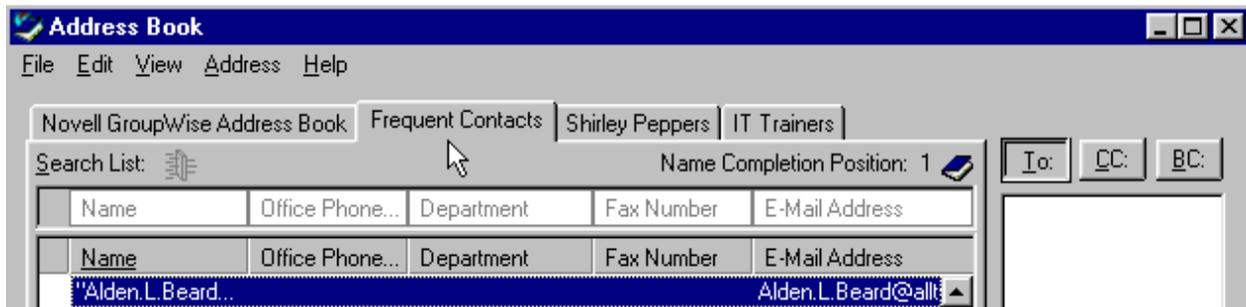
**Step 2:** Click **File** and select **Open Book**.



**Step 3:** In the Open Address Book dialog box, select **Frequent Contacts** and click **OK** button.



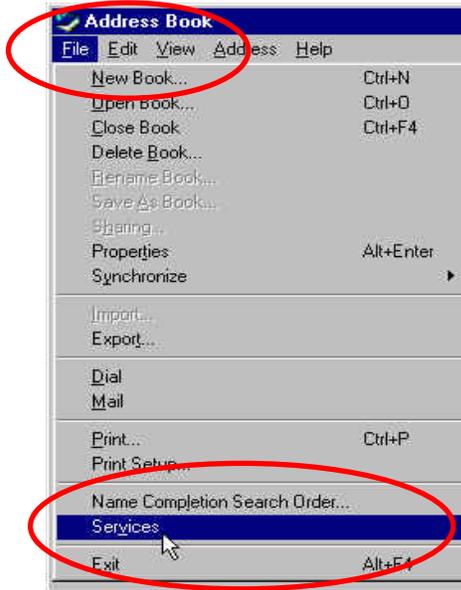
The Frequent Contacts Book will now appear in your Address Book!!! Look for the **Frequent Contacts** tab.



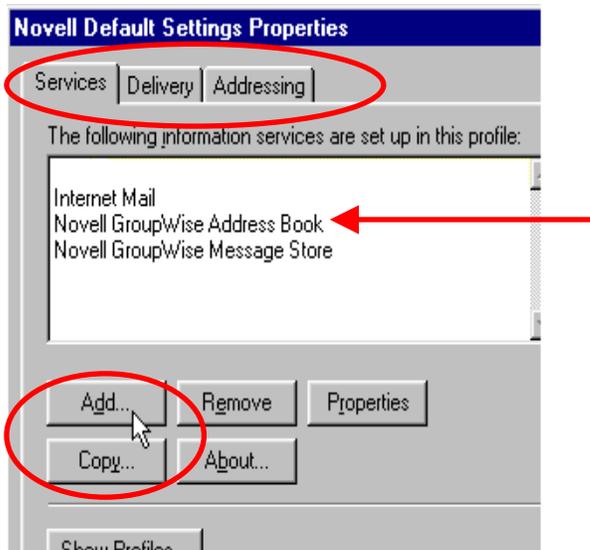
## Part II. Add Frequent Contacts Book to your Address Book:

**Step 1:** In GroupWise 5.5, open Address Book.

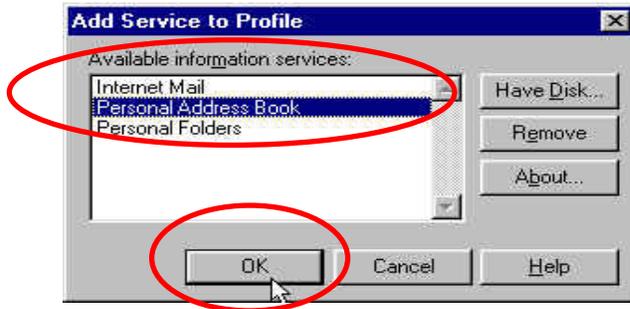
**Step 2:** From the Menu Bar in the Address Book; click **File** and select **Services**.



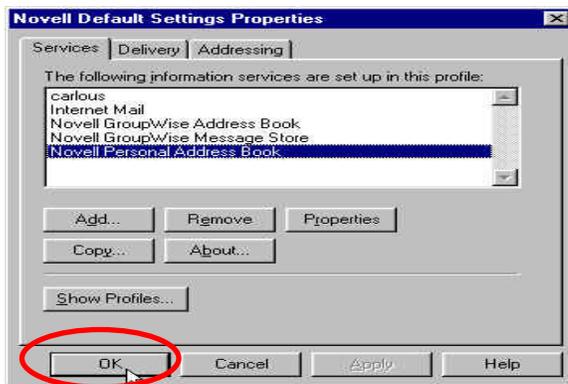
**Step 3:** Under the Services tab of the *Novell Default Settings Properties* dialog box, select the Novell GroupWise Address Book and click **Add** button.



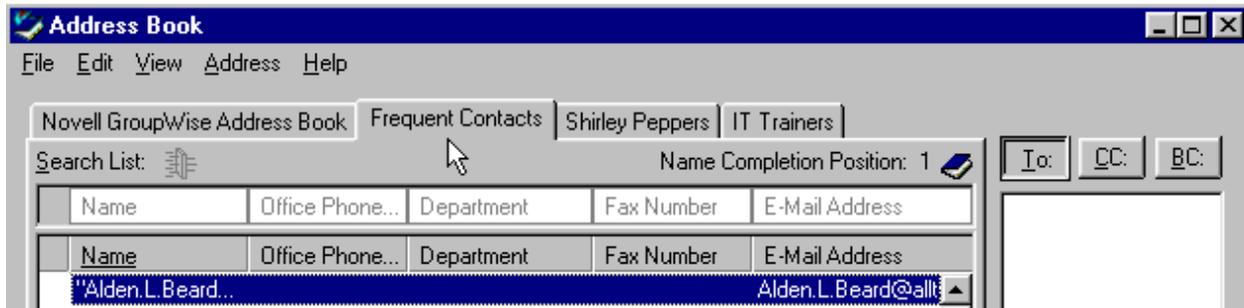
**Step 4:** In the Add Service to Profile dialog box, select **Personal Address Book** and click **OK** button.



**Step 5:** In the Novell Default Settings Properties dialog box, click the **OK** button.



The Frequent Contacts Book will now appear in your Address Book!!! Look for the **Frequent Contacts** tab.



**Best Practices Tip:**

Any incorrect addresses can be deleted from your Frequent Contacts Address Book—just highlight and press the Delete Key. When you next send mail to that person with the correct address, it will automatically be added to your Frequent Contacts Address Book.