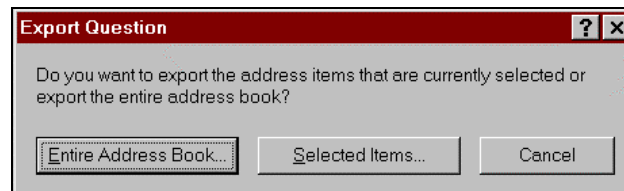


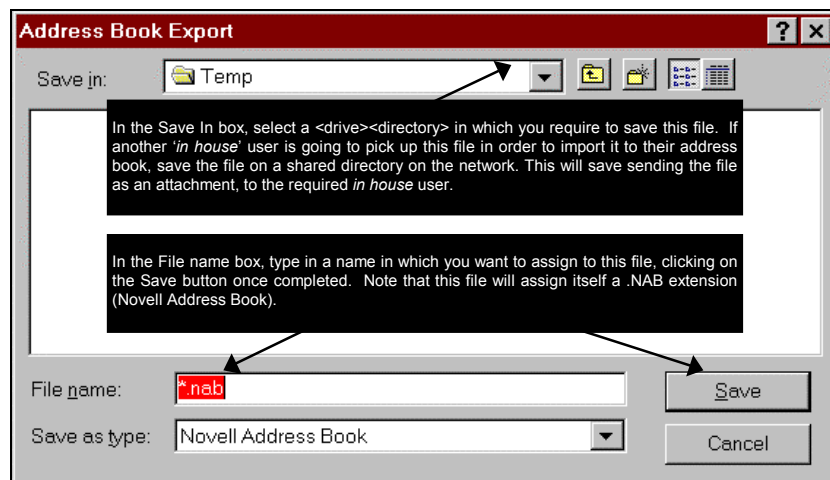
## Exporting a tab from a GroupWise address book, and importing it on another.

### Exporting the GroupWise address tab

- Open the address book from which you want to export address tab(s). If you require to export the entire address book, make sure that no individual address tabs are selected. If you require to export a single specific address tab or a selected range of address tabs, select the tab(s) now so that they appear highlighted.
- Click on the **File** menu and select **Export**, the '*Export Question*' dialogue box now appears on screen.



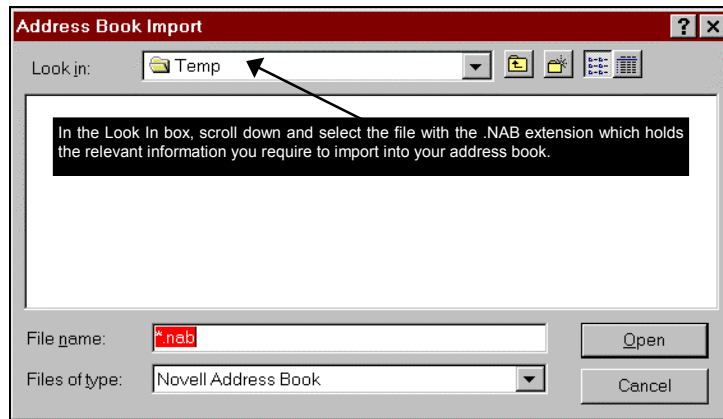
- If you are exporting the entire address book, click on the **Entire Address Book** button. If you exporting a selected range of tab(s), click on the **Selected Items** button. You will then be prompted with the '*Address Book Export*' dialogue box.



- This file has now been created and is ready to be imported, but beforehand the end user must be able to access it. Send this file as an attachment, if the user is not *in house*.

### Importing the GroupWise address tab

- Open the address book in which you want to import the addresses into.
- Click on the **File** menu and select **Import**, the 'Address Book Import' dialogue box now appears on screen.



- The specific address tabs will automatically now import into the selected Address book.
  
- You're done.

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