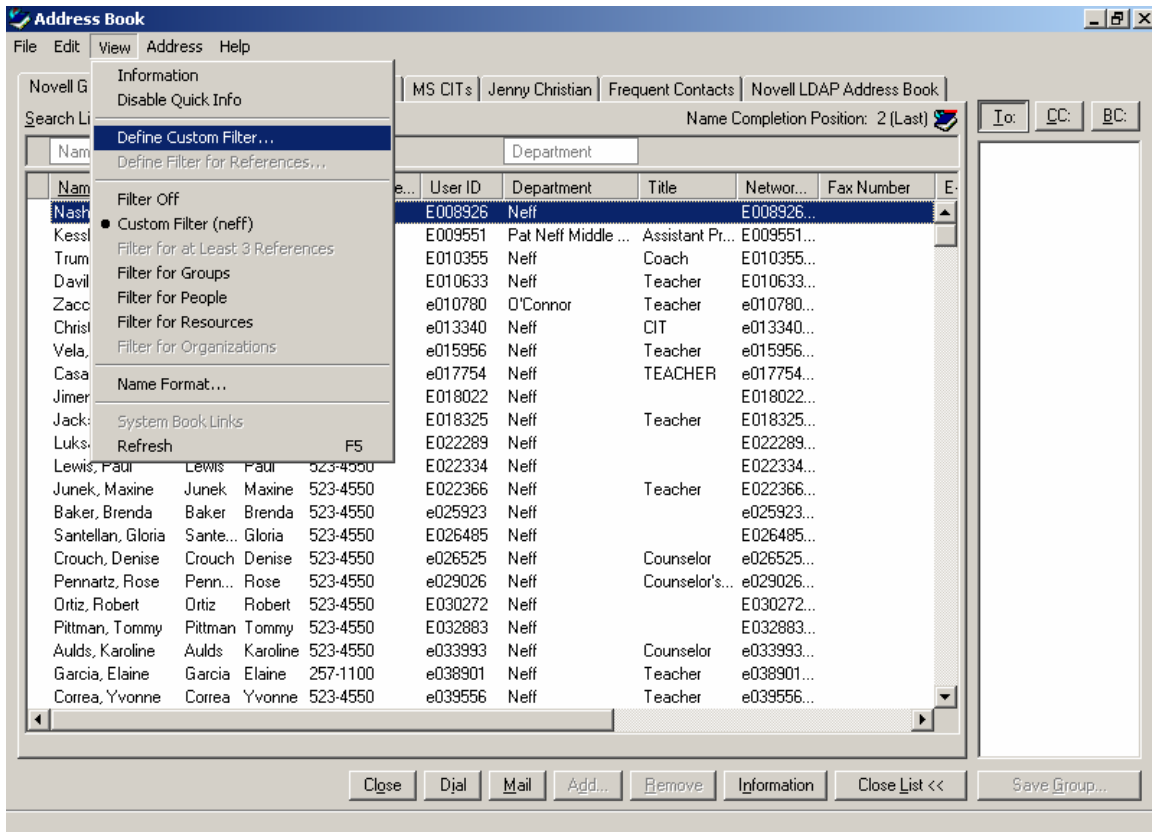
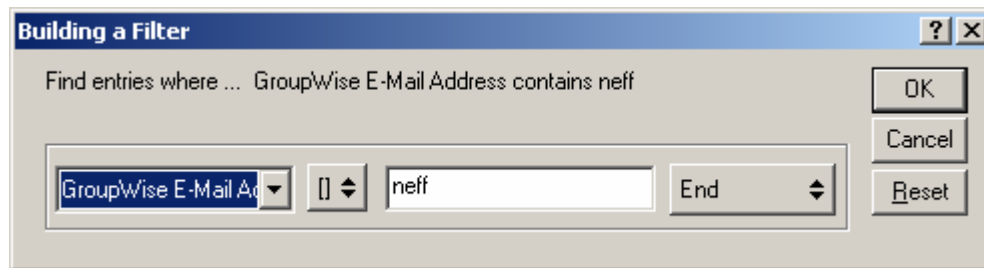


## To Update Your Address Book

1. Delete everything under your current Neff tab.
2. Go to the Novell tab.
3. Click on **VIEW** on the menu bar then click on **DEFINE CUSTOM FILTER**.



4. When the pop-up window appears (see below) then you will click on the down arrow next to the first box and select: **Department**.



5. Then click on the down arrow next to the second box and select: **[ ] CONTAINS**.
6. In the last box, type: **neff** and click **OK**.
7. Click on **EDIT** Then **SELECT ALL**.  
-- The software will now highlight all the teachers with a Neff email address.
8. Click anywhere in the blue highlighted region and then drag to the Neff tab. This will drop all the teachers with a Neff email address into your Neff tab in the address book.
9. Once this process is complete, go back to your Novell Groupwise tab, click on **VIEW** and make sure your filter is off (there will be a black dot to the left of it, if it is off).