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Distribution Lists, Groups, and Organizational Roles

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Understanding Distribution Lists, Groups, and Organizational Roles

Distribution lists are specific to GroupWise. Groups and organizational roles are eDirectory™ objects that can be configured to work with GroupWise.

Distribution lists, groups, and organizational roles are all sets of users and (optionally) resources that can be addressed as a single entity. When a GroupWise user addresses an item (message, appointment, task, or note) to a distribution list, group, or organizational role, each user or resource that is a member receives the item if he or she has a GroupWise account.

The following sections provide information to help you learn about distribution lists, groups, and organizational roles:

- ♦ [“Public vs. Personal Address Lists” on page 245](#)
- ♦ [“Distribution Lists” on page 245](#)
- ♦ [“eDirectory Groups and Organizational Roles” on page 246](#)

Public vs. Personal Address Lists

Distribution lists and groups are public address lists, meaning that they are administrator-defined lists available to all users in your GroupWise system.

If users want to create personal address lists, they can create personal groups in the GroupWise client. When a user creates personal groups, the groups are saved in his or her mailbox and are available for use only by that user. They cannot be shared by, or transferred to, other users.

If a user wants to send to all users in a particular post office or domain, he or she can use wildcard addressing, if it has been enabled. See [“Enabling Wildcard Addressing” on page 85](#).

Distribution Lists

A distribution list is specific to GroupWise. It is a public address list that you, as the GroupWise administrator, can create to facilitate easier addressing within your GroupWise system. Distribution lists can only contain users that have GroupWise accounts.

Each distribution list you want to create must be added as a Distribution List object in eDirectory. The name that you give the Distribution List object becomes the name by which the distribution list is displayed in the GroupWise Address Book.

Distribution List objects can be located in any eDirectory container that is in the same tree as the distribution list’s domain.

Because a distribution list is an addressable entity, you must assign it to a post office when you create it. This ensures that the distribution list has a standard GroupWise address (*distribution_list_name.post_office.domain*).

Regardless of the distribution list's post office, all GroupWise users can use the distribution list when addressing a message.

You can determine which users see the distribution list in the Address Book. System visibility enables all users in your GroupWise system to see the distribution list. Domain visibility enables all users in the distribution list's domain to see the distribution list. Post Office visibility enables all users in the distribution list's post office to see the distribution list. Setting the visibility level to None means that no users see the distribution list in the Address Book.

Users who cannot see the distribution list in the Address Book can still use the distribution list by typing the distribution list name in the To field of the message.

A distribution list can contain users and resources as well as other distribution lists, groups, and organizational roles. Members do not need to be on the same post office as the distribution list's post office.

For details about distribution lists, see [Chapter 18, "Creating and Managing Distribution Lists," on page 249](#).

eDirectory Groups and Organizational Roles

eDirectory groups and organizational roles are general eDirectory objects that can be created to facilitate easier administration of eDirectory users who have common needs or who share a common role or responsibility.

If you have eDirectory groups or organizational roles that you want GroupWise users to be able to address messages to, you need to make them available in your GroupWise system. When doing so, you can choose the groups and roles that you want available, and choose which users they are available to.

If a group or role contains both eDirectory users with GroupWise accounts and eDirectory users without GroupWise accounts, only those users with GroupWise accounts receive messages addressed to the group or role.

As mentioned previously, Group and Organizational Role objects are not specific to GroupWise. For information about creating these objects, see your eDirectory documentation.

The name given to the Group object or Organizational Role object becomes the name by which it is displayed in the GroupWise Address Book when you make it available. You make a group or role available in your GroupWise system by assigning it to a post office. This ensures that the group or role has a standard GroupWise address (*name.post_office.domain*). Regardless of the post office where the group or role is assigned, all GroupWise users can use it when addressing a message.

You can determine which users see the group or role in the Address Book. System visibility enables all users in your GroupWise system to see the group or role. Domain visibility enables all users in the distribution list's domain to see the group or role. Post Office visibility enables all users in the distribution list's post office to see the group or role. Setting the visibility level to None means that no users can see the group or role in the Address Book.

Users who cannot see the group or role in the Address Book can still use it by typing the name in the To field of the message.

For details about eDirectory groups and organizational roles, see [Chapter 19, “Using eDirectory Groups as GroupWise Distribution Lists,”](#) on page 261 and [Chapter 20, “Using eDirectory Organizational Roles as GroupWise Distribution Lists,”](#) on page 267.

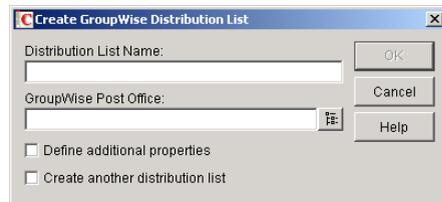
18 Creating and Managing Distribution Lists

A GroupWise® distribution list can contain GroupWise users, resources, and other distribution lists. When creating the distribution list, you can determine each entry's participation in the list (primary recipient, carbon copy recipient, or blind copy recipient).

- ♦ “Creating a New Distribution List” on page 249
- ♦ “Adding Members to a Distribution List” on page 251
- ♦ “Removing Members from a Distribution List” on page 253
- ♦ “Moving a Distribution List” on page 253
- ♦ “Renaming a Distribution List” on page 253
- ♦ “Enabling Users to Modify a Distribution List” on page 254
- ♦ “Deleting a Distribution List” on page 255
- ♦ “Managing E-Mail Addresses” on page 255
- ♦ “Adding External Users to a Distribution List” on page 259

Creating a New Distribution List

- 1 In ConsoleOne®, right-click the eDirectory container where you want to create the Distribution List object, then click New > Distribution List.



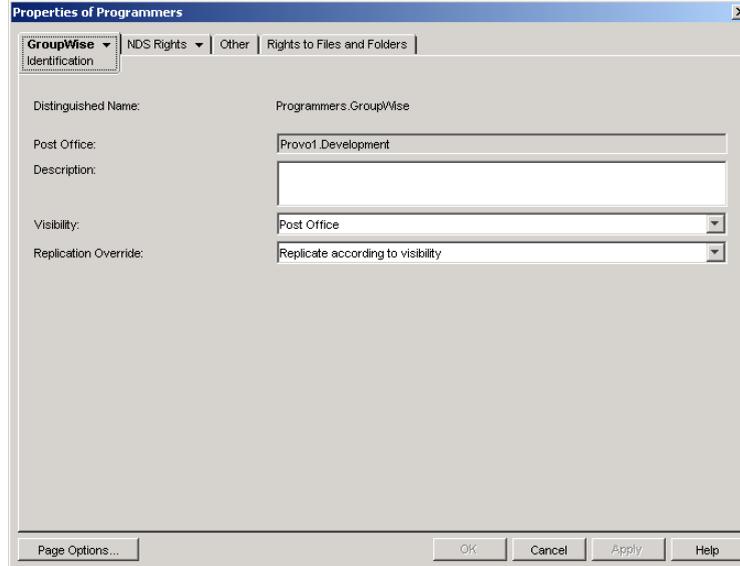
- 2 Fill in the following fields:

Distribution List Name: Specify a descriptive name. Because the name is used as part of the distribution list's GroupWise address, do not use any of the following invalid characters in the distribution list name:

ASCII characters 0-13	Comma ,
Asterisk *	Double quote "
At sign @	Extended characters
Braces { }	Parentheses ()
Colon :	Period .

GroupWise Post Office: Select the post office the distribution list will be assigned to. The distribution list can contain members of other post offices.

- 3 Select Define Additional Properties, then click OK.



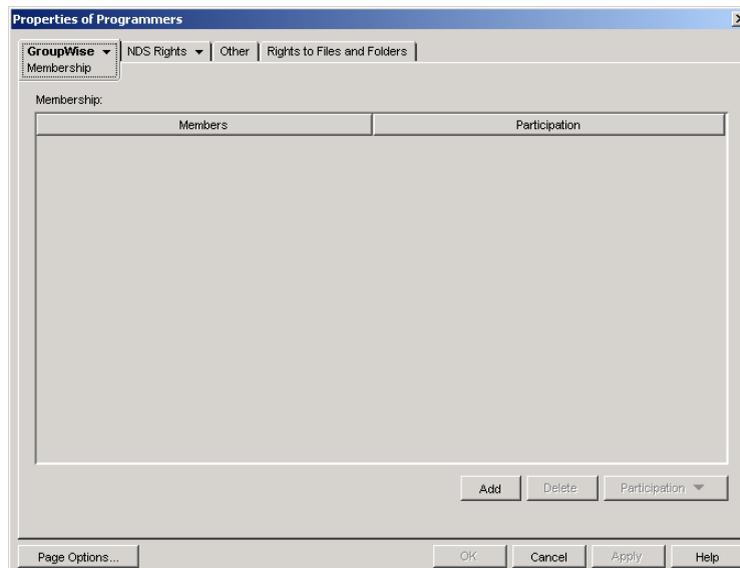
The screenshot shows the 'Properties of Programmers' dialog box with the 'Identification' tab selected. The 'GroupWise' dropdown is set to 'GroupWise'. The 'Distinguished Name' field contains 'Programmers.GroupWise'. The 'Post Office' dropdown is set to 'Prov01.Development'. The 'Description' field is empty. The 'Visibility' dropdown is set to 'Post Office'. The 'Replication Override' dropdown is set to 'Replicate according to visibility'. The dialog box has buttons for 'Page Options...', 'OK', 'Cancel', 'Apply', and 'Help'.

- 4 On the Identification page, fill in the following fields:

Description: Specify a description to help you identify the purpose or members of the distribution list.

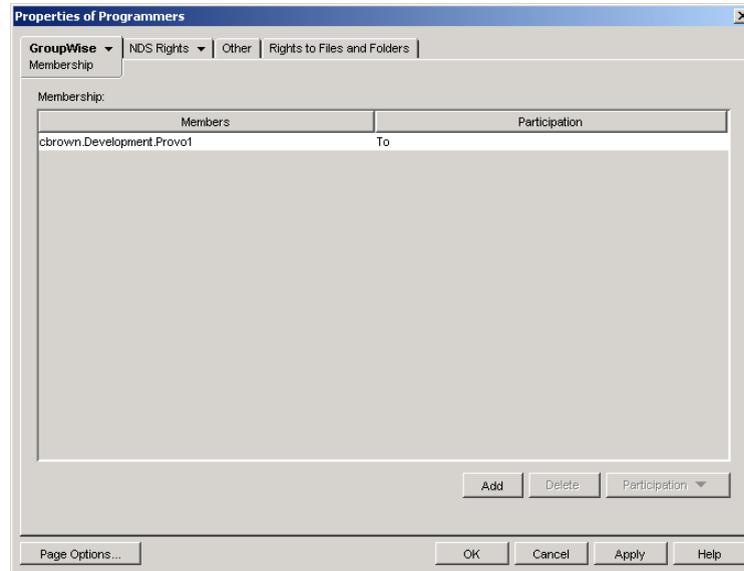
Visibility: Select the level at which the distribution list will be visible in the Address Book. System enables the distribution list to be visible to all users in your GroupWise system. Domain enables the distribution list to be visible to all users in the same domain as the distribution list. Post Office enables the distribution list to be visible to all users on the same post office as the distribution list. Setting the visibility level to None means that no users can see the distribution list in the Address Book.

- 5 Click GroupWise > Membership to display the Membership page.



The screenshot shows the 'Properties of Programmers' dialog box with the 'Membership' tab selected. The 'GroupWise' dropdown is set to 'GroupWise'. The 'Membership' section contains a table with two columns: 'Members' and 'Participation'. The table is currently empty. Below the table are buttons for 'Add', 'Delete', and 'Participation' (with a dropdown arrow). The dialog box has buttons for 'Page Options...', 'OK', 'Cancel', 'Apply', and 'Help'.

- 6 Click Add, select the user, resource, distribution list, eDirectory group, or organizational role you want to add as a member, then click OK to add the member to the list.



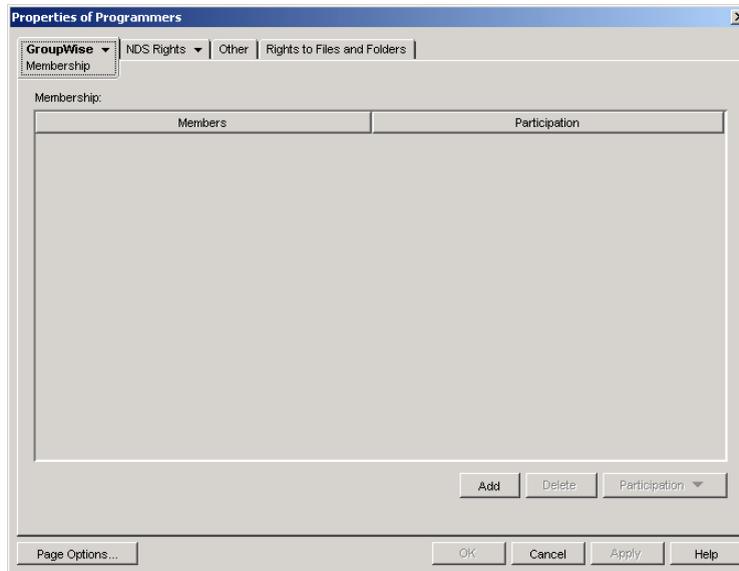
By default, the member is added as a primary recipient (To: recipient).

- 7 If you want to change the member's recipient type, select the member, click Participation, then click To, CC, or BC.
- 8 Repeat **Step 6** and **Step 7** to add additional members.
- 9 Click OK to save your changes.

Adding Members to a Distribution List

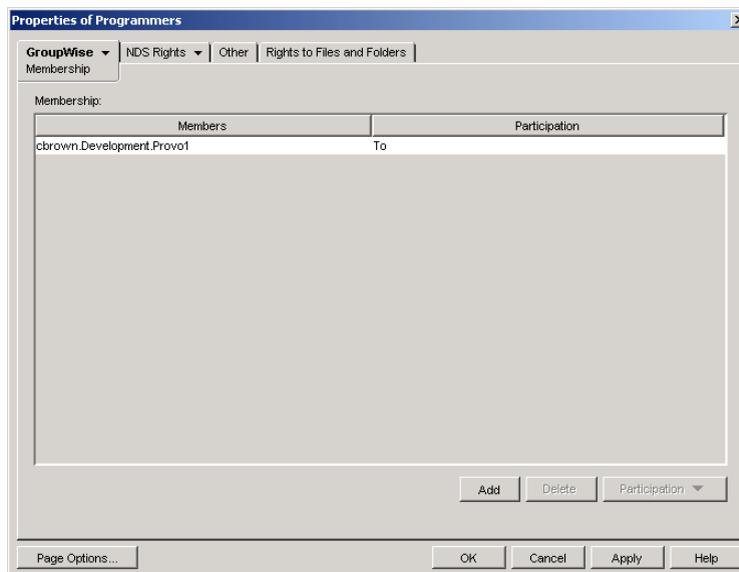
Distribution lists can contain users, resources, groups, organizational roles, and other distribution lists.

- 1 In ConsoleOne[®], right-click the Distribution List object, then click Properties.
- 2 Click GroupWise > Membership to display the Membership page.



- 3** Click Add, select the user, resource, distribution list, group, or organizational role you want to add as a member, then click OK to add the member to the list.

If you want to add an external user that is not listed for selection, see [“Adding External Users to a Distribution List”](#) on page 259.



By default, the selected member is added as a primary recipient (To: recipient).

- 4** If you want to change the member’s recipient type, select the member, click Participation, then click To, CC, or BC.
- 5** Repeat [Step 3](#) and [Step 4](#) to add additional members.
- 6** Click OK to save your changes.

Distribution lists are typically managed by an administrator in ConsoleOne. Starting in GroupWise 7, users can be granted rights to modify distribution lists, as described in [“Enabling Users to Modify a Distribution List”](#) on page 254.

In addition, GroupWise client users can create shared address books and then create groups within those shared address books so that the groups are available to all users with whom the address book is shared. The creator of the shared address book can give other users read only rights, or can choose to grant them additional rights for adding, editing, and deleting information. For more information about shared address books, see [“Sharing an Address Book with Another User”](#) in [“Using the Address Book”](#) in the *“GroupWise 7 Windows Client User Guide”*.

Removing Members from a Distribution List

When you remove users’ or resources’ GroupWise accounts, delete groups, delete organizational roles, or delete distribution lists, they are automatically removed from any distribution lists in which they have membership.

To manually remove members from a distribution list:

- 1 In ConsoleOne, right-click the Distribution List object, then click Properties.
- 2 Click GroupWise > Membership to display the Membership page.
- 3 Select the member you want to remove from the list, then click Delete.

Moving a Distribution List

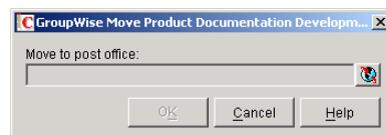
If necessary, you can move a distribution list from one post office to another. For example, you might need to move a distribution list from a post office you are removing.

The distribution list retains the same name on the new post office as it has on the current post office. If another user, resource, or distribution list assigned to the new post office has the same name, you must rename one of them before you move the distribution list. For details, see [“Renaming a Distribution List” on page 253](#).

To move a distribution list:

- 1 In ConsoleOne, right-click the Distribution List object in the GroupWise View, then click Move to display the GroupWise Move dialog box.

IMPORTANT: You must select the Distribution List object in the GroupWise View. If you select the object in the standard Console View, you will move the Distribution List object from one container to another, not the distribution list from one post office to another.



- 2 Select the post office to which you want to move the distribution list, then click OK to move the distribution list.

Renaming a Distribution List

Situations might arise where you need to give a distribution list a new name. For example, you might need to move the distribution list to another post office that already has a user, resource, or distribution list with the same name.

To rename a distribution list:

- 1 In ConsoleOne, right-click the Distribution List object in the GroupWise View, then click Rename to display the Rename dialog box.



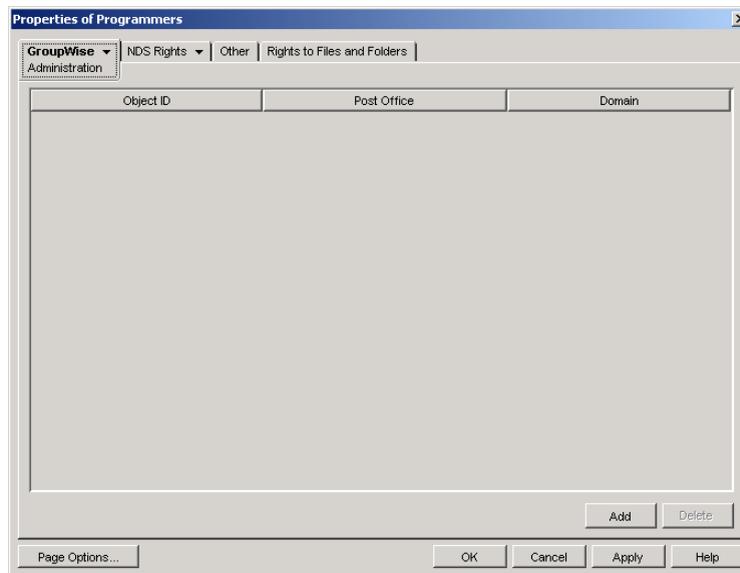
- 2 In the New Name field, enter the new name for the distribution list.
- 3 Make sure the Save Old Name box is not selected. Saving the old name causes duplicate distribution lists to appear in the Address Book.
- 4 Click OK to rename the distribution list.

Enabling Users to Modify a Distribution List

In ConsoleOne, you can grant rights to users to modify distribution lists from the GroupWise Windows client. However, users cannot create or delete distribution lists; that can be done only in ConsoleOne by an administrator.

To grant edit rights to a specific distribution list to one or more users:

- 1 Browse to and right-click a Distribution List object, then click Properties.
- 2 Click GroupWise > Administration.

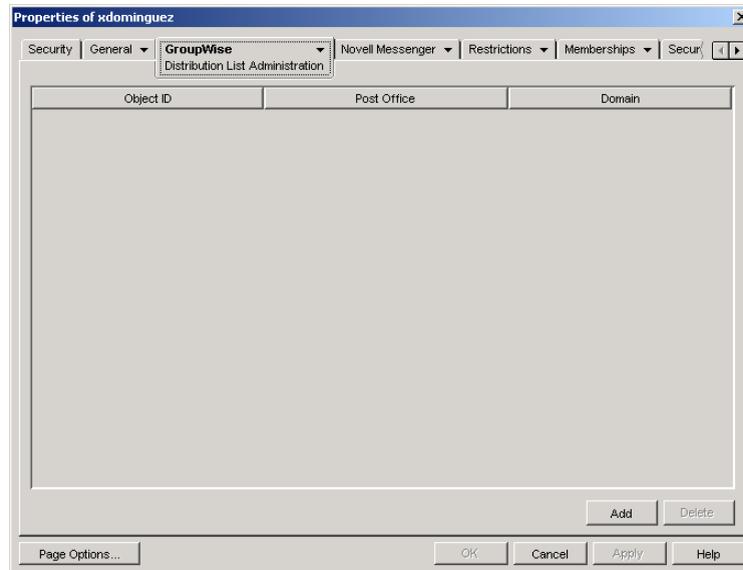


- 3 Click Add, then select one or more users who can edit the distribution list.
- 4 Click OK to grant the rights.
- 5 Notify the users that they have rights to modify the distribution list.

To give a specific user rights to edit one or more distribution lists:

- 1 Browse to and right-click a User object, then click Properties.

- 2 Click GroupWise > Distribution List Administration.



- 3 Click Add, then select one or more distribution lists for the user to edit.
- 4 Click OK to grant the rights.
- 5 Notify the user that he or she has rights to modify the distribution lists.

In the GroupWise client, the editable distribution list does not appear any different to the user who has rights to edit it, except that Add and Remove are active for that user.

Deleting a Distribution List

To delete a single distribution list:

- 1 In ConsoleOne, right-click the Distribution List object, then click Delete.
- 2 Click Yes to confirm the deletion.

To delete multiple distribution lists that belong to the same post office:

- 1 In ConsoleOne, right-click the Post Office object, then click Properties.
- 2 Click GroupWise > Distribution Lists.
- 3 Select one or more distribution lists, then click Delete.
- 4 Click OK to complete the deletion.

Managing E-Mail Addresses

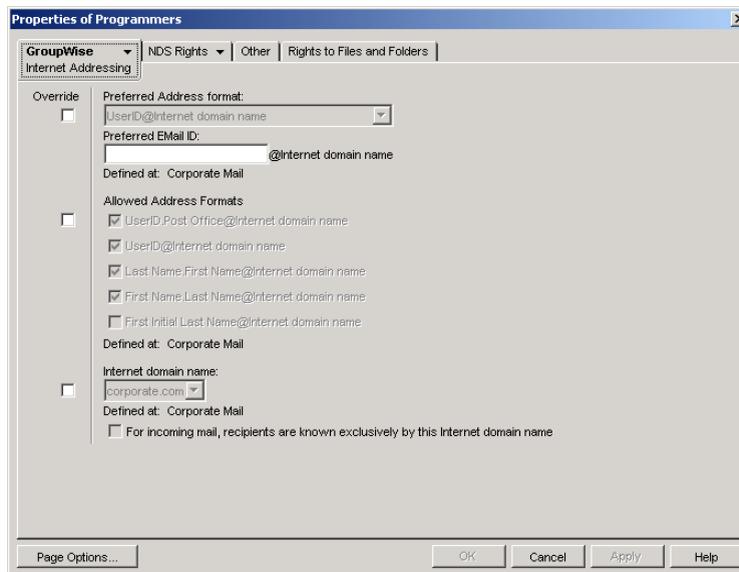
To ensure that distribution list addresses meet your needs, GroupWise enables you to determine the format and visibility of addresses, as well as create additional names for distribution lists. The following sections provide details:

- ♦ [“Changing a Distribution List’s Internet Addressing Settings” on page 256](#)
- ♦ [“Changing a Distribution List’s Visibility in the Address Book” on page 257](#)
- ♦ [“Creating a Nickname for a Distribution List” on page 258](#)

Changing a Distribution List's Internet Addressing Settings

By default, a distribution list inherits its Internet address settings (preferred Internet address format, allowed address formats, and Internet domain name) from its post office, domain, or GroupWise system. If necessary, you can override these settings for a distribution list.

- 1 In ConsoleOne, right-click the Distribution List object, then click Properties.
- 2 Click GroupWise, then click Internet Addressing to display the Internet Addressing page.



- 3 To override one of the settings, select the Override box, then change the setting.

Preferred Address Format: The preferred address format determines how the distribution list's address is displayed in the GroupWise Address Book and in sent messages.

At the distribution list level, only three preferred address formats are available. The address formats that include first name, last name, and first initial do not apply to distribution lists, so they are not available.

You can completely override the address format by explicitly defining the user portion of the address (*user@Internet domain name*). The user portion can include any RFC-compliant characters (no spaces, commas, and so forth). The distribution list name portion must be unique within its Internet domain. This means that a distribution list name can be used multiple times in your GroupWise system, provided it is used only once in each Internet domain.

Allowed Address Formats: The allowed address formats determine which address formats can be used to send messages to the distribution list.

Only the *UserID.Post Office@Internet domain name* and *UserID@Internet domain name* formats are valid for distribution lists. The formats that include first name, last name, and first initial are not valid.

For example, using DL1 as the distribution list ID, Research as the post office, and novell.com as the Internet domain, if you select the two valid formats, members of the distribution list receive messages sent using either of the following addresses:

dl1.research@novell.com
dl1@novell.com

Internet Domain Name: The Internet domain name, along with the preferred address format, is used when constructing the e-mail address that is displayed in the GroupWise Address Book and in the To field of sent messages.

Only the Internet domain names that have been defined are displayed in the list. Internet domain names must be defined at the system level (Tools > GroupWise System Operations > Internet Addressing). For more information, see “[Configuring Internet Addressing](#)” on page 689.

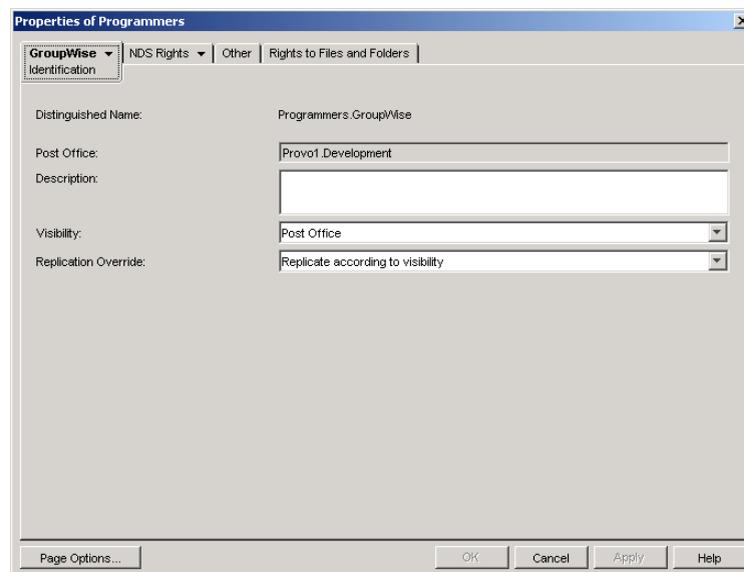
If you override the Internet domain name, the For Incoming Mail, Recipients are Known Exclusively by This Internet Domain Name becomes available. Enable this option if you only want the distribution list to be able to receive messages addressed with this Internet domain name. If you don’t enable this option, the distribution list receive messages addressed using any of the Internet domain names assigned to your GroupWise system.

- 4 Click OK to save your changes.

Changing a Distribution List’s Visibility in the Address Book

A distribution list’s visibility level determines which users see the distribution list in the Address Books. You can control the availability of a distribution list by displaying it in the Address Book for all users in your GroupWise system, in the Address Book for those users in the distribution list’s domain only, in the Address Book for those users on the distribution list’s post office only, or not displaying it at all.

- 1 In ConsoleOne, right-click the Distribution List object, then click Properties.



- 2 In the Visibility field, select the desired visibility level.

System: The distribution list is displayed in the Address Book for all users in your GroupWise system.

Domain: The distribution list is displayed in the Address Book for all users in the distribution list’s domain.

Post Office: The distribution list is displayed in the Address Book for all users on the distribution list’s post office.

None: The distribution list not displayed in the Address Book.

- 3 Click OK to save your changes.

Creating a Nickname for a Distribution List

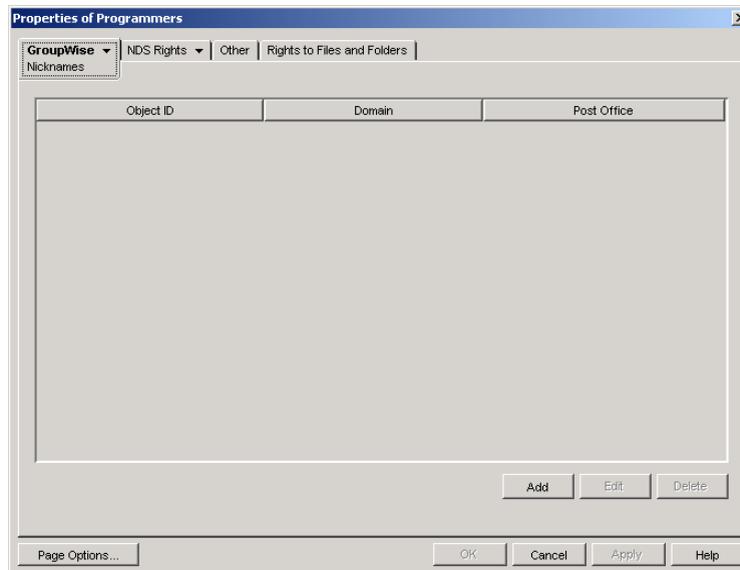
Each distribution list has a specific GroupWise address consisting of the distribution list's name, post office, and domain (*distribution_list_name.post_office.domain*). You can assign one or more nicknames to a distribution list to give it an alternate address. Each part of the address (*distribution_list_name*, *post_office*, and *domain*) can be different than the distribution list's actual address.

For example, you might want to create a nickname for a distribution list you have just moved (see [“Creating a Nickname for a Distribution List” on page 258](#)) or renamed (see [“Renaming a Distribution List” on page 253](#)). The nickname, which would be the distribution list's old address, would ensure that any use of the old address would result in the new address being used instead.

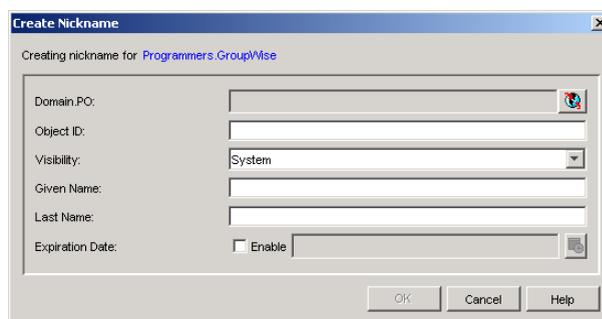
Nicknames are not displayed in the Address Book, which means users need to know the nickname to use it. In addition, nicknames are not valid Internet addresses. For example, Internet users cannot address a message to *nickname@host*.

To create a nickname for a distribution list:

- 1 In ConsoleOne, right-click the Distribution List object, then click Properties.
- 2 Click GroupWise > Nicknames to display the Nicknames page.



- 3 Click Add to display the Create Nickname dialog box.



4 Fill in the following fields:

Domain.PO: Select the post office where you want to assign the nickname. This can be any post office in your GroupWise system; it does not have to be the distribution list's post office.

Object ID: Specify the name to use as the *distribution_list_name* portion of the nickname.

Visibility: Ignore this field. Nicknames are not displayed in the Address Book.

Given Name: Ignore this field. It is not used for distribution list nicknames.

Last Name: Ignore this field. It is not used for distribution list nicknames.

Expiration Date: If you want the nickname to no longer work after a certain date, click Enable and then select the desired date.

5 Click OK to add the nickname to the list.

6 Click OK to save the changes to the Distribution List object.

Adding External Users to a Distribution List

Members of distribution lists must have corresponding eDirectory™ objects. If you want to add users to a distribution list, and the users do not belong to your GroupWise system, you must create objects to represent these external users within your GroupWise system.

- ◆ [“Creating an External Domain” on page 259](#)
- ◆ [“Creating an External Post Office” on page 259](#)
- ◆ [“Creating an External User” on page 259](#)

For more information, see [“Adding External Users to the GroupWise Address Book” on page 88](#).

Creating an External Domain

You create an external domain to represent the world outside your GroupWise system.

- 1** In ConsoleOne, right-click GroupWise System, then click New > External Domain.
- 2** Provide a unique name for the domain, then click OK.

Creating an External Post Office

You create an external post office in the external domain to hold External User objects.

- 1** In ConsoleOne, right-click the External Domain object, then click New > External Post Office.
- 2** Provide a unique name for the post office, then click OK.

Creating an External User

You create an external user so that it can be selected when adding members to a distribution list.

- 1** In ConsoleOne, right-click the External Post Office object, then click New > External User.
- 2** Provide a unique name for the user, then click OK.
- 3** Right-click the new External User object, then click Properties.
- 4** On the Identification page, fill in at least the first and last names.

- 5** Click GroupWise > Internet Addressing.
- 6** Select Override.
- 7** Select the preferred addressing format depending on how you want e-mail to this user to be addressed.

or

Provide a preferred e-mail ID.
- 8** Click OK to save the user information.
- 9** Follow the instructions in [“Adding Members to a Distribution List”](#) on page 251 to add the external user to a distribution list.

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Using eDirectory Groups as GroupWise Distribution Lists

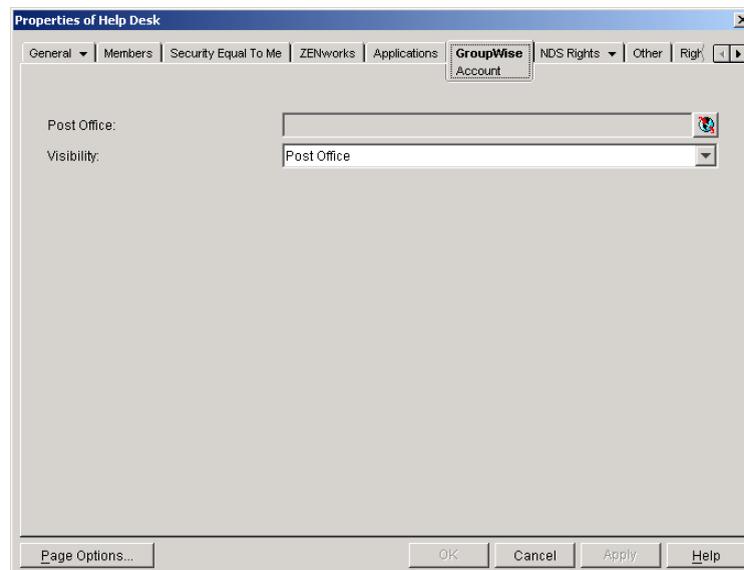
Novell® eDirectory™ groups can be configured to function as GroupWise® distribution lists.

- ♦ “Setting Up an eDirectory Group for Use in GroupWise” on page 261
- ♦ “Seeing Which Members of an eDirectory Group Have GroupWise Accounts” on page 262
- ♦ “Changing a Group’s Visibility in the Address Book” on page 263
- ♦ “Moving a Group” on page 263
- ♦ “Renaming a Group” on page 264
- ♦ “Removing a Group from GroupWise” on page 264

Setting Up an eDirectory Group for Use in GroupWise

By default, eDirectory groups are not automatically available for use as distribution lists in GroupWise. To make an eDirectory group available, you need to assign it to a GroupWise post office.

- 1** In ConsoleOne®, right-click the Group object, then click Properties.
- 2** Click GroupWise > Account to display the Account page.



- 3** Fill in the following fields:

Post Office: Select the post office where you want to assign the group. You can choose any post office you want. If you plan to limit visibility of the group to users on a specific post office or in a specific domain, you should select that post office or a post office in the desired domain.

Visibility: Select the level at which the group is visible in the Address Book. System enables the group to be visible to all users in your GroupWise system. Domain enables the group to be visible to all users in the same domain as the group. Post Office enables the group to be visible to all users on the same post office as the group. Setting the visibility to None means that the group is not visible at any level. However, even if the group is not displayed in a user's Address Book, he or she can use the group by typing the group's name in a message's To field.

4 Click OK to save the changes.

The group is now treated like a GroupWise distribution list and is visible in the GroupWise View when you filter on distribution lists.

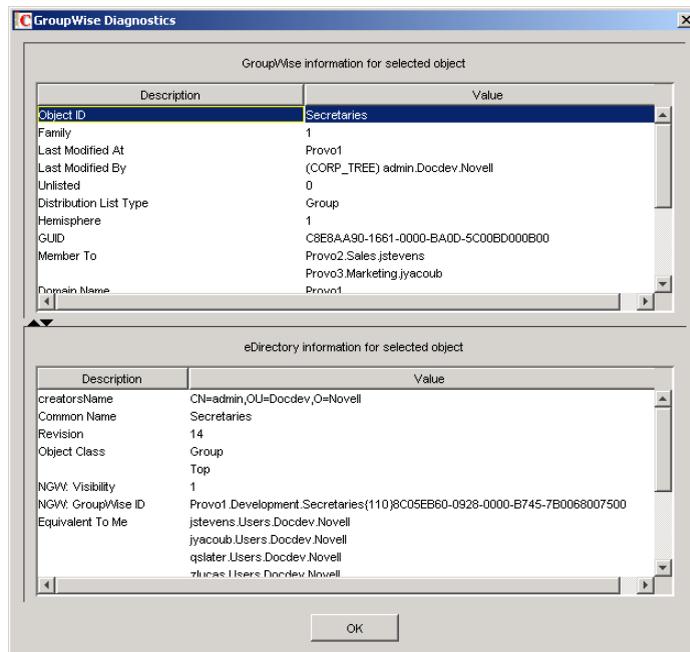
When GroupWise users send messages to the group, only those group members who have GroupWise accounts receive messages.

Seeing Which Members of an eDirectory Group Have GroupWise Accounts

eDirectory groups can include members who have GroupWise accounts and members who do not have GroupWise accounts. When the group is used to address a message, only those members who have GroupWise accounts receive the message.

To see which members have GroupWise accounts and which ones do not:

1 In ConsoleOne, select the Group object, then click Tools > GroupWise Diagnostics > Display Object.



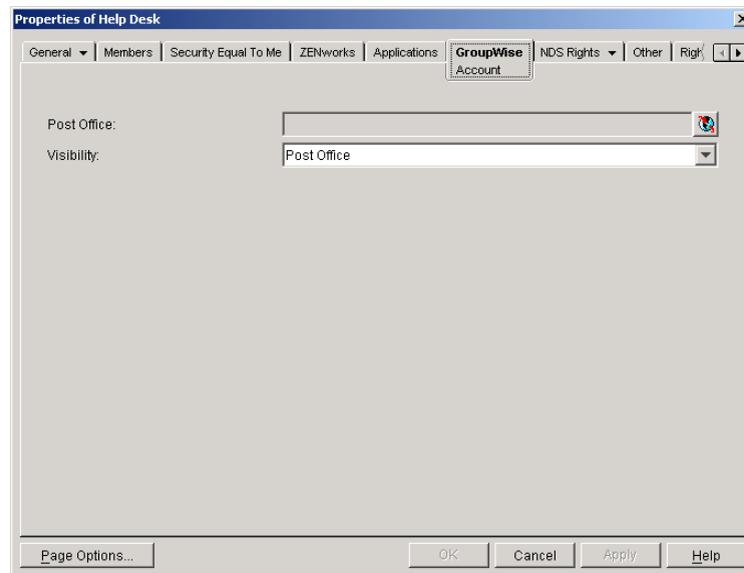
The top window displays the members who have GroupWise accounts. The bottom window displays all members.

- 2 When you've finished viewing the information, click OK.

Changing a Group's Visibility in the Address Book

An eDirectory group's visibility level determines which users see the group in the Address Books. You can control the availability of a group by displaying it in the Address Book for all users in your GroupWise system, in the Address Book for those users in the group's domain only, in the Address Book for those users on the group's post office only, or not displaying it at all.

- 1 In ConsoleOne, right-click the Group object, then click Properties.
- 2 Click GroupWise > Account to display the Account page:



- 3 In the Visibility field, select the desired visibility level.

System: The group is displayed in the Address Book for all users in your GroupWise system.

Domain: The group is displayed in the Address Book for all users in the group's domain.

Post Office: The group is displayed in the Address Book for all users on the group's post office.

None: The group is not displayed in the Address Book.

- 4 Click OK to save your changes.

Moving a Group

If necessary, you can move an eDirectory group from one post office to another. For example, you might need to move a group from a post office you are removing.

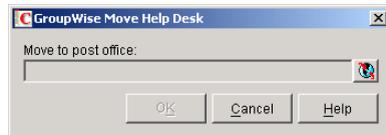
The group retains the same name on the new post office as it has on the current post office. If another object (user, resource, distribution list, group, or organizational role) assigned to the new

post office has the same name, you must rename one of them before you move the group. For details, see [“Renaming a Distribution List” on page 253](#).

To move an eDirectory group from one post office to another:

- 1 In ConsoleOne, right-click the Group object in the GroupWise View, then click Move to display the GroupWise Move dialog box.

IMPORTANT: You must select the Group object in the GroupWise View. If you select the object in the standard Console View, you will move the Group object from one eDirectory container to another, not the group from one post office to another.



- 2 Select the post office to which you want to move the group, then click OK to move the group.

Renaming a Group

Situations might arise where you need to give an eDirectory group a new name. For example, you might need to move the group to another post office that already has an object (user, resource, distribution list, group, or organizational unit) with the same name.

When you rename an eDirectory group, you rename the Group object. This means that not only are you changing the name in GroupWise, but also in eDirectory.

- 1 In ConsoleOne, right-click the Group object, then click Rename to display the Rename dialog box.



- 2 In the New Name field, specify the new name for the group.
- 3 Make sure the Save Old Name box is not checked. Saving the old name causes duplicate groups to appear in the Address Book.
- 4 Click OK to rename the group.

Removing a Group from GroupWise

If you decide that you no longer want an eDirectory group to be a distribution list in GroupWise, you can remove its association with a GroupWise post office, so that it returns to being just an eDirectory group.

- 1 In ConsoleOne, right-click the Group object, click Delete, then click Yes to confirm that you want to delete the object.
- 2 In the eDirectory Account box, deselect Delete to retain the Group object in eDirectory.

The Delete option in the GroupWise Account box is selected by default and cannot be deselected.

- 3** Click OK twice to complete the deletion.

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Using eDirectory Organizational Roles as GroupWise Distribution Lists

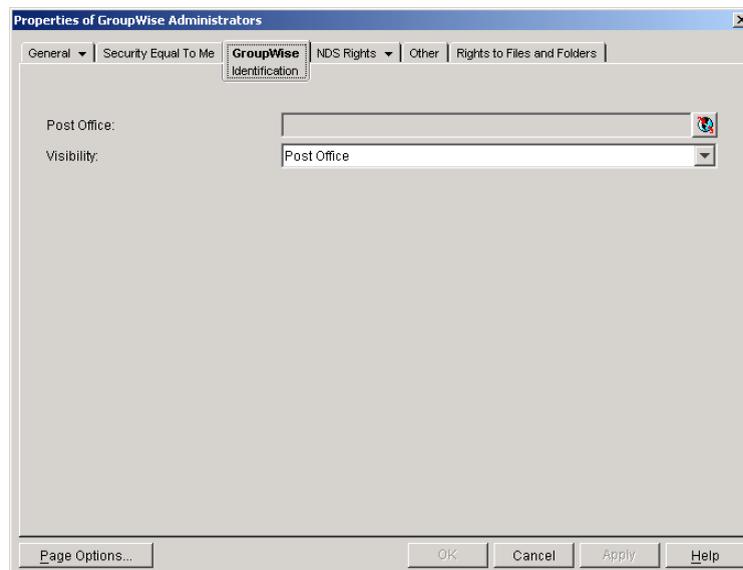
Organizational roles can be configured to function as GroupWise® distribution lists.

- ♦ “Setting Up an Organizational Role for Use in GroupWise” on page 267
- ♦ “Seeing Which Members of an Organizational Role Have GroupWise Accounts” on page 268
- ♦ “Changing an Organizational Role’s Visibility in the Address Book” on page 269
- ♦ “Moving an Organizational Role” on page 269
- ♦ “Renaming an Organizational Role” on page 270
- ♦ “Removing an Organizational Role from GroupWise” on page 270

Setting Up an Organizational Role for Use in GroupWise

By default, Novell® eDirectory™ organizational roles are not automatically available for use as distribution lists in GroupWise. To make an organizational role available, you need to assign it to a GroupWise post office.

- 1 In ConsoleOne®, right-click the Organizational Role object, then click Properties.
- 2 Click the GroupWise tab to display the Identification page.



- 3 Fill in the following fields:

Post Office: Select the post office where you want to assign the organizational role. You can choose any post office you want. If you plan to limit visibility of the organizational role to users on a specific post office or in a specific domain, you should select that post office or a post office in the desired domain.

Visibility: Select the level at which the role is visible in the Address Book. System enables the role to be visible to all users in your GroupWise system. Domain enables the role to be visible to all users in the same domain as the role. Post Office enables the role to be visible to all users on the same post office as the role. Setting the visibility to None means that the role is not visible at any level. However, even if the role is not displayed in a user's Address Book, he or she can use the role by typing the role's name in a message's To field.

- 4 Click OK to save the changes.

The organizational role is now treated like a GroupWise distribution list and is visible in the GroupWise View when you filter on distribution lists.

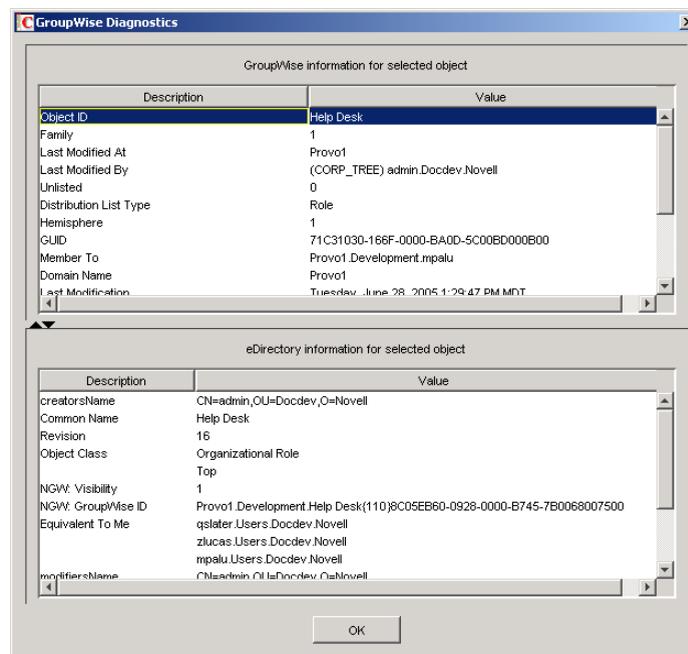
When GroupWise users send messages to the organization role, only those role members who have GroupWise accounts receive messages.

Seeing Which Members of an Organizational Role Have GroupWise Accounts

eDirectory organizational roles can include members who have GroupWise accounts and members who do not have GroupWise accounts. When the organizational role is used to address a message, only those members who have GroupWise accounts receive the message.

To see which members have GroupWise accounts and which ones do not:

- 1 In ConsoleOne, select the Organizational Role object, then click Tools > GroupWise Diagnostics > Display Object.



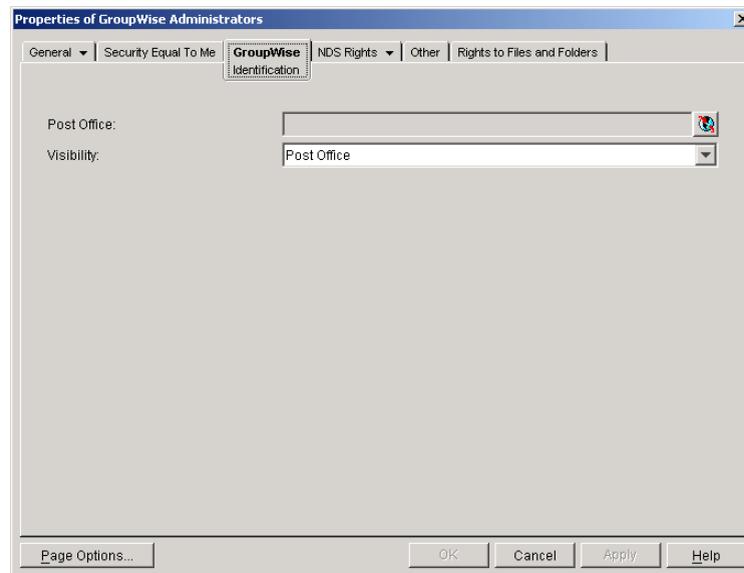
The top window displays the members who have GroupWise accounts. The bottom window displays all members.

- 2 When you've finished viewing the information, click OK.

Changing an Organizational Role's Visibility in the Address Book

An organizational role's visibility level determines which users see the role in the Address Books. You can control the availability of a role by displaying it in the Address Book for all users in your GroupWise system, in the Address Book for those users in the role's domain only, in the Address Book for those users on the role's post office only, or not displaying it at all.

- 1 In ConsoleOne, right-click the Organizational Role object, then click Properties.
- 2 Click GroupWise > Identification to display the Identification page:



- 3 In the Visibility field, select the desired visibility level.

System: The organizational role is displayed in the Address Book for all users in your GroupWise system.

Domain: The organizational role is displayed in the Address Book for all users in the role's domain.

Post Office: The organizational role is displayed in the Address Book for all users on the role's post office.

None: The organizational role is not displayed in the Address Book.

- 4 Click OK to save your changes.

Moving an Organizational Role

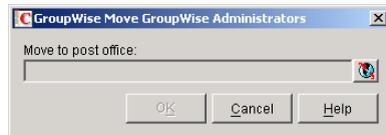
If necessary, you can move an organizational role from one post office to another. For example, you might need to move an organizational role from a post office you are removing.

The organizational role retains the same name on the new post office as it has on the current post office. If another object (user, resource, distribution list, group, or organizational role) assigned to the new post office has the same name, you will need to rename one of them before you move the organizational role. For details, see [“Renaming a Distribution List” on page 253](#).

To move an organizational role from one post office to another:

- 1 In ConsoleOne, right-click the Organizational Role object in the GroupWise View, then click Move to display the GroupWise Move dialog box.

IMPORTANT: You must select the Organizational Role object in the GroupWise View. If you select the object in the standard Console View, you will move the Organizational Role object from one eDirectory container to another, not the group from one post office to another.



- 2 Select the post office to which you want to move the organizational role, then click OK to move the organizational role.

Renaming an Organizational Role

Situations might arise where you need to give an organizational role a new name. For example, you might need to move the organizational role to another post office that already has an object (user, resource, distribution list, group, or organizational unit) with the same name.

When you rename an organizational role, you rename the Organizational Role object. This means that you are not only changing the name in GroupWise, but also in eDirectory.

To rename an organizational role:

- 1 In ConsoleOne, right-click the Organizational Role object, then click Rename to display the GroupWise Rename dialog box.



- 2 In the New Name field, specify the new name for the organizational role.
- 3 Click OK to rename the organizational role.

Removing an Organizational Role from GroupWise

If you decide that you no longer want an organizational role to be a public address list in GroupWise, you can remove its association with a GroupWise post office, so that it returns to being just an eDirectory organizational role.

- 1 In ConsoleOne, right-click the Organizational Role object, click Delete, then click Yes to confirm that you want to delete the object.

2 In the eDirectory Account box, deselect Delete to retain the Organizational Role object in eDirectory.

The Delete option in the GroupWise Account box is selected by default and cannot be deselected.

3 Click OK twice to complete the deletion.

