



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*R. Scott Ralls, Ph.D.*

*President*

May 31, 2011

### **MEMORANDUM**

**TO:** Presidents  
Business Officers  
Systems Administrators  
E-mail Administrators  
Network Administrators

**FROM:** Dr. Saundra W. Williams, Senior Vice President  
Technology and Workforce Development

**SUBJECT:** Change of the College System E-mail

On April 4, 2011, the System Office notified colleges of the impending changes from the current CC and LL lists to the new CC and LL distribution groups. The requirements and target dates established in the memorandum have been met.

The System Office has concluded testing for the new CC and LL distribution groups and has verified that they are functioning correctly. To insure a smooth transition to the new distribution groups, the System Office will be removing the old GroupWise CC Lists on June 2, 2011 at 6:00 PM.

Effective Friday, June 3, 2011,

- Colleges must use the CC and LL distribution groups (SMTP addressable) for college system-wide E-mail communications. The provided attachment 'Distribution List Information Sheet - Update31May2011.pdf' is the latest validate list of approved distribution groups.
- Colleges are strongly encouraged to remove all system-wide post-office connections to force SMTP E-mail. This change is recommended to prevent E-mail delivery issues. The provided attachment 'GroupWise\_Cleanup.ppt' will help colleges clean up their Novell GroupWise E-mail system after synchronization of the GroupWise post offices is no longer needed.
- Colleges are required to maintain all local distribution groups identified by the System Office. A complete list of approved distribution groups will be validated semi-annually or as needed.

CC11-010

- Colleges are encouraged to maintain a web-based Staff directory to assist in locating and contacting staff. The provided attachment ‘Staff\_Faculty\_Directories.pdf’ is a current list of current web directories provided by Coastal Carolina Community College.
- Colleges are allowed to deploy E-mail systems that best meet their individual business needs.
- Colleges are asked to keep the System Office updated on E-mail system platforms, migration intentions and timelines.

If you have any E-mail or Distribution Group related questions, please contact Stephen Reeves, Director of IT Security, at 919.807.7054 or [reevess@nccommunitycolleges.edu](mailto:reevess@nccommunitycolleges.edu).

SWW/ssr/st

Attachments (3)

c: Dr. Scott Ralls  
Kennon Briggs  
Jennifer Haygood  
Bruce Humphrey  
Kim Van Metre  
Arthur Hohnsbehn  
Stephen Reeves  
Technology Review Committee

# North Carolina Community College System System Wide E-mail Distribution Groups

Validated 5/31/2011

Distribution Group Audience	CC Distribution Groups (@nccommunitycolleges.edu) All CC, or system wide, Distribution Groups are hosted at the System Office	LL Distrubution Groups (@collegedomainname) All LL, or local, Distritbution Groups are hosted at each college
American Disabilities Act	cc-ada@nccommunitycolleges.edu	ll-ada
Admissions Officers	cc-admissionsoff@nccommunitycolleges.edu	ll-admissionsoff
Accounts Receivable Cash Reciepts	cc-arcr@nccommunitycolleges.edu	ll-arcr
Basic Skills Directors	cc-basskilldir@nccommunitycolleges.edu	ll-basskilldir
Basic Law Enforcement Training	cc-blet@nccommunitycolleges.edu	ll-blet
Business Officers and Chief Financial Officers	cc-businessoff@nccommunitycolleges.edu	ll-businessoff
Campus Security	cc-campsec@nccommunitycolleges.edu	ll-campsec
CCLINC (Community College Libraries North Carolina)	cc-cclinc@nccommunitycolleges.edu	ll-cclinc
Chief Academic Officers	cc-cao@nccommunitycolleges.edu	ll-cao
Chief Information Officer Association	cc-cioa@nccommunitycolleges.edu	ll-cioa
CIS Patch	cc-cispatch@nccommunitycolleges.edu	ll-cispatch
Computer Information Services Core	cc-ciscore@nccommunitycolleges.edu	ll-ciscore
Computer Information Services Curriculum Programs	cc-ciscuprog@nccommunitycolleges.edu	ll-ciscuprog
Computer Information Services Implementation	cc-cisimplement@nccommunitycolleges.edu	ll-cisimplement
Computer Information Services Project Managers	cc-cisprojman@nccommunitycolleges.edu	ll-cisprojman
Computer Information Services Release Management	cc-cisrelease@nccommunitycolleges.edu	ll-cisrelease
Computer Information Services Training Contacts	cc-cistraincon@nccommunitycolleges.edu	ll-cistraincon
Code Green Implementers	cc-codegreen@nccommunitycolleges.edu	ll-codegreen
Community Service Directors	cc-communityservdir@nccommunitycolleges.edu	ll-communityservdir
Continuing Education Officers	cc-conedoff@nccommunitycolleges.edu	ll-conedoff
Continuing Education Registrars	cc-conedreg@nccommunitycolleges.edu	ll-conedreg
Controllers-Bookkeepers	cc-contbookkeep@nccommunitycolleges.edu	ll-contbookkeep
Capital Project Coordinators	cc-cpc@nccommunitycolleges.edu	ll-cpc
CRC Administrators	cc-crcadmin@nccommunitycolleges.edu	ll-crcadmin
Customized Training Directors	cc-custtraindir@nccommunitycolleges.edu	ll-custtraindir
Data Coordinators	cc-datacoord@nccommunitycolleges.edu	ll-datacoord
Distance Learning	cc-distlearn@nccommunitycolleges.edu	ll-distlearn
Document Imaging	cc-docimage@nccommunitycolleges.edu	ll-docimage
Eagle	cc-eagle@nccommunitycolleges.edu	ll-eagle
EBS / ClearWire	cc-eb@nccommunitycolleges.edu	ll-eb
Email Administrators	cc-emailadmin@nccommunitycolleges.edu	ll-emailadmin
Equipment Coordinators	cc-equipcoord@nccommunitycolleges.edu	ll-equipcoord

# North Carolina Community College System System Wide E-mail Distribution Groups

Validated 5/31/2011

Distribution Group Audience	CC Distribution Groups (@nccommunitycolleges.edu) All CC, or system wide, Distribution Groups are hosted at the System Office	LL Distrubution Groups (@collegedomainname) All LL, or local, Distritbution Groups are hosted at each college
Financial Aid Officers	cc-finaidoff@nccommunitycolleges.edu	ll-finaidoff
Focus Industrial Training Directors	cc-fitdir@nccommunitycolleges.edu	ll-fitdir
Human Resource Development	cc-hrd@nccommunitycolleges.edu	ll-hrd
Instruction Officers	cc-instrucoff@nccommunitycolleges.edu	ll-instrucoff
Learning Management Systems Administrators	cc-lmsadmin@nccommunitycolleges.edu	ll-lmsadmin
Library Resource Center	cc-lrc@nccommunitycolleges.edu	ll-lrc
Library Resource Center Directors	cc-lrcdir@nccommunitycolleges.edu	ll-lrcdir
Maintenance	cc-maintenance@nccommunitycolleges.edu	ll-maintenance
N4CSGA Officers (Local Student Government Officers)	cc-n4csga@nccommunitycolleges.edu	ll-n4csga
North Carolina Fire Commission	cc-ncfc@nccommunitycolleges.edu	ll-ncfc
Network Administrators	cc-netwrkadmin@nccommunitycolleges.edu	ll-netwrkadmin
Payroll	cc-payroll@nccommunitycolleges.edu	ll-payroll
PC Technicians	cc-pctech@nccommunitycolleges.edu	ll-pctech
Personnel Officers	cc-personneloff@nccommunitycolleges.edu	ll-personneloff
Public Information Officers	cc-pio@nccommunitycolleges.edu	ll-pio
Planners	cc-planners@nccommunitycolleges.edu	ll-planners
Presidents Assistants	cc-presidentassist@nccommunitycolleges.edu	ll-presidentassist
Presidents	cc-presidents@nccommunitycolleges.edu	ll-presidents
Purchasing Officers	cc-purchoff@nccommunitycolleges.edu	ll-purchoff
Registrars	cc-registrars@nccommunitycolleges.edu	ll-registrars
Safety Officers	cc-safety@nccommunitycolleges.edu	ll-safety
Small Business Center Network	cc-sbcn@nccommunitycolleges.edu	ll-sbcn
SKW XI (Advanced - BusinessObjectsXI)	cc-skwxixi@nccommunitycolleges.edu	ll-skwxixi
Student Counselors	cc-studentcounselor@nccommunitycolleges.edu	ll-studentcounselor
Student Development Administrators	cc-studentdevadmin@nccommunitycolleges.edu	ll-studentdevadmin
Student Services Officers	cc-studentservoff@nccommunitycolleges.edu	ll-studentservoff
System Administrators	cc-sysadmin@nccommunitycolleges.edu	ll-sysadmin
Webmasters	cc-webmasters@nccommunitycolleges.edu	ll-webmasters

# North Carolina Community College System System Wide E-mail Distribution Groups

Validated 5/31/2011

Distribution Group Change (Date) Green = Additions Red = Deletions	CC Distribution Groups (@nccommunitycolleges.edu) All CC, or system wide, Distribution Groups are hosted at the System Office	LL Distrubution Groups (@collegedomainname) All LL, or local, Distritbution Groups are hosted at each college
Chief Academic Officers (6May2011)	cc-cao@nccommunitycolleges.edu	ll-cao
CIS Patch (26May2011)	cc-cispatch@nccommunitycolleges.edu	ll-cispatch
Customized Training (NEIT) (6May2011)	cc-custtrain@nccommunitycolleges.edu	ll-custtrain
Customized Training Program (6May2011)	cc-custtrainprog@nccommunitycolleges.edu	ll-custtrainprog

# GroupWise Tools

Release External Domains

Remove Frequent Contacts

Add External Addresses to Global Address Book

# Releasing External Domain

- Remove Link Configuration
- Remove all Users, List, Agents, Resources, Libraries, Nicknames, and Gateways, and last Post Offices
- Remove External Synchronization Rule
- Remove External Domain

# Open Console One – Groupwise View

Choose Your Domain | Groupwise Utilities | Link Configuration

Change Link to Undefined to prevent new items from synchronizing.

The screenshot shows the Novell ConsoleOne interface. The 'Groupwise Utilities' menu is open, with 'Link Configuration...' selected. The main window displays a table of users with columns for Object ID, Domain Name, Post Office Name, Last Name, and Given Name.

Object ID	Domain Name	Post Office Name	Last Name	Given Name
admin	eisdata	eispo	admin	EIS Data Systems
alene	eisdata	eispo	Stamey	Alene
alert	eisdata	eispo	EISData	EIS
angela	eisdata	eispo	Johnson	Angela
angie1	eisdata	eispo	Johnson	Angie
barracuda	eisdata	eispo	Barracuda	Our
compaq_orders	eisdata	eispo	compaq_orders	EIS
cpope1	eisdata	eispo	Pope	Charlie
cuce	eisdata	eispo	EIS	CUCE
Customer	eisdata	eispo	Customer	Valued
Direct	eisdata	eispo	EIS Data Systems, Inc.	Sherry Johnson
domaincare	eisdata	eispo	EISData	DomainCare
edsales	eisdata	eispo	Education Sales	EIS Data Systems
EISBlackberry	eisdata	eispo	EISBlackberry	EIS
	eisdata	eispo	EISData	EISCare
	eisdata	eispo	Baltezegar	Garrett
	eisdata	eispo	Gautier	Glenn
	eisdata	eispo	Gwava	Gwava
	eisdata	eispo	HR Director	EIS
	eisdata	eispo	Johnson	Jim
	eisdata	eispo	Johnson	Jimmy
	eisdata	eispo	Licensing	EIS Data Systems
	eisdata	eispo	Lang	Matt
	eisdata	eispo	Jones	Melissa
	eisdata	eispo	Hall	Michael
	eisdata	eispo	Johnson	MobileSherry
	eisdata	eispo	Okidata	EIS
	eisdata	eispo	orderdesk	EIS
	eisdata	eispo	Test	
	eisdata	eispo	payments	EIS
	eisdata	eispo	Backup	Remote
	eisdata	eispo	remove	EIS
	eisdata	eispo	Sales	EIS Data Systems
	eisdata	eispo	Bounds	Steven
	eisdata	eispo	Service	EIS Data Systems
	eisdata	eispo	Johnson	Sherry
	eisdata	eispo	sig	EIS
	eisdata	eispo	Support	EIS
	eisdata	eispo	Albemarle	Wayman
	eisdata	eispo	publisher	Web
	eisdata	eispo	Webstore	Webstore



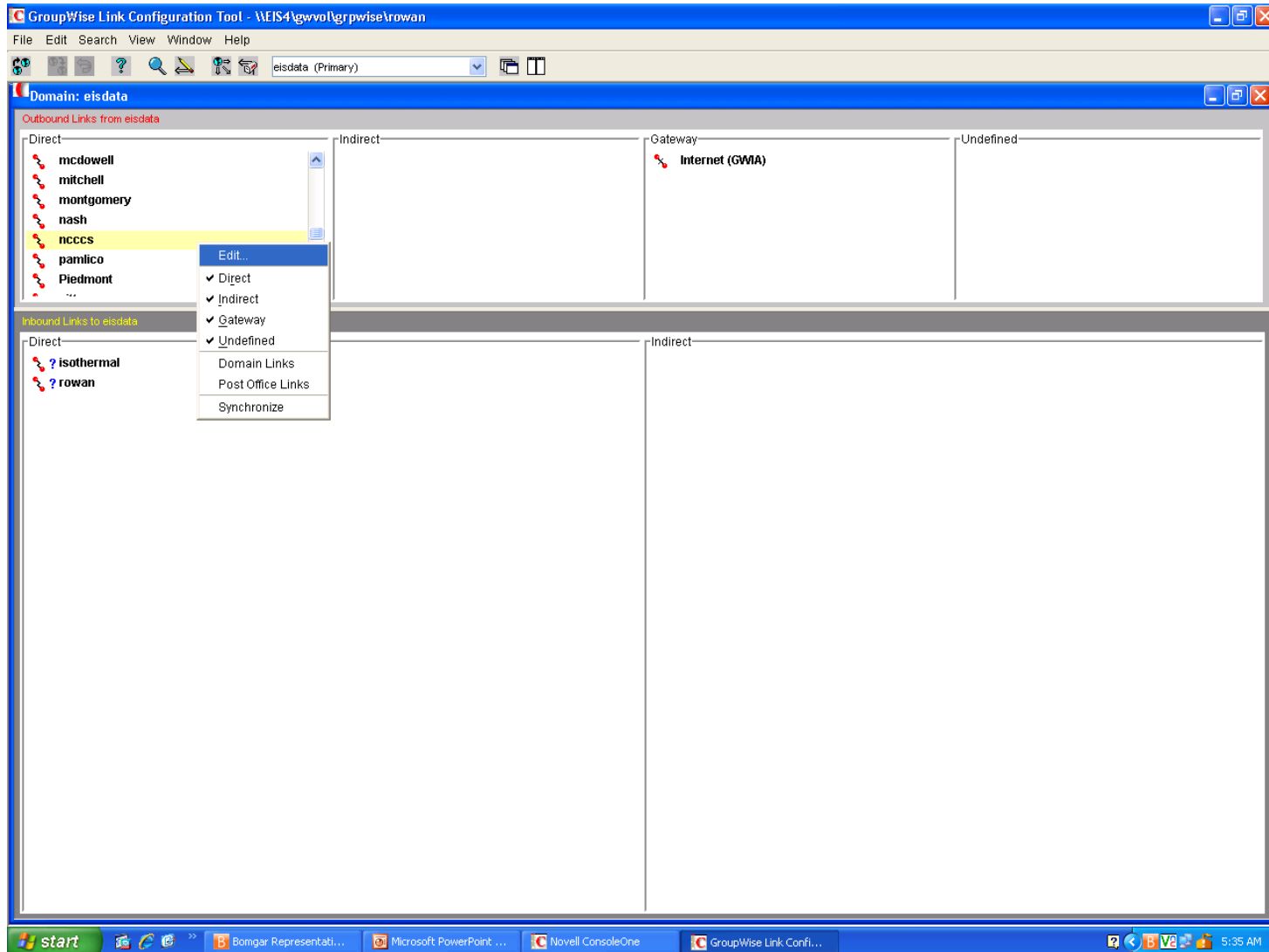
# Right Click | Groupwise Utilities | Link Configuration

The screenshot shows the Novell ConsoleOne interface. On the left, a tree view lists various organizational units. A right-click context menu is open over a user object, with 'Groupwise Utilities' and 'Link Configuration...' selected. The main pane displays a table of users with columns for Object ID, Domain Name, Post Office Name, Last Name, and Given Name.

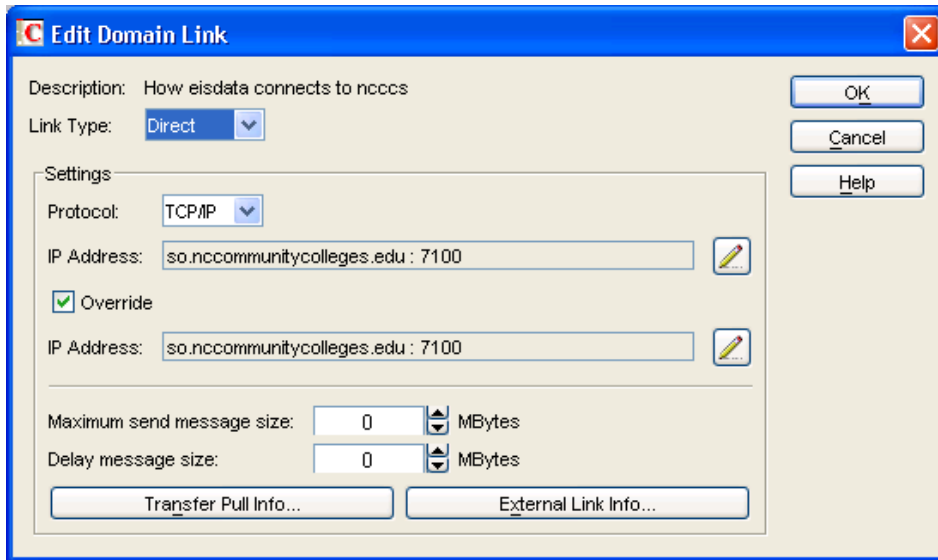
Object ID	Domain Name	Post Office Name	Last Name	Given Name
abeew	ncccs	so	Abee	Winfield
ACR TF	ncccs	so	ARCR TF	
adamsb	ncccs	so	Adams	Betty
alstonc	ncccs	so	Alston	Chreatha
ameyc	ncccs	so	Amey	Cheryl
andrewsb	ncccs	so	Andrews	Brandy
arballol	ncccs	so	Arballo	Loreta
ashaw	ncccs	so	Shaw	Ann
Atkinsons	ncccs	so	Atkinson	Sonya
BAKERS	ncccs	so	Baker	Suzanne
bandhuvulas	ncccs	so	Bandhuvula	Subba
barkerw	ncccs	so	Barker	Wanda
BARRETTV	ncccs	so	Barrett	Vivian
basicskillsquestions	ncccs	so	basicskillsquestions	basicskillsquestions
battsp	ncccs	so	Batts	Phil
battsr	ncccs	so	Batts	Renee
beasleys	ncccs	so	Beasley	Sabrina
behymerm	ncccs	so	Behymer	Michelle
bengelj	ncccs	so	Bengel	James
bensonl	ncccs	so	Benson	Linda
bionetwork	ncccs	so	bionetwork	bionetwork
blakem	ncccs	so	Blake	Michelle
BOBBIE	ncccs	so	Lancaster	Bobbie
bowersc	ncccs	so	Bowers	Carol
boyceb	ncccs	so	Boyce	Barbara
brasfieldj	ncccs	so	Brasfield	Jon
brianv	ncccs	so	Vanlandingham	Brian
BRIGGSK	ncccs	so	Briggs	Kennon
brooksm	ncccs	so	Brooks	Madelene
BROWNE	ncccs	so	Brown	Elizabeth
BROWNR	ncccs	so	Brown	Robert
	ncccs	so	Brown	Stephanie
	ncccs	so	Brown	bskillsreg
	ncccs	so	Bundy	Rick
	ncccs	so	Burgess	Patricia
	ncccs	so	Busby	Annette
	ncccs	so	Caldwell	Jim
	ncccs	so	Captive POS Coordinator	Captive POS Coordinator
carringtonc	ncccs	so	Carrington	Candid
CASEYC	ncccs	so	Casey	Chavon
cheekk	ncccs	so	Cheek	Karen
CIS Help Desk	ncccs	so	CIS Help Desk	CIS Help Desk
CIS Release Management	ncccs	so	CIS Release Management	CIS Release Management
clinc	ncccs	so	Cline	Christopher

# Highlight the Domain you wish to change

## Right click | Edit



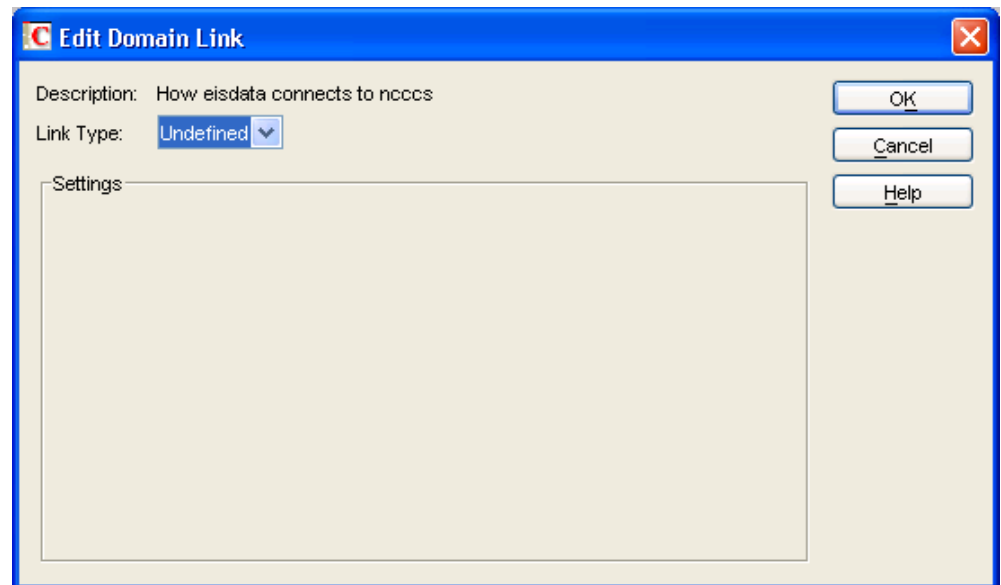
## Change Link from Direct to Undefined



The screenshot shows the 'Edit Domain Link' dialog box. The 'Link Type' dropdown is set to 'Direct'. The 'Settings' section includes a 'Protocol' dropdown set to 'TCP/IP', two 'IP Address' text boxes containing 'so.nccommunitycolleges.edu : 7100', a checked 'Override' checkbox, and two spinners for 'Maximum send message size' and 'Delay message size', both set to '0' MBytes. There are also buttons for 'Transfer Pull Info...' and 'External Link Info...'.

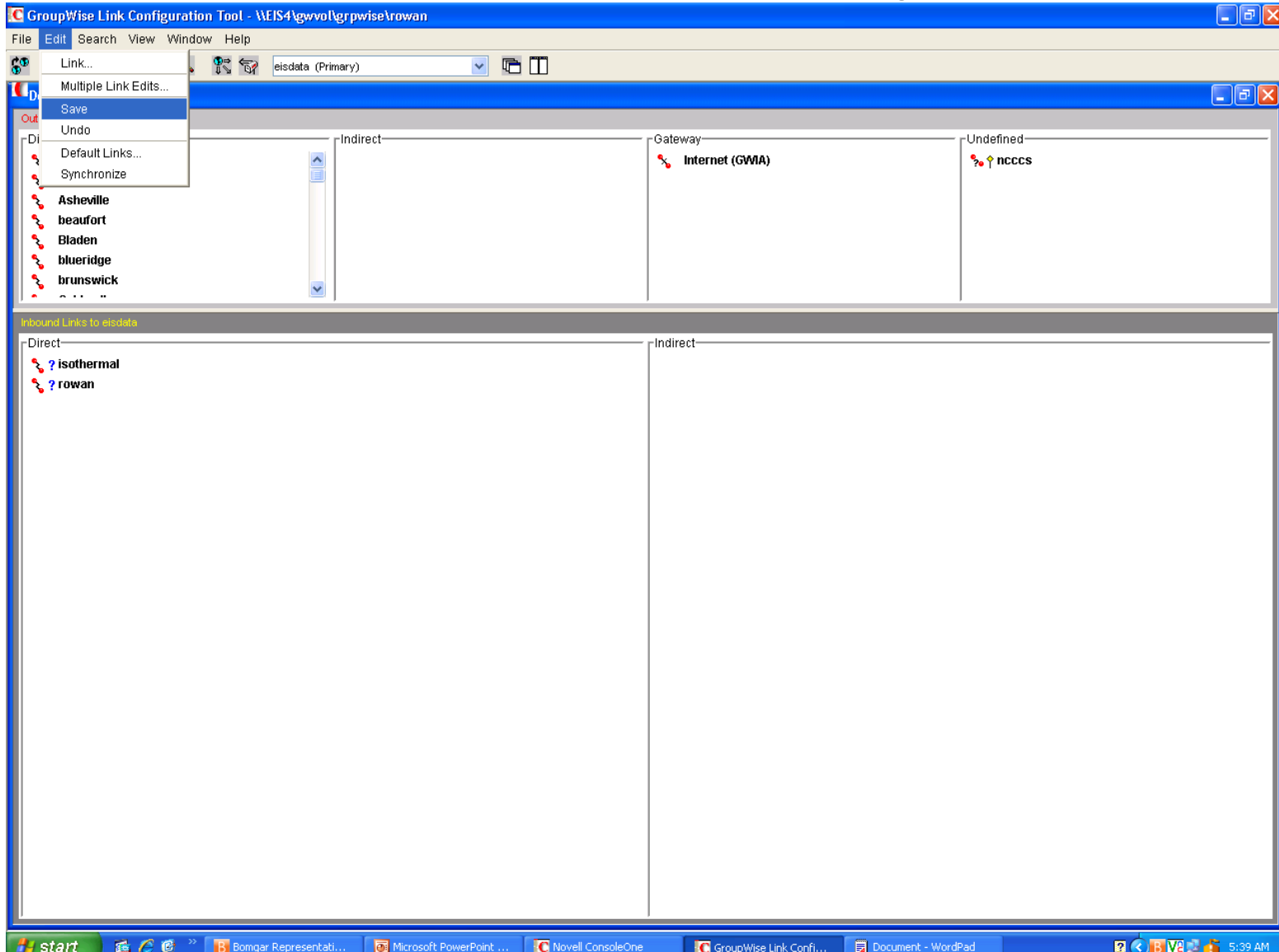
Under Link type use the Drop down arrow to select Undefined

Choose OK



The screenshot shows the 'Edit Domain Link' dialog box after the 'Link Type' has been changed to 'Undefined'. The 'Settings' section is now empty, and the 'OK', 'Cancel', and 'Help' buttons are visible on the right side.

Be sure to choose  
Edit | Save then File | Exit  
Do Not just close out of Link Configuration



Once you have changed the Link Configuration,

Close Console One and Reopen

This gives the MTA time to finish the change as well as clear any cache that may be open in Console One

Reopen Console One

Highlight the External Domain you wish to remove

Delete all Objects Under the Domain in the following order:

Users

Nicknames

Resources

Libraries

Distribution List

Post Office Agents

Message Transfer Agents

Gateways

Delete Post Office

Do Not Delete Domain at this point

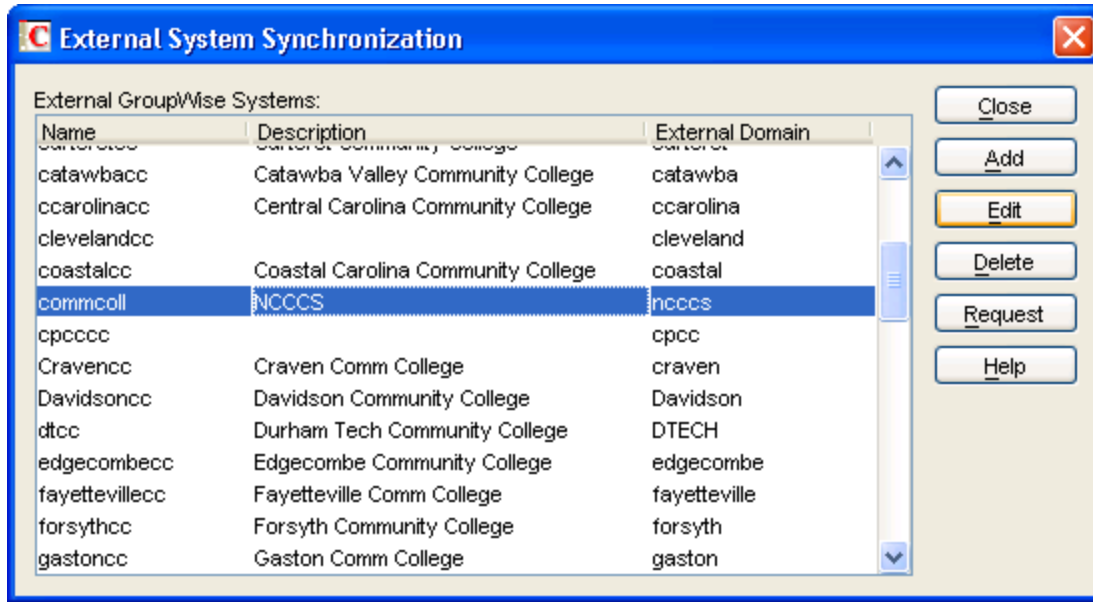
**\*\*Be sure you are deleting the EXTERNAL DOMAIN Objects not YOUR Domain objects**

\*\* Deleting in the above order will remove the users from all Distribution List prior to the Distribution List being removed. This will leave your system cleaner.

# Remove External Synchronization Record

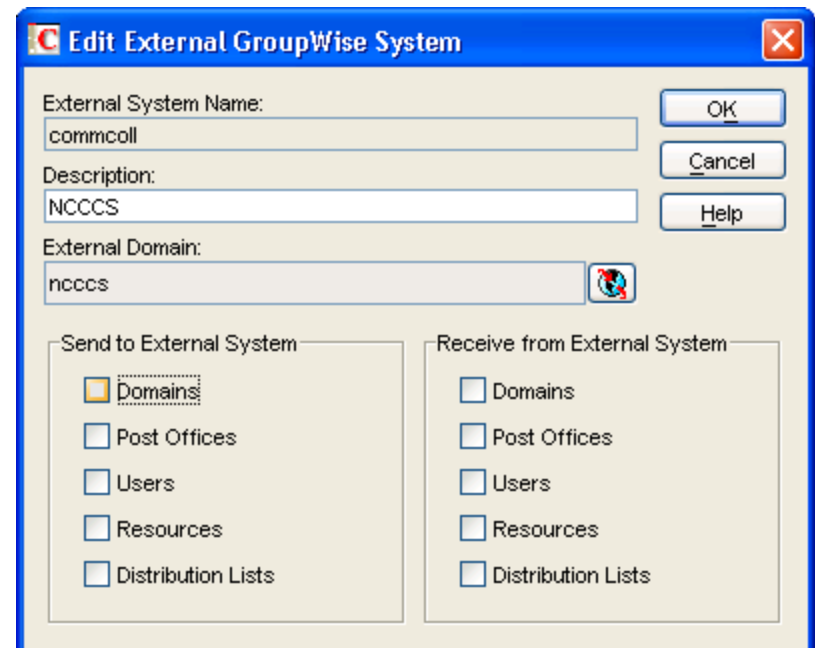
The screenshot shows the Novell ConsoleOne interface. The 'Tools' menu is open, and 'GroupWise System Operations' is selected. The 'External System Synchronization...' option is highlighted in the submenu. The main window displays a list of synchronization records with the following columns: Post Office Name, Last Name, and Given Name.

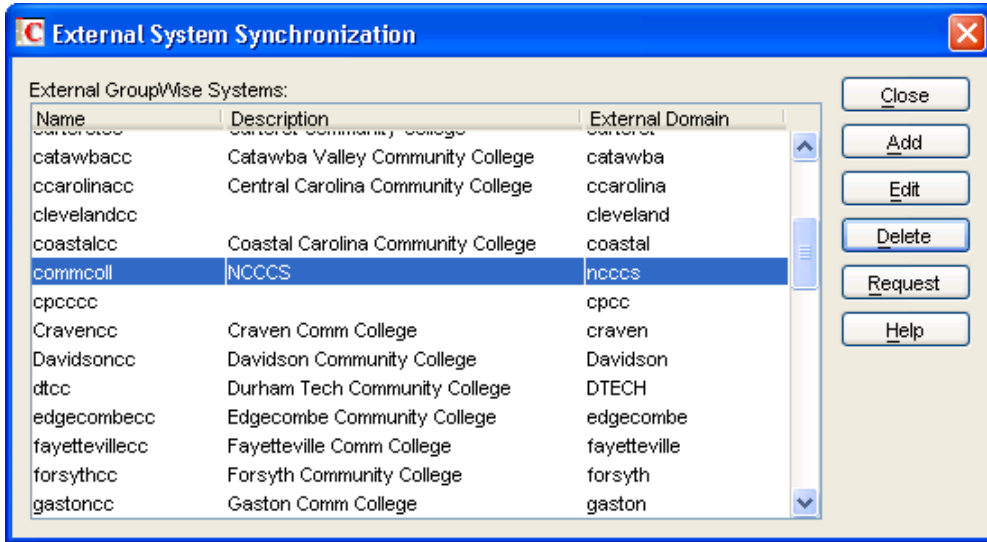
Post Office Name	Last Name	Given Name
eispo	admin	EIS Data Systems
eispo	Stamey	Alene
eispo	EISData	EIS
eispo	Johnson	Angela
eispo	Johnson	Angie
eispo	Barracuda	Our
eispo	compaq_orders	EIS
eispo	Pope	Charlie
eispo	EIS	CUCE
eispo	Customer	Valued
eispo	EIS Data Systems, Inc.	Sherry Johnson
eispo	EISData	DomainCare
eispo	Education Sales	EIS Data Systems
eispo	EISBlackberry	EIS
eispo	EISData	EISCare
eispo	Baltezegar	Garrett
eispo	Gautier	Glenn
eispo	Gwava	Gwava
eispo	HR Director	EIS
eispo	Johnson	Jim
eispo	Johnson	Jimmy
eispo	Licensing	EIS Data Systems
eispo	Lang	Matt
eispo	Jones	Melissa
eispo	Hall	Michael
eispo	Johnson	MobileSherry
eispo	Okidata	EIS
eispo	orderdesk	EIS
eispo	Test	
eispo	payments	EIS
eispo	Backup	Remove
eispo	remove	EIS
eispo	Sales	EIS Data Systems
eispo	Bounds	Steven
eispo	Service	EIS Data Systems
eispo	Johnson	Sherry
eispo	sig	EIS
eispo	Support	EIS
eispo	Albemarle	Wayman
eispo	publisher	Web
eispo	Webstore	Webstore



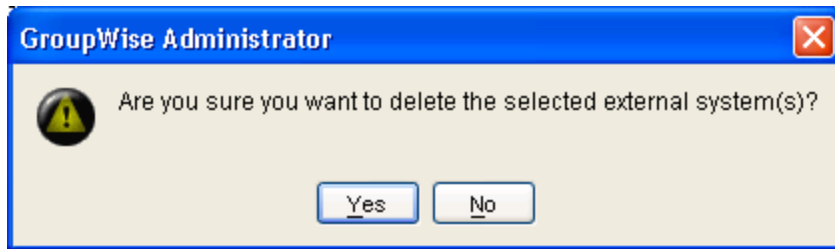
Highlight External Domain  
Edit

Remove All Synchronization  
Check Marks

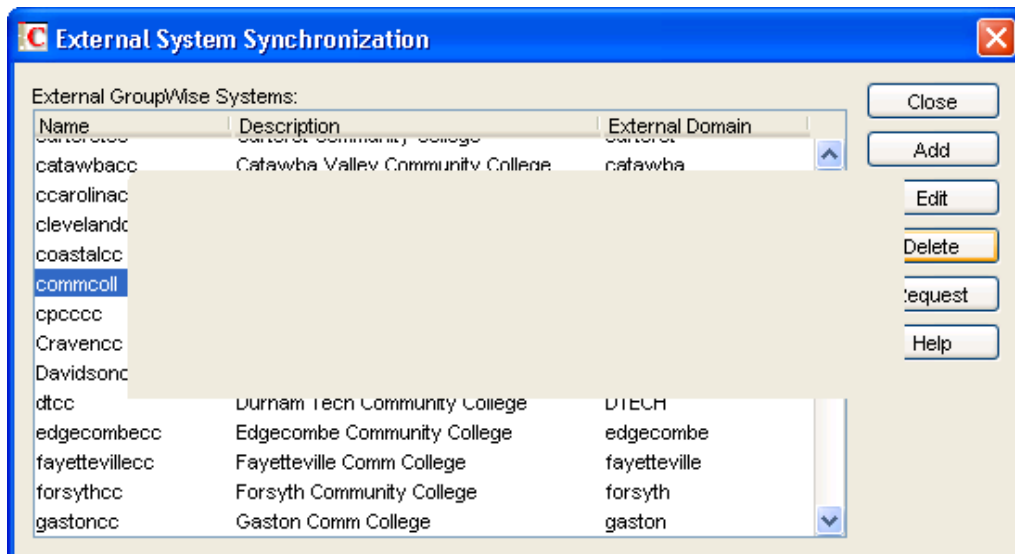




Highlight Domain  
Choose Delete



Choose Yes

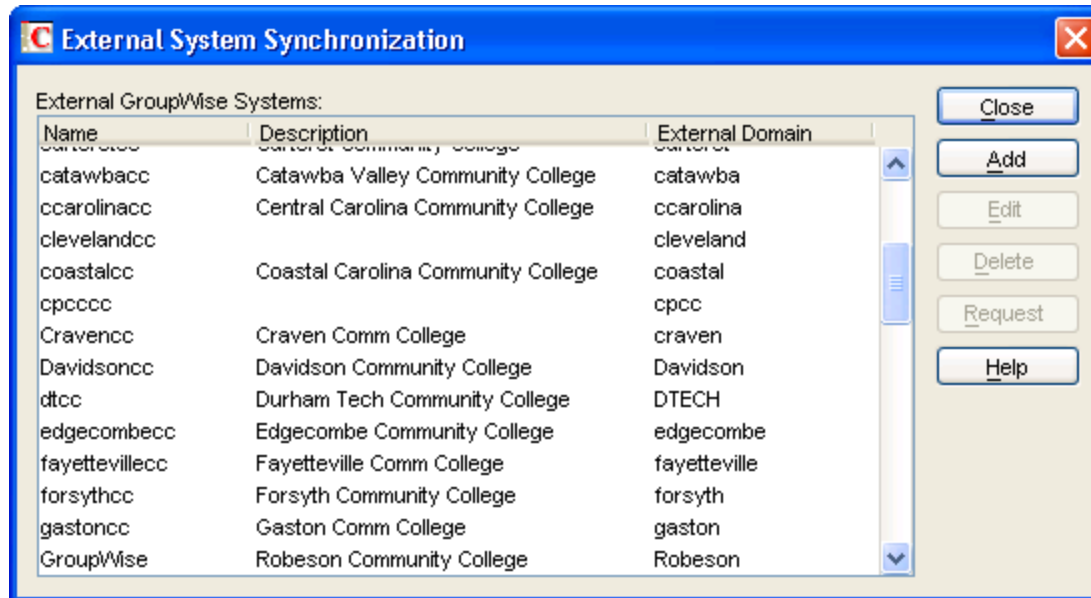


Be PATIENT

This can take up to 30 minutes  
Leave your machine alone  
Do not close Console One  
It would be best if the screen saver  
And power management are off.



Your screen may actually go completely blank for several minutes



When Complete External System Synchronization will return  
The External GroupWise System should now be gone.

If you had removed the External Link Prior to deleting the users, etc  
You will notice that all users, etc are removed with the link.

This can leave residue in a system.

In Console One  
Groupwise View  
Delete the External Domain

Your system should now be cleaned of the External Domain

Verify by checking  
Tools | Groupwise Diagnostics | Records Enumerations

Use the drop down arrow to find :  
Domains by ID  
Internet Domains by name  
Internet Domains by referencing object

Make sure that the domain you just deleted is NOT in the above list

# Mailbox-Client Cleanup

- Users may need to delete all references to users at this domain from their Frequent Contacts.
- Frequent Contacts should be deleted regularly to maintain fresh accurate names
- Users can move addresses from the Frequent Contacts to another address book if there are addresses they need to keep.

# Address Book Clean Up

- Open Groupwise Client | Address Book
- Open Frequent Contacts
  - Select All and Delete or
- Create new address book - Frequent Contacts Old
  - Go back to Frequent Contacts
    - Select all and Move
    - to Frequent Contacts Old

The second method allows the user to have an address book to find the addresses that they may need, yet it is not in the Name Completion Search Order. You need to let users know that address in there to the domain you deleted may not deliver unless they use the “Internet address next to the name” If they just send to the address it may try to go out the MTA and there is no longer a path to that domain through the MTA.

- Users replying to Older emails from the deleted domain may not deliver. If the addressing is the Groupwise Address and not the Internet address, then the mail will get stuck in limbo since there is no longer an MTA Link.
- Users should use the new internet address.
- Users trying to send to CC List or the LL List will not deliver once the domain owning the list is removed. Your users will need to know the new [cc-list@nccommunitycolleges.edu](mailto:cc-list@nccommunitycolleges.edu) addresses to send. It may be helpful if you also let them know that there is a corresponding ll-list@eachcollege.edu
- You can create an External Non-Groupwise Domain and put externally addressable list into your system-wide address book

# Create Non-Groupwise External Domain

In ConsoleOne go to your “GroupWise System”.

Right-click it and select NEW->Non-GroupWise Domain.

Give the new domain a name. Internet

(Choose something generic that will encompass any future users that are added regardless of the domain on their email address. That is why I normally call it Internet)

The other settings are fine as they are. Click OK to create the domain.

Also you can reference:

Adding **Adding External Users to the GroupWise Address Book**

[http://www.novell.com/documentation/gw8/gw8\\_admin/?page=/documentation/gw8/gw8\\_admin/data/bx6yf2p.html](http://www.novell.com/documentation/gw8/gw8_admin/?page=/documentation/gw8/gw8_admin/data/bx6yf2p.html)

Now we need to tell the GroupWise system that any emails sent to this domain need to still leave our system and travel on the public internet as a normal external email.

To do this right-click on the “GroupWise System” and go to Groupwise Utilities -> Link Configuration.

Right-click the external domain that was just created and select Edit.

A prompt will appear that asks if you want to set the path to the same as the domain.

It doesn't matter what you do here because it will be changed soon anyway.

Say No.

Once in set the link type to “Gateway”

Select your GWIA as the Gateway in the drop-down menu.

Click OK then go to the Edit menu and select Save.

The next part requires some planning. If you are going to have a lot of users from the same domain it's best to put them in the same external PO. The reason is because you need to set each user's specific domain one-by-one if you don't do it at the PO or domain level.

I recommend making one external PO and set the domain for all the users in the PO to the same thing.

To do that: Create a new external PO under the newly created external domain by right-clicking on the external domain object and selecting New -> External Post Office.

Give the PO an appropriate name and click OK.

Open properties on the external PO and go to the Groupwise -> Internet Addressing tab.

Check the Preferred Address Format override

Select UserID@Internet Domain Name.

Then select the override for Internet Domain Name

Type in the domain of the email addresses that the users of this PO need.

*Example: you can type in nccomunitycolleges.edu if the users in this PO are something like cc-list@nccommunitycolleges.edu.*

Select OK and that sets the domain for this PO.



# Properties of Post Office

Properties of mysystemoffice

GroupWise  
Internet Addressing

Override  Preferred Address format:  
UserID@Internet domain name  
Not Defined

Allowed Address Formats

- UserID.Post Office@Internet domain name
- UserID@Internet domain name
- Last Name.First Name@Internet domain name
- First Name.Last Name@Internet domain name
- First Initial Last Name@Internet domain name

Not Defined

Internet domain name:  
nccommunitycollege:  
Not Defined

Page Options... OK Cancel Apply Help

From here you can add users by right-clicking the external PO object and selecting New -> External User.

In the new window that appears type in the username of the email address. Let's create the example of [cc-list@ncccommunitycolleges.edu](mailto:cc-list@ncccommunitycolleges.edu)

Let's give the list a user name cc-list . In this new window you'd type cc-list and click OK.

Then you'll want to do a properties of the cc-list user and fill in it's given name as cc-list and surname as cc-list ncccommunitycolleges. Now this list will populate the GroupWise address book as a user. You want to add a space and the name of the college or ncccs to the surname. This makes the list searchable via either firstname, lastname or lastname, firstname for the auto-fill.

See example on next page.

From your users perspective the cc-list is just another single email address, therefore it looks like a user, not a distribution list.

\*There is a command line tool and will import entities from a csv file.

<http://gwcheck.com/dpml/tools> download gweui

# Properties of External User

The screenshot shows the 'Properties of cc-list' dialog box with the 'Identification' tab selected. The 'GroupWise' dropdown menu is open, showing 'Identification' as the selected option. The form contains the following fields:

Network ID:	cc-list
Description:	cc-list at ncccs
Given Name:	cc-list
Last Name:	cc-list ncccommunitycolleges
Title:	
Department:	
Phone:	
Fax:	

At the bottom of the form is a button labeled 'Change GroupWise Password'. The dialog box has standard 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom right, and a 'Page Options...' button at the bottom left.

The screenshot shows the 'Properties of cc-list' dialog box with the 'Account' tab selected. The 'GroupWise' dropdown menu is open, showing 'Account' as the selected option. The form contains the following fields:

Post Office:	internet.mysystemoffice
Mailbox ID:	cc-list
Visibility:	System
External Sync Override:	Synchronize according to visibility
Account ID:	
File ID:	
Expiration Date:	<input type="checkbox"/> Enable
Gateway Access:	
	<input type="checkbox"/> Disable Logins

The dialog box has standard 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom right, and a 'Page Options...' button at the bottom left.

Visibility of System does not matter  
Non-Groupwise Systems do not sync  
Across systems only domains and po

## Additional Notes on Non-Groupwise Systems:

You may wish to create other Post Offices for external email accounts that you would like to have visible in your Groupwise system.

You can create additional External PO's under the External Domain

If you decide you don't want all the users in your PO to have the same domain then you wouldn't set the two overrides described above at the PO level. Instead you'd go in to each individual user and set them specifically for them.

You can create a group/distribution list in the GroupWise Address Book for some or all of these users.

It's not as easy as a normal user within your system but it's not much more difficult. What you'll want to do is create a new distribution list as you normally would in your Primary Groupwise System.

Then you need to go in to the properties of each user individually and select GroupWise -> Distribution List and click the Add button. From there navigate to the distribution list you want that user to be in and click OK and OK. Now you have them in a group that appears in the GroupWise Address Book.

Novell has excellent documentation on their website  
Support.novell.com | Documentation  
Locate the documents that are pertinent to you

### Adding **Adding External Users to the GroupWise Address Book**

[http://www.novell.com/documentation/gw8/gw8\\_admin/?page=/documentation/gw8/gw8\\_admin/data/bx6yf2p.html](http://www.novell.com/documentation/gw8/gw8_admin/?page=/documentation/gw8/gw8_admin/data/bx6yf2p.html)

[http://www.novell.com/documentation/gw7/gw7\\_admin/?page=/documentation/gw7/gw7\\_admin/data/bx6yf2p.html](http://www.novell.com/documentation/gw7/gw7_admin/?page=/documentation/gw7/gw7_admin/data/bx6yf2p.html)

GW8

<http://www.novell.com/documentation/gw8/>

GW 8 Administration

[http://www.novell.com/documentation/gw8/gw8\\_admin/?page=/documentation/gw8/gw8\\_admin/data/a2zvyc4.html](http://www.novell.com/documentation/gw8/gw8_admin/?page=/documentation/gw8/gw8_admin/data/a2zvyc4.html)

GW 7

<http://www.novell.com/documentation/gw7/>

GW7 Administration

[http://www.novell.com/documentation/gw7/gw7\\_admin/?page=/documentation/gw7/gw7\\_admin/data/a2zvyc4.html](http://www.novell.com/documentation/gw7/gw7_admin/?page=/documentation/gw7/gw7_admin/data/a2zvyc4.html)

Alamance CC

[http://www.alamancecc.edu/general\\_information/directory/index.php](http://www.alamancecc.edu/general_information/directory/index.php)

Asheville-Buncombe Technical CC

<http://www.abtech.edu/directory/eDirectory.asp>

Beaufort CCC

<http://www.beaufortccc.edu/gneral/PDF/Faculty%20Staff%20List%20for%20Web%203-1-2011.pdf>

Bladen CC

<http://www.bladencc.edu/Instructor%20Websites/adfacstaf.html>

Blue Ridge CC

[http://www.blueridge.edu/faculty\\_staff/staff\\_directory.php](http://www.blueridge.edu/faculty_staff/staff_directory.php)

Brunswick CC

<http://www.brunswickcc.edu/FacultyStaff/AboutBCC/Directory.aspx>

Caldwell CC

<http://www.cccti.edu/FacultyStaff/DisplayDirectory.asp>

Cape Fear CC

<http://cfcc.edu/divs.htm>

Carteret CC

<http://www.carteret.edu/Directory/>

Catawba Valley CC

[http://www.cvcc.edu/About\\_US/Faculty\\_And\\_Staff/index.cfm](http://www.cvcc.edu/About_US/Faculty_And_Staff/index.cfm)

Central Carolina CC

<http://www.cccc.edu/directory/>

Central Piedmont CC

<http://appserver.cpcc.edu/edirectory/default.asp>

Cleveland CC

[http://www.clevelandcommunitycollege.edu/faculty\\_staff.php?cat=1221](http://www.clevelandcommunitycollege.edu/faculty_staff.php?cat=1221)

College of the Albermarle

[http://www.albemarle.edu/faculty\\_staff\\_directory.php](http://www.albemarle.edu/faculty_staff_directory.php)

Craven CC

<http://www.cravencc.edu/contact/directory.cfm>

Davidson CC

<http://www.davidsonccc.edu/facultyandstaff/facultyemail.htm>

Durham Tech

<http://www.durhamtech.edu/html/aboutdt/directory/facultya.htm>

Edgecombe

[http://www.edgecombe.edu/directories/showdir\\_name.asp](http://www.edgecombe.edu/directories/showdir_name.asp)

Fayetteville

<http://forms.faytechcc.edu/Employees/default.asp>

Forsyth Tech

<http://www.forsythtech.edu/discover/faculty-staff-directory>

Gaston

<http://www.gaston.edu/facstaff/searchemp.php>

\*Gaston's directory is currently under construction as of 4/6/11

Guilford Tech

<http://www.gtcc.edu/directory/Default.aspx>

Halifax

<http://www.halifaxcc.edu/Faculty/faculty.htm>

Haywood

<http://www.haywood.edu/directory>

Isothermal

<http://www.isothermal.edu/directory/directorynew.htm>

James Sprunt

<http://www.jamessprunt.edu/directory.html>

Johnston

<http://www.johnstoncc.edu/directory.aspx>



Lenoir CC

<http://www.lenoircc.edu/Directory/directory.htm>

Martin

<http://www.martincc.edu/Personnel/default.htm>

Mayland CC

<http://www.mayland.edu/employees/roster.html>

McDowell

[http://www.mcdowelltech.edu/MTCC\\_Phone\\_List.pdf](http://www.mcdowelltech.edu/MTCC_Phone_List.pdf)

\*This is a phone list. No email list found as of 4/6/11

Mitchell

<http://www.mitchellcc.edu/directory/index.cfm>

Montgomery CC

<http://www.montgomery.edu/mccdirectory.htm>

Nash

[http://www.nashcc.edu/index.php?option=com\\_contact&catid=108&Itemid=436](http://www.nashcc.edu/index.php?option=com_contact&catid=108&Itemid=436)

Pamlico

<http://www.pamlicocc.edu/faculty-and-staff>

Piedmont

<http://www.piedmontcc.edu/>

\*No phone or email directory. Personnel Listing link found on main page, but no contact info for personnel. 4/6/11

Pitt CC

<http://www.pittcc.edu/contact/directory.html>

Randolph

<http://www.randolph.edu/welcome/faculty/directory.php>

Richmond

[http://www.richmondcc.edu/paghtm/faculty\\_staff\\_directory.html](http://www.richmondcc.edu/paghtm/faculty_staff_directory.html)

Roanoke-Chowan

<http://www.roanokechowan.edu/geninfo/directoryAB.htm>

Robeson

<http://www.robeson.edu/facultystaff/index.html>

Rockingham

[http://www.rockinghamcc.edu/staff\\_directory/index.php](http://www.rockinghamcc.edu/staff_directory/index.php)

Rowan-Cabarrus

<http://www.rccc.edu/directory/index.php>

Sampson

<http://www.sampsoncc.edu/Staff.asp?pick=%>

Sandhills

<http://198.85.71.76/directory/directories.php>

South Piedmont

<http://www.spc.edu/faculty-and-staff/directory.php>

Southeastern

<http://www.sccnc.edu/facstaffDirectory.html>

Southwestern

<http://www.southwesterncc.edu/people/index.htm>

Stanly

<http://www.stanly.edu/college-information/directory>

Surry

[http://www.surry.edu/contact/name\\_directory.html](http://www.surry.edu/contact/name_directory.html)

Tri-County

<http://www.tricountycc.edu/aboutTCCC.php?item=484>

Vance-Granville

<http://www.vgcc.edu/Directory/directory.cfm>

Wake Tech

<http://www2.waketech.edu/directory/>

Wayne

<http://www.waynecc.edu/directory/>

Western Piedmont

[http://www.wpcc.edu/continuing\\_ed.php?cat=506](http://www.wpcc.edu/continuing_ed.php?cat=506)

Wilkes

<http://www.wilkescc.edu/Misc/Directory/StaffDirectory.asp>

Wilson

[http://www.wilsoncc.edu/fs\\_list.cfm](http://www.wilsoncc.edu/fs_list.cfm)