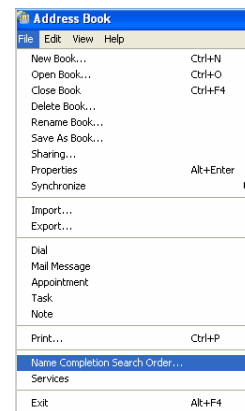
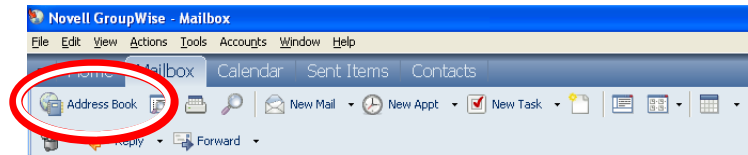


The Autofill Name Completion function automatically searches through an address book for the name you are typing in an item's field (such as the **To** field in an e-mail). If the name completion finds the right name you do not have to continue typing it saving you time and effort.

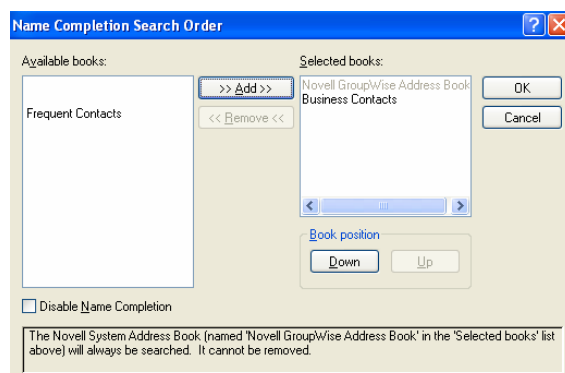
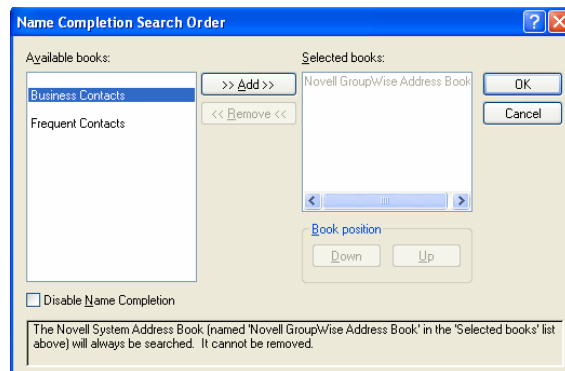
To access the Name Completion Options:

- Click the **Address Book** button in the main GroupWise window. This launches the *Address Book* window.
- In the *Address Book* window, click the **File > Name Completion Search Order** menu item. The *Name Completion Search Order* window will appear. The list of available books is on the left pane. The list of books selected for *Name Completion Search* is on the right pane.



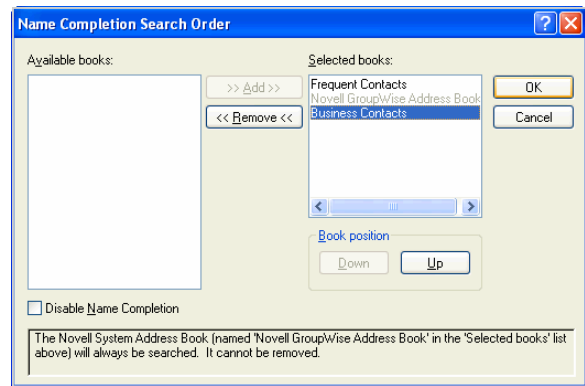
To add an address book to be searched:

- Highlight the desired *Address Book* in the left pane by clicking it once.
- Click on the **Add** button. The book will appear in the *Selected Books* list.



To remove a book from the list:

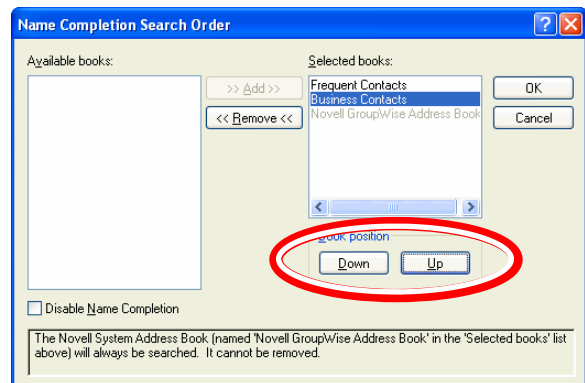
- Highlight the book you wish to remove from the list in the **Selected Books** list by clicking on it once.
- Click on the **Remove** button. The book will appear in the **Available books** list.



Name Completion searches books in the order that they appear in the Selected Books list.

To change the Name Completion Order:

- Highlight a book by clicking on it once and clicking on the **Down** or **Up** buttons below to change its placement.



Note: For AutoFill Name Completion changes to take effect you must log out of GroupWise and re-open the program.

To Disable Name Completion:

- To disable the name completion function check the box next to **Disable Name Completion** under the Available Books list

To Enable Name Completion:

- To enable the Name Completion function uncheck the box next **Disable Name Completion** under the Available Books list
- When finished, click on the **OK** button to save your changes and close the window.

