

## **GroupWise – Setting up a Proxy**

---

Before you can act as a proxy for someone, that person must give you proxy rights. The amount of access you have depends on the rights that you are given.

### **Two steps must be completed in order to set up a proxy:**

**Step 1:** Grant Proxy Access to users that you want to allow access to your Mailbox and / or Calendar

**Step 2:** Users receiving proxy rights must add the grantor's name to their Proxy List in order to access the grantor's Mailbox and / or Calendar

**Step 1:** (The Grantor must complete this step)

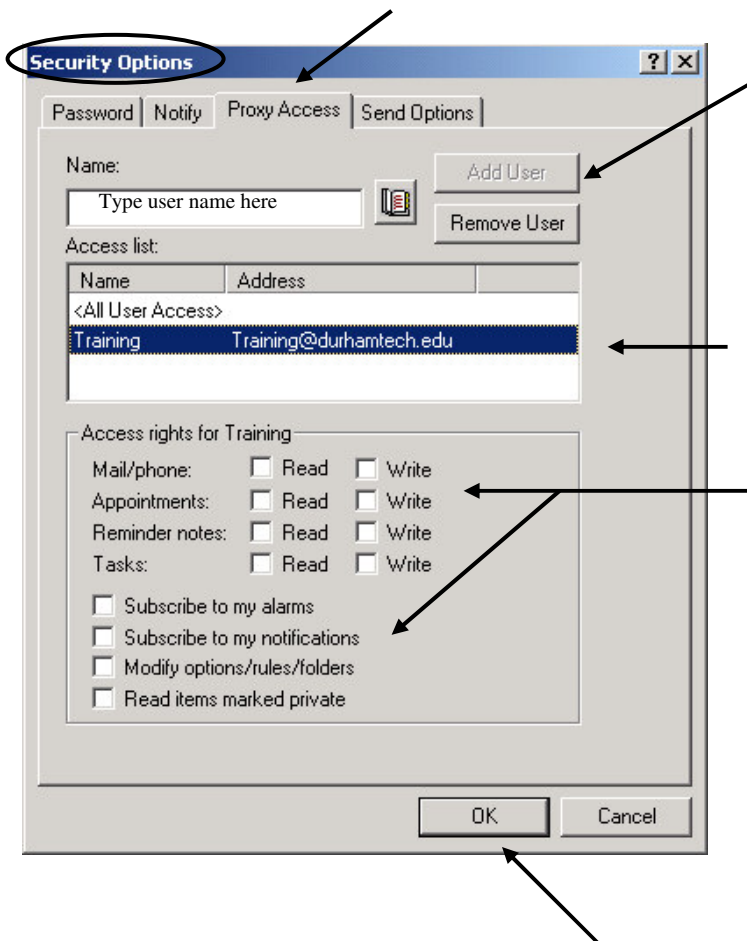
#### **Add a Proxy User and Grant or Change Proxy Rights**

- 1) Go to the GroupWise Tools menu / Options
- 2) Double-click Security
- 3) Choose the Proxy Access tab
- 4) Type the user's name in the Name box
- 5) Click Add User
- 6) Click the user in the Access List
- 7) Select the rights and options you want to give to the user (see Page 2)

**Note:** Selecting <All User Access> in the Access List allows everyone in your Address Book to receive rights.

#### **Delete a Proxy User**

- 1) Select the user from the proxy Access List
- 2) Click Remove User
- 3) Click OK



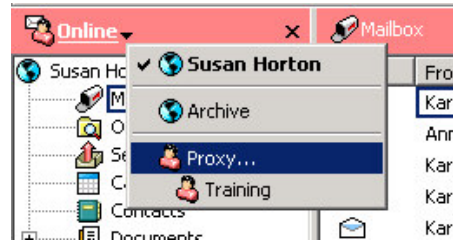
Read	Gives a proxy the ability to only <b>Read</b> items. <b>Note:</b> A proxy cannot see the grantor's Contacts folder.
Write	Allows a proxy the ability to create and send items in the grantor's name. The proxy may add the grantor's signature to an email if a signature has been created.  A proxy may assign categories to items, change the subject of items, and perform checklist options on items.
Mail/phone	Gives a proxy access to the grantor's Mailbox and email.
Appointments Reminder Notes Tasks	Gives a proxy access to the grantor's Calendar items.
Subscribe to My Alarms	Allows a proxy to receive the same alarms as the grantor.
Subscribe to My Notifications	Allows a proxy to receive notification when the grantor receives items.
Modify Options/Rules/Folders	Allows a proxy to change the options in the grantor's Mailbox. The proxy can edit any of the grantor's Options settings. The proxy can create or modify rules and folders if given Mail rights.
Read Items Marked Private	Allows a proxy the ability to read items the grantor marks Private.

**Step 2:** (The Proxy must complete this step)  
**Add the Grantor to the Proxy List**

- In the Main GroupWise Window click File / Proxy

**OR**

- Click the Folder List Header, drop-down menu (above the Folder List) / Click Proxy



- Add the grantor to the Proxy List by typing the grantor's name in the Name field

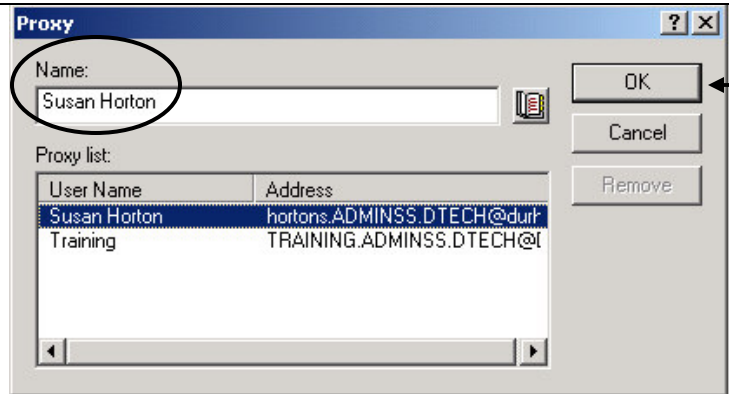
- Click OK

- The grantor's Mailbox opens  
The name of the person you are acting as proxy for is displayed at the top of the Folder List.

**Note:** If the grantor has not given you proxy rights yet, the grantor's name is added to the Proxy List but the Mailbox is not opened

**To return to your Mailbox:**

Click the Folder List Header drop-down menu / Choose your name  
It's easy to toggle back and forth between mailboxes.



**Remove the Grantor from the Proxy List**

Select the name of the grantor from the Proxy List / Click Remove / Click OK

**Note:** Removing a grantor from your Proxy List does not remove your rights to act as proxy for that person. The grantor must change your rights in his Access List.