
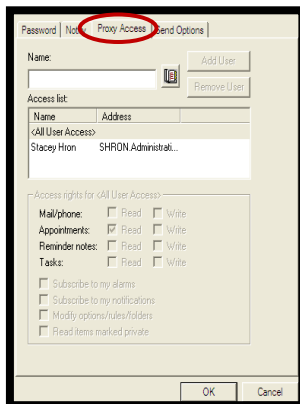


Setting up and Accessing Proxy Accounts in GroupWise 7.0

Giving Other Users Proxy Rights to You Calendar, Email, Etc...

1. Click on the **Tools Menu**.
2. Click **Options**.
3. Double-click **Security**. 
4. Click the **Proxy Access Tab**.
5. Type the name of the person you wish to give Proxy Access to or search for them in the address book.
6. Click **Add User**.
7. Select that person's name in the Access List.
8. Select all options you wish to allow each user to have to your account.
9. Click **OK**.



Different Types of Rights

- **Read:** Read items you receive.
- **Write:** Create and send items in your name, including applying a signature. (if you have one)
- **Subscribe to my alarms:** Receive the same alarms you receive.
- **Subscribe to My Notifications:** Receive notification when you receive items.
- **Modify Options/Rules/Folders:** Change mailbox options.
- **Read Items Marked Private:** Read the items you marked Private.

How to Proxy into another Person's Account (You must have been granted Proxy Rights first)

1. Click **File** then **Proxy**.
2. Click the **Address Book icon** to add users to Proxy to.
3. Type the name and search.
4. Click **Okay** once the person you want is found.
5. You can now access this any account features that this person has given you rights to such as their calendar or email.
 - To get back to your account, click on the **online** option above your folders on the left side of the screen then click on **your name** at the top of the list.

