

GROUPWISE 7.0

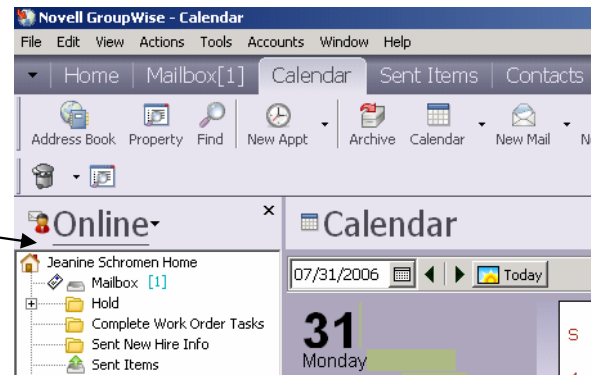
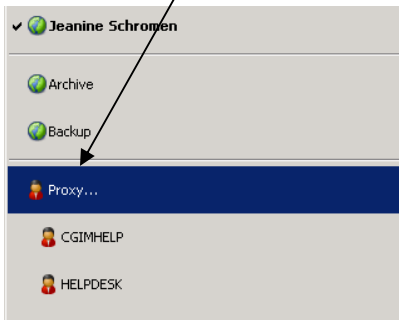
HOW CAN I GIVE AND TAKE PROXY ACCESS TO MAILBOXES?

To add a user to your Proxy List:

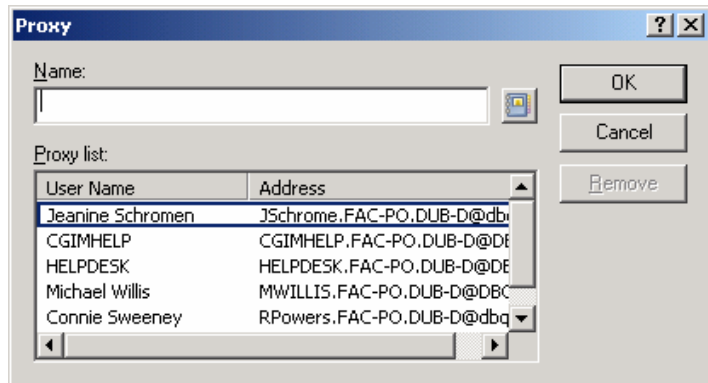
- In the Main Window or Calendar, click on Online




- Click Proxy.



- Specify the user whose Mailbox you want to access. (You can click on the Address Book next to the Name field to find the username.)
- Click **OK**.



The user's Mailbox is opened. The name of the person for whom you are acting as proxy is displayed at the top of the Folder List. This will only be the case if that person has given you proxy right to their mailbox.

- To return to your own Mailbox, click on  and then click on your name.

Once you add a user's name to your Proxy List, you can click it whenever you want to access their Mailbox. To return to your own Mailbox, click your own name in the Proxy list.

To edit your Access List (give right(s) to someone else):

- Click **Tools > Options**.
- Double-click **Security**.
- Click the **Proxy Access** tab.
- To add a user to the list, type the name in the Name box. When the full name appears, click **Add User**.
- Click a user in the **Access List**.
- Select the rights you want to give to the user.
- Repeat Steps 4-5 to assign rights to each user in the **Access List**.
- To delete a user from the Access List, click the **User > Remove User**.
- Click **OK**.

