TO ADD AND REMOVE NAMES AND RIGHTS IN YOUR PROXY ACCESS LIST:

1. Open GroupWise Preferences
2. Click the Security button > click the Proxy Access tab.
3. To add a user to the list, type the name in the Name box, or click the Address Book icon to find a name from the list
4. When the full name appears, click Add User button
5. Click the user’s name in the Access List.
6. Select the rights you want to give to the user: Read only, or Read and Write – these should be for calendar items only!
7. Repeat Steps 4-5 to assign rights to different users.

WARNING!
Be careful NOT to select Minimum User Access in the Access List and assign any rights, as this gives ALL users in the Address Book access to your files.

To delete a user from the Access List, click the username > Remove User > Click OK.

TO ACCESS ANOTHER ACCOUNT VIA THE PROXY LIST:

Before you can act as a proxy for someone, that person must give you proxy rights in his or her Access List in Security Options (see above). The amount of access you have depends on the rights you have been given.

8. To add a user:
   a. in the main GW window in the left hand corner, click the Proxy icon > choose Proxy
   b. Type in the account name whose account you want to access > click OK
9. To access another account, click on the Proxy icon > click on the username
10. To remove a user, click icon > Proxy > highlight the name > click Remove.

When accessing another account, 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. To see their calendar, click on the Calendar tab or folder. To return to your own Mailbox, click the Proxy icon > your name.

Removing a user from your Proxy List does not remove your rights to act as proxy for that user. The user whose Mailbox you access must change your rights in their Access List.