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

1. Click Tools > Options.
2. Double-click Security > click the Proxy Access tab.
3. To add a user to the list, type the name in the Name box > when the full name appears, click Add User.
4. Click the user’s name in the Access List.
5. Select the rights you want to give to the user: Read only, or Read and Write.
6. 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.

II. 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.

1. To add a user:
   a. In the main GroupWise window in the left hand corner, click the ONLINE icon and select Proxy
   b. Type in the username whose account you want to access, the name may autofill for you > click OK

2. This will switch you into that mailbox.
3. To get back to your mailbox click on the Proxy button and then click on your name.
4. After you successfully proxy to an account one time then the name will appear in your recently proxied to list.