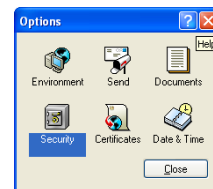
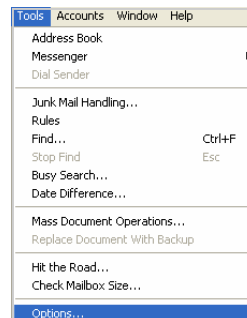


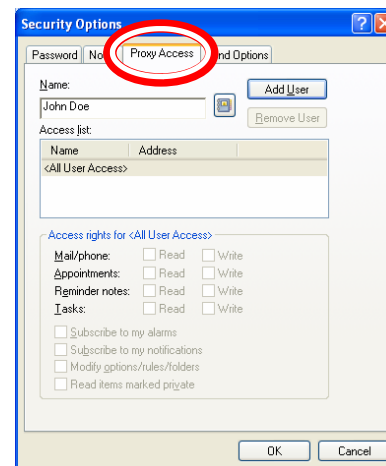
Proxy Access allows other GroupWise users access to and control of your Mailbox and Calendar. You can control proxy rights that you give to another user. For two users to act as a proxy to each other *both* must give each other proxy access.

## Granting Access

- To grant a user proxy access click on **Tools** in the menu toolbar.
- Click on **Options**.
- Double click on the **Security** icon in the *Options* window.



- Click on the **Proxy Access** tab in the *Security Options* window.
- Type a name in the *Name* field or locate a contact in the address book by clicking on the address book button.
- Click on **Add User** to add the user to the proxy access list.
- To remove a user from the Access List highlight the user and click on **Remove User**.

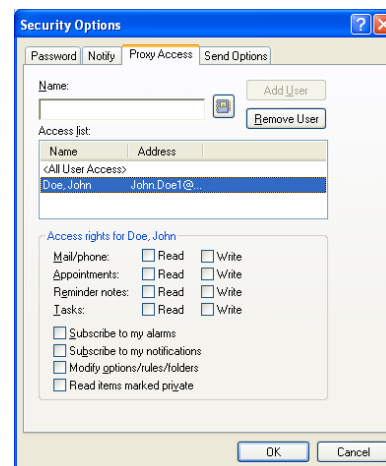


## Defining Access Rights

- To define a user's access rights highlight the user in the *Access list*.
- Check the boxes next to the desired rights.

The **Read** option only allows items to be viewed.

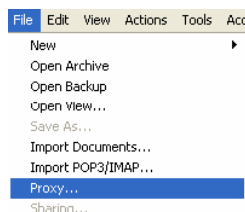
The **Write** option allows new items to be created.



# Accessing Others' Calendar or E-mail

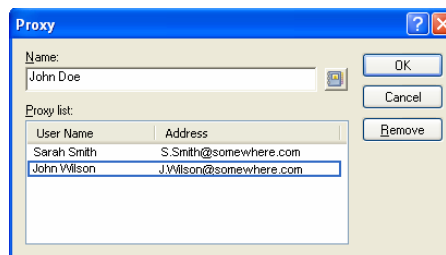
To access someone's proxy for the first time:

- Click on the **File** menu and click on **Proxy**.



The **Proxy** window will appear.

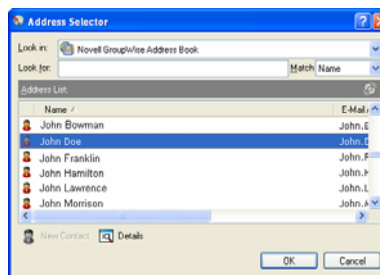
- Click the  address book icon.



The **Address Selector** window will appear.

- Highlight the user you wish to connect with and select **OK**.

The GroupWise view becomes that user's view.



To exit the proxy and return to your own view:

- click the **Proxy** button and choose your own name in the menu.

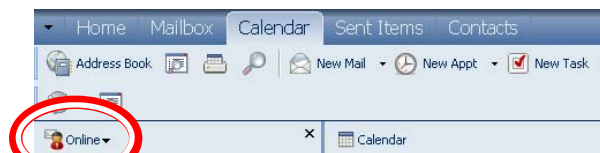


To access an existing proxy:

- Click on the **Online** button in the main GroupWise view.

A list of users that you have access to appear in the menu.

- Click on the user you wish to view.



To exit the proxy and return to your own view:

- click the **Proxy** button and choose your own name in the menu.

