

Proxy

You can grant access to your GroupWise account to other users so they can perform actions such as viewing and editing your calendar and viewing and sending email. Acting as your proxy, the user can only perform actions based upon the rights you grant them in the Access List.

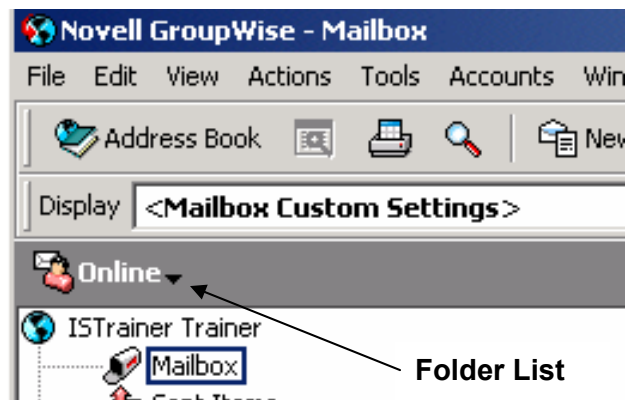
Two steps must be completed before another user can be a proxy: 1). The person granting the access to their GroupWise account must add the user to their Proxy Access List, and 2). The user acting as proxy must add the account owner to their Proxy Folder List so they can access the owner's Mailbox and/or Calendar.

Granting Access to your Account

1. From the menu commands, choose **Tools**, then **Options**.
2. Double-click **Security**.
3. Choose the **Proxy Access** tab.
4. Select the address book icon next to the **Name** field and select the user you wish to grant access to your account.
5. Locate the user's name in the Address book and **double-click**.
6. Press **OK**.
7. Highlight the user's name in the **Access List** and set their access rights. **Read** will allow them to only look at your items, while **Write** will allow them to send items from you and post appointments to your calendar.
8. Press **OK**.

Proxying to Another User

1. From the **Folder List** drop-down, choose **Proxy**. (Note: The folder list header provides a drop-down list from which you can select the mode of GroupWise you want to run—Online, Caching, or Remote. You can also select to open your archived or backup mailbox, and select a proxy mailbox.)
2. Select the user from the list or, if not in the list, choose **Proxy** to select the user from the Address Book and press **OK**.
3. You are now in the other users account and can perform functions based upon the rights they assigned to you.
4. To return to your GroupWise account, choose your name from the drop-down **Folder List**.



Marking Items Private

Occasionally there may be items in your Mailbox or on your Calendar that you don't want your proxies to read. For these situations, you can mark the item private and no one can read them, unless you have given them specific rights to Read Items Marked Private in the Proxy Access List (Tools, Options, Security, Proxy Access).

1. Highlight the item you want to mark private.
2. Choose **Actions, Mark Private**. A lock will appear beside the item indicating that it is private.

Removing Proxy Access

When a user no longer needs access to your account, you can remove them from your proxy list. Removing a user's proxy access from your account, however, does not affect your proxy access to their account.

1. From the menu commands, choose **Tools**, then **Options**.
2. Double-click **Security**.
3. Choose the **Proxy Access** tab.
4. Select the name of the person who you are removing proxy access.
5. Press **Remove User**.
6. Press **OK**.

Computer Services

<https://cshelpdesk.csd.sc.edu>

<http://www.csd.sc.edu/groupwise/>

803-777-1800