

# GroupWise Client

## Proxy

### Giving Other People Access to Your Mailbox

Use Proxy to manage another user's Mailbox and Calendar. Proxy lets you perform various actions, such as reading, accepting, and declining items on behalf of another user, within the restrictions the other user sets.

### Receiving Proxy Rights

Two steps must be completed before you can act as someone's proxy. First, the person for whom you plan to act as proxy must grant you rights in the Access List in Options. Second, you must add that user's name to your Proxy List so you can access his or her Mailbox or Calendar.

When these two steps are complete, you can open your Proxy List and click the name of the person you're proxying for whenever you need to manage his or her Mailbox or Calendar. You can also manage the schedules of users and resources for whom you have proxy rights with the Multi-User Calendar view.

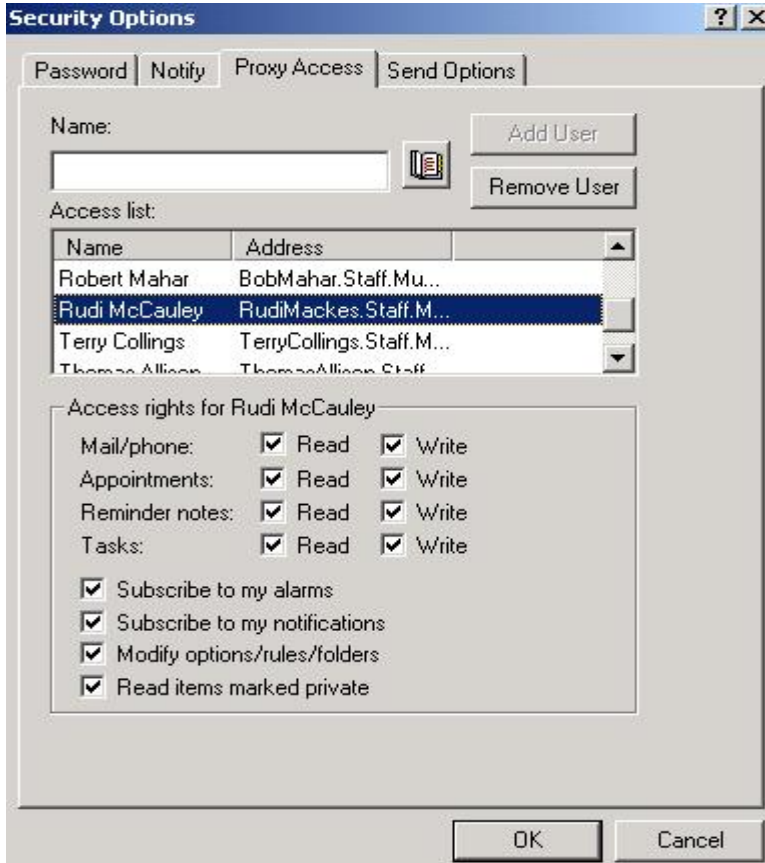
### Assigning Proxy Rights to Another User

Use the Access List in Security Options to give other users rights to proxy for you. You can assign each user different rights to your calendaring and messaging information. If you want to let users view specific information about your appointments when they do a Busy Search on your Calendar, give them Read access for appointments. The following table describes the rights you can grant to users:

This right	Lets your proxy do this
<b>Read</b>	Read items you receive. Proxies cannot see your Contacts folder with this or any other proxy right.
<b>Write</b>	Create and send items in your name, including applying your signature (if you have one defined). Assign categories to items, change the subject of items, and perform checklist options on items.
<b>Subscribe to my alarms</b>	Receive the same alarms you receive. Receiving alarms is supported only if the proxy is on the same post office you are.
<b>Subscribe to my notifications</b>	Receive notification when you receive items. Receiving notifications is supported only if the proxy is on the same post office you are.
<b>Modify options/rules/folders</b>	Change the options in your Mailbox. The proxy can edit any of your Options settings, including the access given to other users. If the proxy also has Mail rights, he or she can create or modify rules and folders. This right allows a proxy to add, delete, and modify categories.
<b>Read items marked Private</b>	Read the items you marked Private. If you don't give a proxy Private rights, all items marked Private in your Mailbox are hidden from that proxy.

## Adding and Removing Proxy Names and Rights in Your Access List

1. Click Tools, then click Options.
2. Double-click Security, then click the Proxy Access tab.
3. To add a user to the list, type the name in the Name box, then when the full name appears, click Add User.
4. Click a user in the Access List.



5. Select the rights you want to give to the user.
6. Repeat Steps 4-5 to assign rights to each user in the Access List.

You can select All User Access in the Access List and assign rights to all users in the Address Book. For example, if you want all users to have rights to read your mail, you would assign Read rights to All User Access.

7. To delete a user from the Access List, click the user, then click Remove User.
8. Click OK.

## Managing Someone Else's Mailbox or Calendar

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

1. If you haven't already done so, add the username of the person to your Proxy List.
2. In the Main Window or Calendar, click File, then click Proxy.

or click the folder list header drop-down list (above the Folder List; it probably displays Online or Caching to indicate what mode of GroupWise you are running in).

3. Click the name of the person whose Mailbox you want to access.
4. When you have finished your work in the other person's Mailbox, click the folder list header drop-down list, then click your own name to return to your Mailbox.

You can work with several Mailboxes open at one time by opening a new Main Window for each Mailbox (click Window, click New Main Window, then switch to the Mailbox you want.) You can tell the Mailboxes apart by looking for the Mailbox owner's name, which appears as the root folder label for each Mailbox.

## **Adding and Removing Users in Your 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 Options, and you must add that person's name to your Proxy List. The amount of access you have depends on the rights you have been given.

1. In the Main Window or Calendar, click File, then click Proxy.

or click the folder list header drop-down list (above the Folder List; it probably displays Online or Caching to indicate what mode of GroupWise you are running in), then click Proxy.

2. To remove a user, click the name, then click Remove.
3. To add a user, type the name in the Name field, then 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.

If the user has not yet given you proxy rights in his or her Access List, the name is added to the Proxy List but the user's Mailbox is not opened.

4. To return to your own Mailbox, click the folder list header drop-down list, then click your name.

You can work with several Mailboxes open at one time. (Click Window, click New Main Window, then switch to the Mailbox you want.) You can tell the Mailboxes apart by looking for the Mailbox owner's name, which appears as the root folder label for each Mailbox.

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 his or her Access List.