

GroupWise Proxy

(When you give proxy rights, you give other people access to your mailbox.)

How to give proxy rights:

- Open GroupWise.
- Pull down the TOOLS menu.
- Scroll down to OPTIONS.
- Double click on SECURITY.
- Click on the PROXY ACCESS tab.
- Type the name of the person you would like to proxy.
- Click on ADD USER.
- Click once on the person's name to highlight. You should now see the available options.
- Select options for categories desired to be used by proxy.
 - Calendar (Appointments)/Mail
 - Read/Write
- Click OK.
- Click CLOSE.

NOTE: Before you can see someone else's mailbox, that person must give you proxy rights.

How to access another mailbox:

- Pull down the file menu and go to PROXY.
- Click on the name of the person whose mailbox you want to access.

OR

(You could also click on this icon to access a mailbox.)

