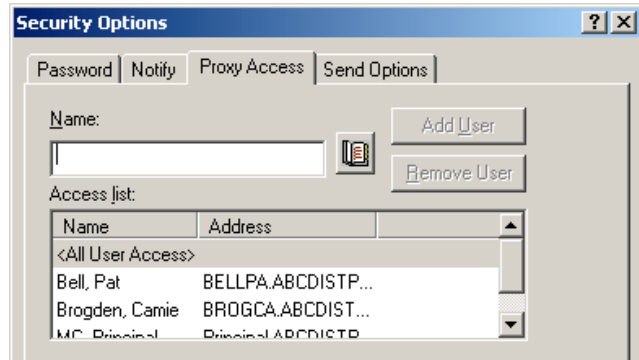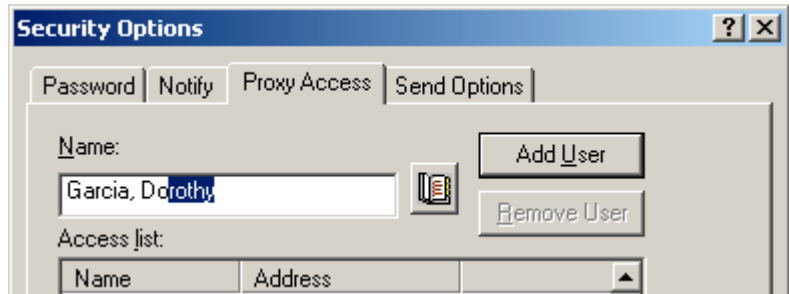# GRANTING PROXY RIGHTS TO YOUR GW ACCOUNT

1. Login to GroupWise

2. Click on Tools, Options, Security

3. Select Proxy Access

4. In the Name Box type the person to whom you want to grant proxy rights

5. Click on Add User

6. The name will drop down to the ACCESS LIST box

7. Be sure to click on the name so it is selected

8. Click on each item you want the person to be able to access and then click on OK.

9. After you have granted Proxy Rights, let the person to whom you gave rights know he/she can now pick up your account.
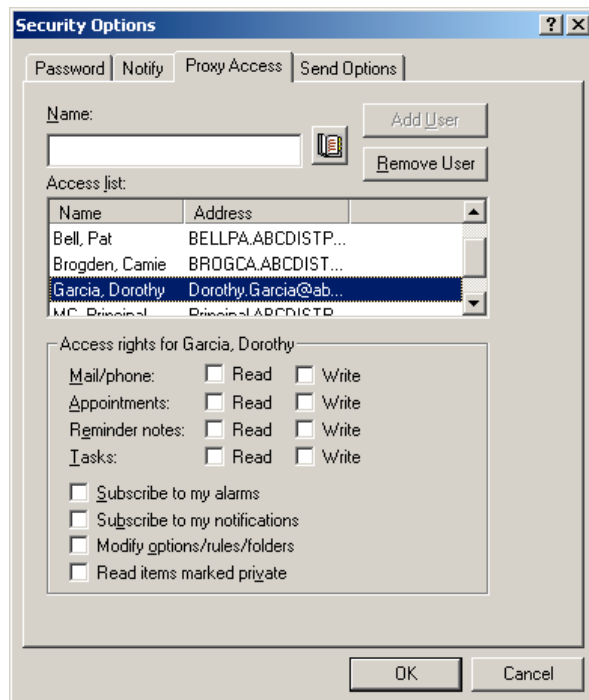
If you have any questions, please call JoAnn Goostree at Ext. 21260.