GRANTING PROXY RIGHTS TO YOUR GW ACCOUNT

- 1. Login to GroupWise
- 2. Click on Tools, Options, Security
- 3. Select Proxy Access



- 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.

Security Options	<u>?</u> ×
Password Notify Proxy Access Send Options	
Name: Add User	
Name Address Bell, Pat BELLPA.ABCDISTP Brogden, Camie BROGCA.ABCDIST Garcia, Dorothy Dorothy.Garcia@ab	
Access rights for Garcia, Dorothy <u>Mail/phone:</u> Read Write Appointments: Read Write Reminder notes: Read Write Iasks: Read Write	
Subscribe to my alarms Subscribe to my notifications Modify options/rules/folders Read items marked private	
OK Car	ncel

If you have any questions, please call JoAnn Goostree at Ext. 21260.