
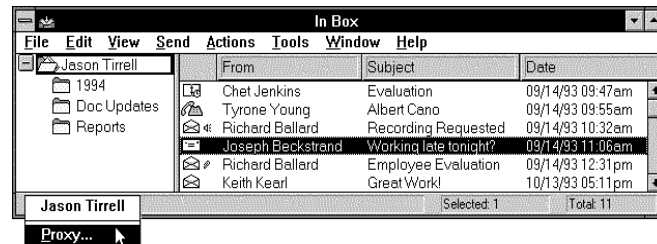

Managing Another User's Mailbox

Proxies can read and send items for other people. When you are selected as a proxy on someone's Access List, you can respond on that person's behalf by accessing the Proxy List.

From the In Box, Out Box, or any item or calendar view,

- 1 Choose , choose **Proxy**, then choose **Users** to open the Address Book.




- 2 Double-click the name of the person for whom you'll proxy, then choose **OK**.

The view you have opened will now reflect the other user's view. However, the username you have added to your Proxy List will disappear when you exit GroupWise.

Tips and Hints

Returning to Your Mailbox

To change the current view back to your own after acting as proxy for someone,

- 1 Choose , then choose your name.

Quick Proxy

After you have opened a view and chosen a user to proxy, drag the Title bar icon to the Shelf. When you double-click that icon, GroupWise will open the view and choose the user for you.

If Access Is Denied

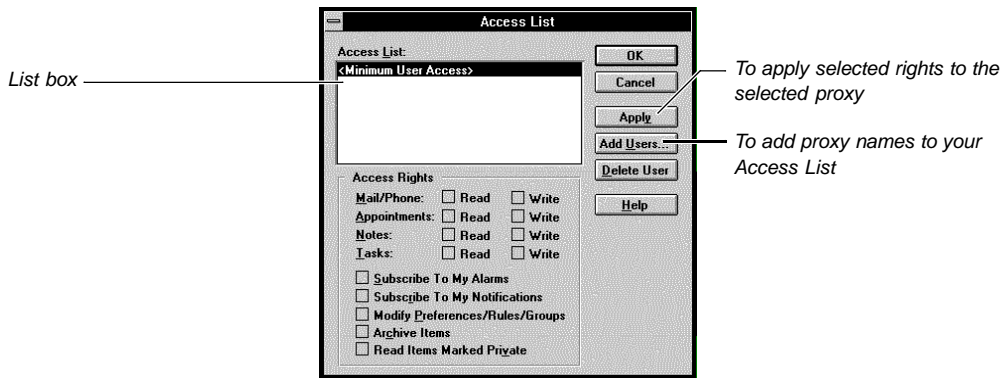
If you tried to add a new user to your Proxy List, but an "Access to user denied" message is displayed, check to make sure you are on that person's Access List.

Letting a Proxy Manage Your Mailbox

Use the Access List to grant other users on your post office access to read, create, and manage items and tools within your mailbox.

From the Main Window,

- 1 Choose the **File** menu, choose **Preferences**, then double-click **Access List**.



- 2 Choose **Add Users** to open your Address Book.
- 3 Double-click the names of the people in the List box to whom you want give access to your mailbox, then choose **OK**.
- 4 Select a proxy name(s), select the access rights you want to give the proxy, then choose **Apply**.

The table below explains the rights you can give to a proxy.

Access Right	Access to
Read	Read the mail, appointments, tasks, or notes you receive.
Write	Write and send mail, appointments, tasks, or notes in your name.
Subscribe To My Alarms	Receive alarms for your appointments, if the proxy subscribes to your alarms. See <i>Subscribe to Notify Preferences</i> in the reference manual.
Subscribe To My Notification	Receive notification when you receive items, if the proxy subscribes to your notification. See <i>Subscribe to Notify Preferences</i> in the reference manual.
Modify Preferences/Rules/Groups	Modify the Preferences options. The proxy can change your GroupWise setup, add or remove proxies, and alter the rights you've assigned to users in your Access List. This right also grants the proxy the ability to create, edit, delete, and run rules and to create, edit, and delete groups. See <i>Rules</i> in the reference manual.
Archive Items	Place items in the Archive Directory and retrieve them. If you give a proxy archive rights, items archived by the proxy can be stored on the proxy's hard drive. You may not have access to items archived by the proxy.
Read Messages Marked Private	Read the items that you mark private.

- 5 Repeat step 4 until you have selected access rights for all your proxies, choose **OK**, then choose **Close** to return to the Main Window.

Tips and Hints

Proxy

A proxy is another GroupWise user on your post office to whom you have granted selective mailbox access rights. You grant these rights through the Access List.

Proxies can respond to items in your In Box on your behalf. They can also read your mailbox items or send items on your behalf. For example, you can give another user rights to accept and schedule your appointments.

Deleting a User from the Access List

When you want to remove a proxy from your Access List, highlight that proxy name in the Access List dialog box, then choose **Delete User**.