
GroupWise Proxy access

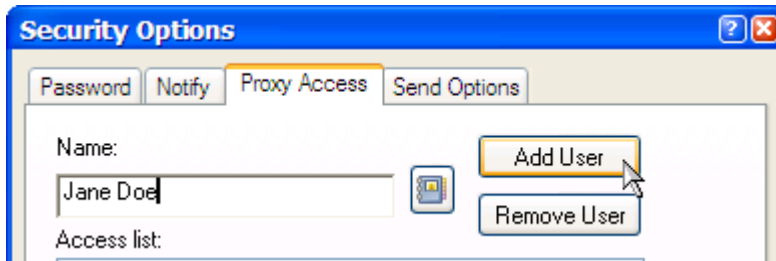
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What is Proxy access?

Setting someone (another CCSF GroupWise user) up as a proxy to your account (or to a resource that you “own”) allows them to see any part of your email account to which you grant access, and, if you allow it, perform actions as if they were you. You can assign rights to limit what the other person can do: for example, you might allow them to read your regular email messages, but not send messages in your name. Or you might allow them to see only your Calendar.

Discuss the responsibilities involved in proxy rights with the person to whom you are granting them. Also, since the process is not something that happens every day, you probably need to send them an email outlining what they have to do to accept the proxy.



Setting up a Proxy

Creating a proxy has two parts:

1. *You* assign proxy rights to all or part of your account (or to a resource account that you "own") to someone. Grant read-only or complete rights to various parts of the account.
2. *They* add the proxy to their proxy list.

1: Designating a proxy and setting rights

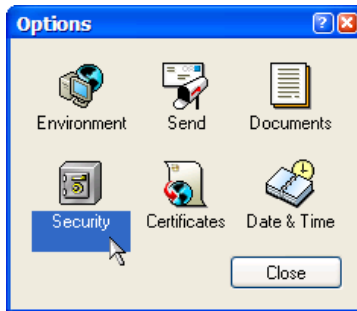
You must set up proxy access from within the account granting proxy rights. So, if you are granting rights to a resource, proxy to that resource before you proceed.

Setting up a Proxy in the GroupWise 7 Windows program



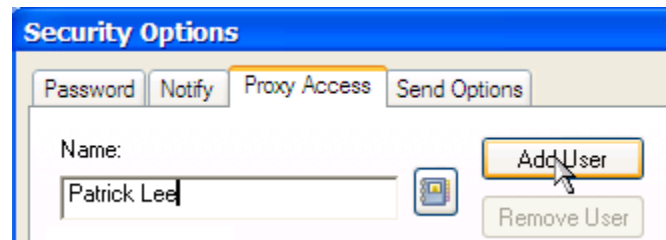
(the one that opens from the globe icon on your CCSF desktop):

GroupWise



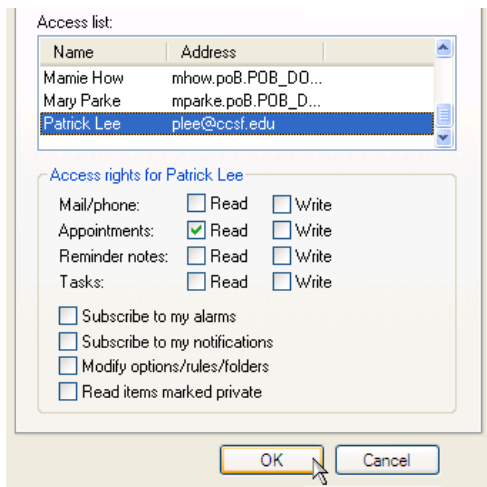
From the menu bar, click **Tools** → **Options** → **Security, Proxy Access** tab.

1. Select a user from the address book or type in their first name and use name completion, or enter their GroupWise login name.
2. Click **Add User**.



Select the name of the person in the lower **Access list** box.

3. Select the rights you want to grant.



- **Read** means that you allow looking at your messages or calendar entries (Appointments, Tasks or notes)
 - **Write** means that you allow sending messages as if they were the holder of the proxy account. If you wanted someone to be able to schedule appointments in the calendar, you would grant Write privileges to Appointments.
 - You probably won't want to grant any of the rights in the lower part of the Window, such as the ability to Modify options/rules/folders.
4. Click **OK** and back out of the Options windows.

Setting up a Proxy in the Web 7 version of GroupWise

(the one that you access by typing gww.ccsf.edu in the address line of your browser):



1. Click the *Options* link at the top right of the window, and then click the *Proxy Access* tab
2. Click the *Add Entry* button.

3. In the Add Proxy Access window, type the login name of the GroupWise user in the name box or look them up in the Address book.

Add Proxy Access

Name:
jdoe Address Book

Mail/Phone:	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Appointments:	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Reminder Notes:	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Tasks:	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write

Subscribe to my alarms
 Subscribe to my notifications
 Modify options/rules/folders
 Read items marked private

Save Cancel

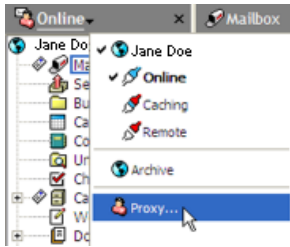
4. Assign rights to mail and calendar items.
 - Read means that you allow looking at your messages or calendar entries (Appointments, Tasks or notes)
 - Write means that you allow sending messages as if they were the holder of the proxy account. If you wanted someone to be able to schedule appointments in the calendar, you would grant Write privileges to Appointments.
 - You'll rarely be interested in granting any of the rights in the lower part of the Window, such as the ability to Modify options/rules/folders
5. Click *Save*; then close the window.

Accepting Proxy rights

Send an email informing users of the proxy rights that you've given them. Tell them what they have to do, and be sure to give them the name that they have to type in as the proxy—your login name or the resource you are granting access to.

The person added as a proxy must add the new account to their proxy box.

In the GroupWise 6.5 or 7 Windows program:



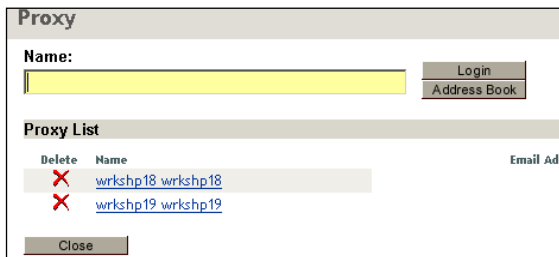
- 1) Click the Online link or down-arrow above the folder list
- 2) Choose Proxy from the dropdown menu.
- 3) Use the address book to find the name you want to add or type in the person's first name to use name completion. When you have found the name you want, click OK.

- Now when you click the Online link or down-arrow above your folder list, the new name appears. Click the name to proxy to that account.
- To return to your account click the Online link or down-arrow above your folder list and choose your own name.

In the GroupWise 7 Web version:



- 1) Click the Proxy icon (lowest icon in the icon bar on the left). The Proxy window appears.



- 2) Click *Address Book* and select the name you want, or type the login name or full email address into the Name box.
- 3) Click *Login* or press Enter/Return. A browser window displaying that account opens.

Once you have added the proxy, you can easily move to that account:

- Click the Proxy icon to open the proxy window. It lists all accounts to which you can proxy. Click any of them to enter that account.
- Remember, you only have whatever rights the owner of the account has given you.

Deleting a Proxy

To delete proxy rights that you have granted *to your account or to a resource that you own*:

In the Windows GroupWise program:

Change to the resource account if necessary before beginning.

- 1) On the menu bar, click *Tools* → *Options*.
- 2) In the Options window, click Security, then the Proxy Access tab.
- 3) In the Access List box, click to highlight the user you want to remove and click the Remove button.

In GroupWise on the Web:



- 1) Click the **Options** link at (top right) and choose **Proxy Access**.
- 2) Click the Large red X beside the proxy name you want to delete.

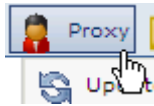
- 3) Close the window.

To delete your access to a proxy *someone else has granted to you*:

In the GroupWise 7 Windows version:

- 1) Click the Online link or down-arrow above your folder list
- 2) Choose Proxy from the dropdown menu.
- 3) Click to select any entry and then click the Remove button.

In the GroupWise 7 Web version:



- 1) Click the Proxy icon (lowest icon in the left, icon, section).
- 2) When the Proxy window appears, click the selection box beside any proxy you want to delete and click the **Remove** button.