
GroupWise: Proxy access

What is proxy access?

Setting someone (another CCSF GroupWise user) up as a proxy to your account allows them to see your email account 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 Appointments.

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 may want 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 someone to your account.
2. They accept the proxy.

1: Designating a proxy and setting rights (GroupWise Windows version 6.5)

You must set up proxy access from within the account granting proxy rights.

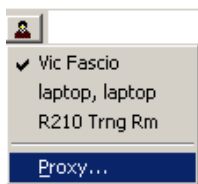
1. Start this off:
 - In the Windows client: Click *Tools* → *Options* → *Security, Proxy Access* tab.
 - In the Web client: Click the *Options* icon in the middle of the top line of the GW Web client, and then click *Proxy Access* and then *Add Entry*.
2. Select a user from the address book.
3. Select the rights you want to grant, and click:
 - **Add** (Windows) or
 - **Save** and then **Close** (Web).

2: Accepting proxy rights

Send an email informing users of the proxy rights granted and informing them of the following steps:

The person added as a proxy must add the new account to the proxy box. To add a new proxy name/account so that you can see it in the proxy box at the bottom of the screen:

1. In the Windows client:



- 1) Click the Proxy icon (bottom left corner)
- 2) Choose Proxy from the dropdown menu.
- 3) Use the address book to find the name you want to add or type in the complete email address.
- 4) When you have entered the name: click OK.

- Now when you click the proxy icon, the new name appears. Click the name to proxy to that account.
- To return to your account click the proxy icon and choose your own name.

2. In the Web client:

- 1) Click *Address Book* and select the name you want, or type the login name or full email address into the Name box.
- 2) 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 a proxy that you have granted **to your account**:

In the Windows client:

- 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 the Web client:

- 1) Click the *Options* icon at the top of the GroupWise screen and choose *Proxy Access*.
- 2) Click the Large red X beside the name you want to delete from the proxy list.
- 3) Close the window.

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

In the Windows client:

- 1) Click the Proxy icon (bottom left corner)
- 2) Choose Proxy from the dropdown menu.
- 3) Click to select any entry and then click the Remove button.

In the Web client:

In the GroupWise® WebAccess main window, click Options.

Click Proxy Access. For a user to have proxy rights to your Mailbox, you must add the user to the Proxy Access list.

Click Add Entry to display the Add Proxy Access page.

Click Address Book to open the GroupWise Address Book.

or

If you know the GroupWise user ID of the person you want to assign as a proxy, enter the user ID in the Name field, then skip to step 6.

- Enter the search criteria needed to find the user whom you want to be a proxy, then click Search. In the list of users that is displayed as a result of the search, select the user, click Select (at the top of the list of users), then click OK to close the Address Book and display the user in the Name field.
- Select the rights you want to give the proxy:

Mail/Phone: Select Read to enable the proxy to read mail and phone messages. Select Write to enable the proxy to create and send mail and phone messages.

Appointments: Select Read to enable the proxy to read appointments. Select Write to enable the proxy to create and send appointments.

Reminder Notes: Select Read to enable the proxy to read notes. Select Write to enable the proxy to create and send notes.

Tasks: Select Read to enable the proxy to read tasks. Select Write to enable the proxy to create and send tasks.

Subscribe to My Alarms: Select this option to enable the proxy to receive any appointment alarms you set. This applies only if the proxy is using GroupWise client for Windows*.

Subscribe to My Notifications: Select this option to enable the proxy to receive notifications given through GroupWise Notify. This applies only if the proxy is using GroupWise client for Windows.

Modify Options/Rules/Folders: Select this option to enable the proxy to change the options in your Mailbox and to add, delete, or modify folders. The proxy can edit any of your Options settings except for the Proxy Access settings.

Read Items Marked Private: Select this option to enable the proxy to see any items that are marked Private. If you don't give the proxy these rights, all items marked Private in your Mailbox are hidden from that proxy.

- Click Save to add the proxy to the Proxy Access list.