

How To Grant Proxy Access in GroupWise

1. Proxy Access – allowing access to your account for others.

a. Give proxy access

- i. In Tools>Options>Security, select the **Proxy Access** tab. Add the user(s) to which you wish to give access.
- ii. Select the newly added user(s) on Access list, and give the appropriate access. Click OK.

b. Access another account

- i. Click on the Online User Icon. From the dropdown menu, select **Proxy...**
- ii. Enter the name of the account you wish to access. Select OK. If you have not been given access to that account, you will receive a message stating as much. Otherwise, your Online user icon will change to a **Proxy** user icon, and you will be viewing whatever information in the proxy account to which you have been given access.
- iii. To return to your account, click the Proxy user icon. From the menu, select your name from the list.

