

# *Lesson 5*

Objectives:

Upon completion of this lesson you will be able to:

- Create an Access List
- Act as a Proxy

## What is a Proxy?

Proxy allows you to send and receive messages on behalf of another user. This powerful feature is most helpful when you are on vacation or need another user to manage your calendar. A secretary can manage a supervisor's appointments, respond to their mail messages and even subscribe to their alarms. To become a proxy for someone else they must create an access list and give you rights to their appointments, calendars, mail and/or phone messages. Remember, you can conduct a Busy Search on another user's calendar, but you cannot see details about the appointments they have scheduled unless the user has granted you rights to do so. You can only proxy for other users in your post office.

## Creating an Access List

If you want someone else to Proxy for you, you must create an access list for that user. You may even need more than one person to proxy for you, but it is not advisable that more than one person keep someone else's calendar.

You can set up a proxy from the Access List option under Preferences.



The first step is to add the users you want to have act as a proxy. Click on Add Users. This will display the Address Book where you can select the user(s) that will proxy for you. You can assign rights to Minimum User Access as a default for all users or select a specific user. Select the rights you want to give to the proxy and choose Apply. Repeat these steps for each user in the Access List: and then click on **OK**. You may also delete a user from this Access List in the event they have been replaced or the assignment was a temporary one.

Granting Read access allows another user to read the items you receive. If you want a user to write and send items in your name, choose Write access. Allowing a user to archive items enables the proxy to archive items within your mailbox. Make sure that the archive directory is set to a shared network drive or you will be archiving someone else's mail on your local hard drive and they will not be able to access it. Finally, keep in mind if you have mail that is confidential, you may mark it as Private through the Actions menu once it has been read.

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Unless you grant specific rights to a proxy to read items marked as private, they will not be able to read these items in your mailbox.



## Acting as a Proxy

Once another user has set you up as a proxy for them by granting you access rights you can act as a proxy for them. There are several ways to open a window for proxy purposes. Essentially, you can proxy any window including the main window. From the main GroupWise window, choose Proxy... from the **File** menu. Click on Users and choose the resource or person you need to proxy. This will add them to the Proxy dialog box list. Click on **OK** to return to the Main window. The name of the resource or person will appear on the title bar. The In and Out Boxes and any selections will be for this user. In addition to this method, most windows will have a proxy icon in the lower left corner of the window. Click on the proxy icon to display a pop up list. If you have proxied recently the proxy will appear in the list, if not, click on Proxy... and choose the person/resource you want to proxy. When you proxy for someone else, you are acting in their behalf. Mail sent out will have their name in the **From:** portion of the Send To: view. You will be managing their mail, calendar, and any other areas you have been given rights to as though they are your own. Therefore, be very careful when giving another user proxy to your calendar and mail.

## Exercises

### Granting Access Rights to Another User

In this exercise you will give another classmate access to your mailbox.

1. Choose the Prefs button from the button bar of the main GroupWise window.
2. Double-click on the Access List icon.



3. Choose Add Users.
4. Select a user by double-clicking on them and subsequently clicking on **OK**.
5. For now, grant rights for reading and writing all items and mark to allow them to subscribe to your notify and alarms.
6. Select Apply and then **OK**.
7. Finally, Close the Preferences dialog box.

### Acting as a Proxy

You will now access the mailbox that your classmate gave you access to in the previous exercise.

1. Access the Proxy dialog box from the **File** menu
2. Select Users... and choose your classmates name.
3. Read the items in your partner's In-Box.

4. Try sending mail in their name.
5. Finally, access their calendar.
6. Choose any calendar view.
7. Click on the proxy icon in the lower left hand corner of the window to Proxy someone else's calendar.
8. Choose Users... and select the user id.
9. Their name should appear at the top of the calendar.
10. Finally, close the calendar and return to your own mailbox.

**Notes:**

