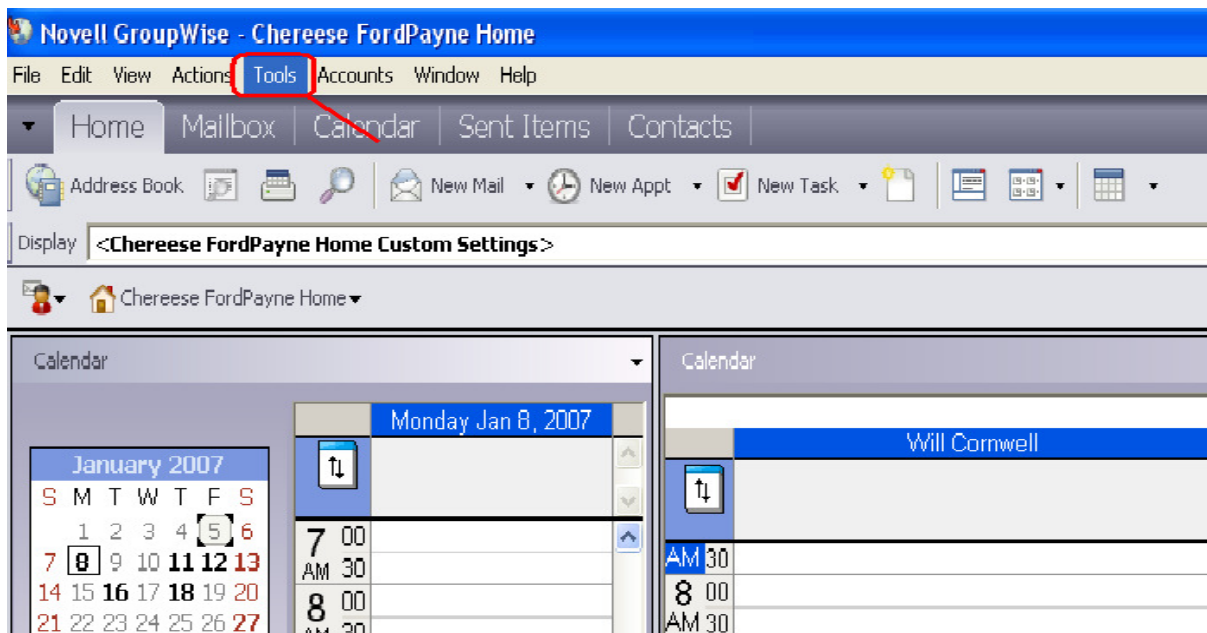
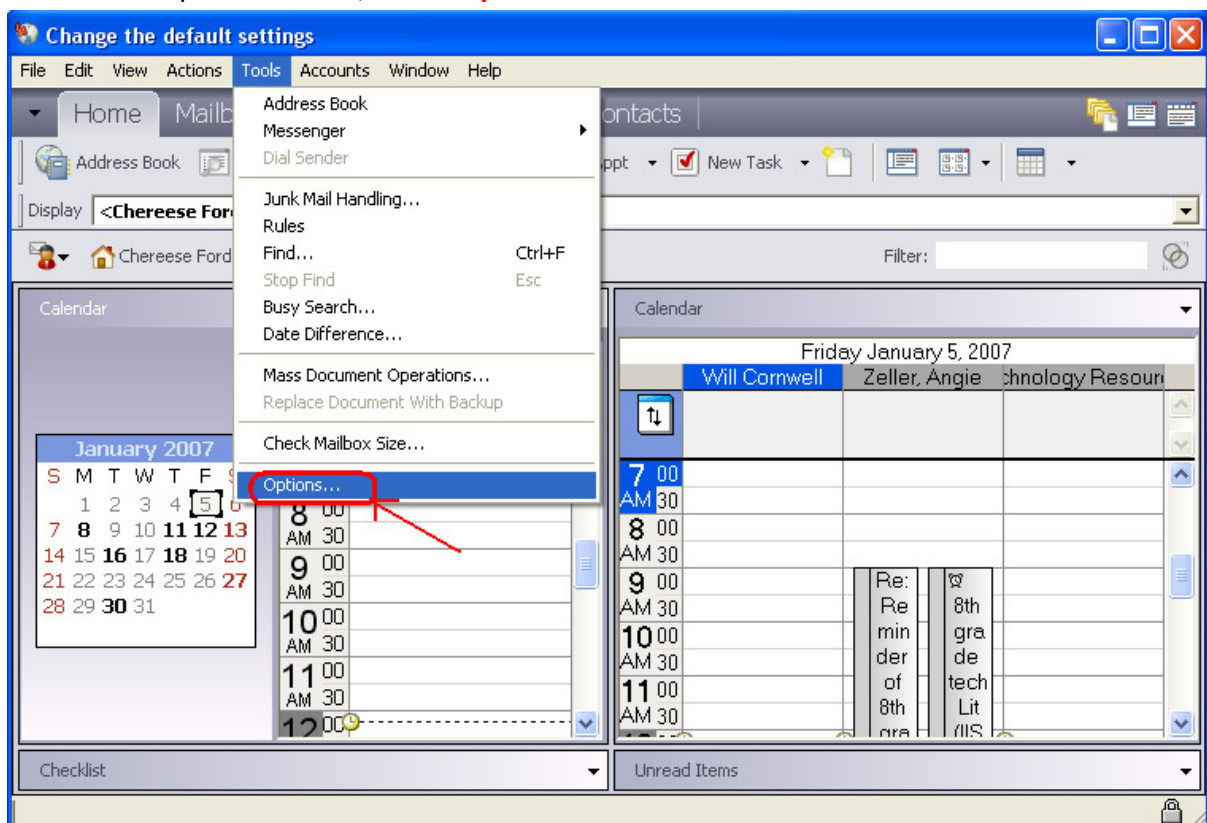


## Giving Others Access to Your Calendar

1. Open Groupwise and in the upper **LEFT** hand corner **CLICK Tools**.



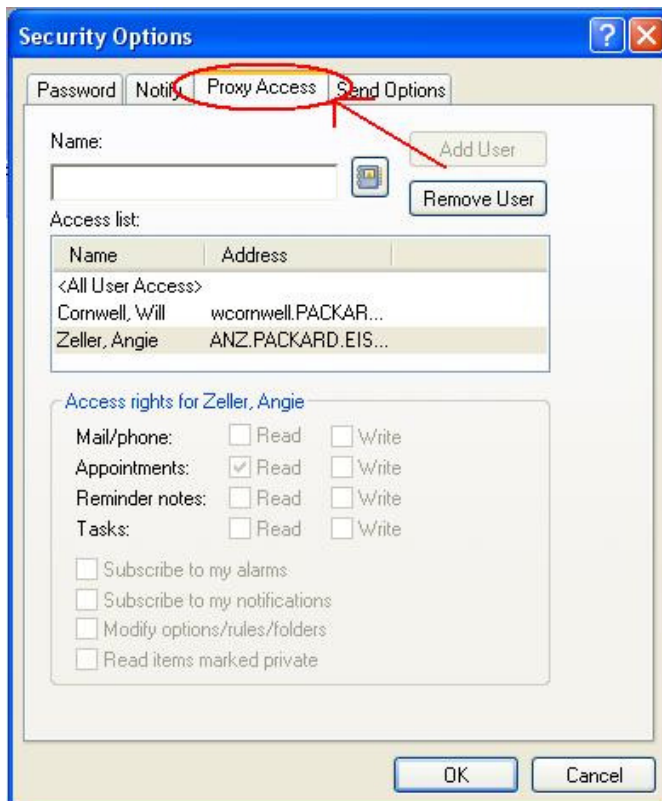
2. From the drop down menu, **select Options**.



3. Double **CLICK Security**.

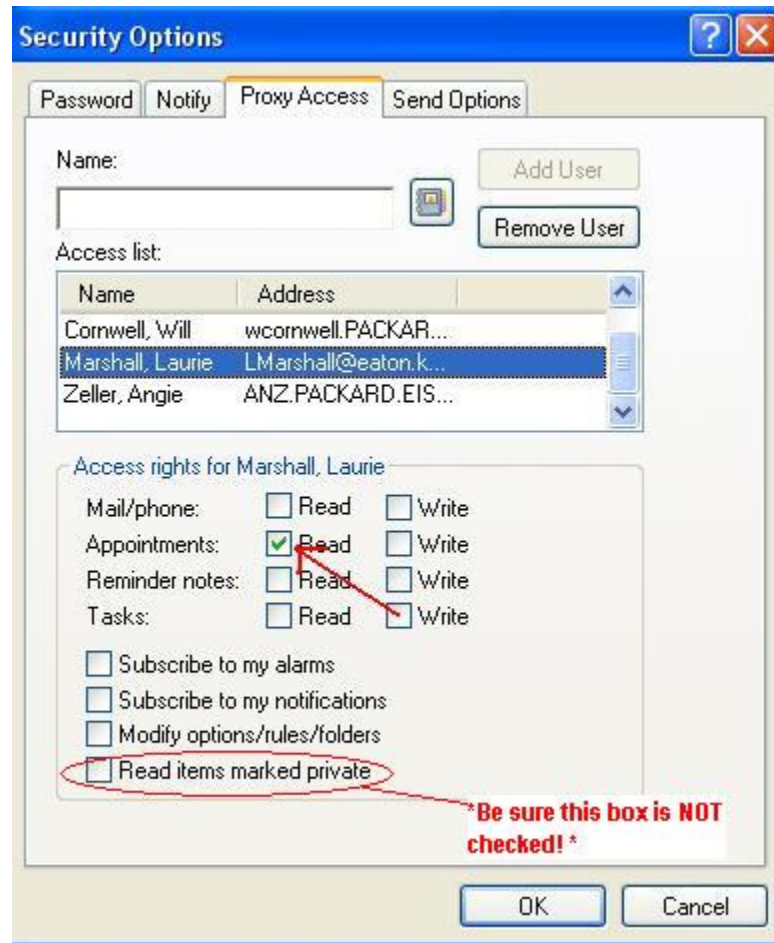


4. From the Security Options Window, select the **Proxy Access** tab.



5. Type in the name of the person you want to have access to your calendar then **select Add User**.
6. After user is added, give them rights to read or write your mail, appointments, reminder notes, or tasks. Be sure you **ONLY** select the boxes you want the user to have rights to.

For example: You may ONLY want a user to be able to READ your appointments and do nothing else. Or you may want your administrative assistant to be able to READ and WRITE appointments, reminder notes and tasks for you.



**\*\*To ensure privacy, be sure the **Read items marked private** box is **NOT checked!** This will allow for other users to see you as busy, but not actually be able to read any appointments that you mark as private.\*\***

7. After selecting the settings for an individual user, you may go to the Name section and add more users. Once you have added all of your users, **select OK** and **close** the options menu.