

Microsoft Outlook 2002 - Granting Proxy Rights

Outlook includes features that allow users to access information in each other's mailboxes. Before you can access another user's mailbox, the mailbox's owner must grant you proxy rights. Similarly, other users will not be able to access information in your mailbox unless you grant proxy rights. This feature is very useful for people who have assistants, or for people who will be away from the office and unable to access their mailbox through a remote connection.

Note: Sharing calendars is not included in this feature. A separate software package will be needed for this option.

To add proxies who can receive items for you:

1. Log in to Webmail at <https://mail.oakgov.com/wm>.
2. From the **Mail** navigation pane, click the **My Folders** link.
3. Click the **Edit** icon next to the **Inbox** link.

Subscribe	Name	Unread	Total	Edit	Delete
	Inbox	0	2		
	Draft	0	0		
	Junk Mail	0	0		
	Sent Folder	0	0		
	Trash	0	0		

4. From the **Folder Permissions** screen, type in the **user name** (e.g., last name, first initial) of the person you wish to grant proxy rights to.

User	Read	Write	Mail	Admin
mailadmin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
smithj	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
jonesf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click the **checkboxes** for the permission you want to grant in the corresponding row of the **User** list. A check mark appears, showing the permission as selected.
6. Click the **Apply** button.

Microsoft Outlook 2002 - Granting Proxy Rights

7. Click the **OK** button.

You can also remove user's proxy rights from the Mail navigation pane. When you perform this task, the specified user no longer has the ability to access the mailboxes to which permissions were granted.

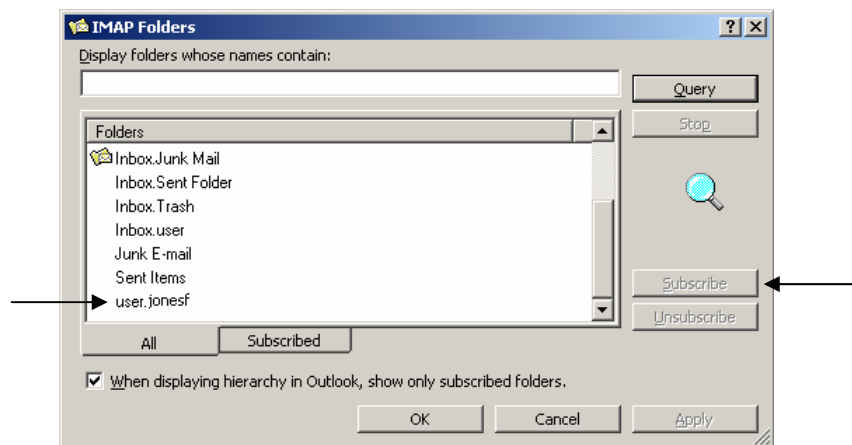
To remove user proxy rights:

1. From the **Mail** navigation pane, click the **My Folders** link.
2. Click the **Edit** icon next to the **Inbox** link.
3. From the **Folder Permissions** screen, select all the check marked boxes for the permissions of the user you want to remove. The check marks disappear and the respective permissions are set to off.
4. Click the **Apply** button. When all active permissions are turned off and the changes are applied, the user is removed from the **User** list.
5. Click the **OK** button.

Acting as Another User's Proxy:

If another user has granted you proxy rights, you can access their mailbox as follows:

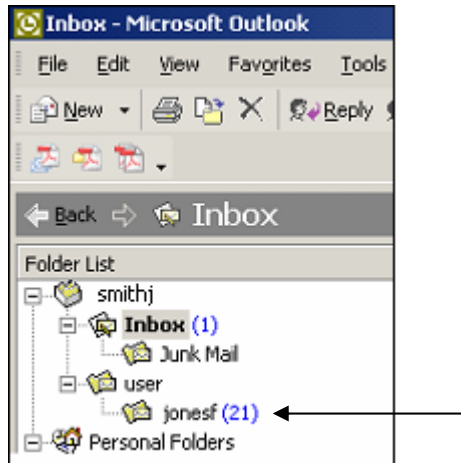
1. From Outlook, click **Tools...IMAP Folders** from the menu bar.
2. Click the **Query** button.



3. Click the name of the **User** for whom you wish to act as proxy.
4. Click the **Subscribe** button.

Microsoft Outlook 2002 - Granting Proxy Rights

5. Click the **OK** button.
6. From the **Folder List**, click on the user name to open their **Inbox**.



If you have problems, please call the IT Service Center at (248) 858-8812.

mso16.pdf
12/28/2007