

Proxy – Granting

1. Click the **Proxy** tab in the **Inbox Summary**.
2. Click **Manage** button.
3. Click **Given** button at bottom of screen, then **Add**.
4. Select any recipient from the **User Search**.
5. Select **Begin** and **End** dates.
6. Select **Available Items** to Grant.
7. Click **Accept & New**.
8. The users displayed in the **Proxies Given by Me** pane are authorizations you have granted others.

Proxy – Viewing Another User's Inbox

1. In order to view another user's Inbox, you must have proxy rights to do so
2. Click the **Proxy** tab in the **Inbox Summary**.
3. From the **Proxy** list, select the Inbox you would like to access
4. Work in the proxy's Inbox as if it were your own
5. To review an item and leave for the original owner, **close** the item. Do not sign, refuse or forward.

Opt in to Pools

1. Click the **Pools** tab in the **Inbox Summary**.
2. Click **Manage** button.
3. Scroll through the list of available pools and highlight those to opt in to <Ctrl + Click>
4. Click the **Opt In** button between the Available and Member Pools panes to opt in to the pool.
5. The pools are available in the Pools drop down of your inbox.