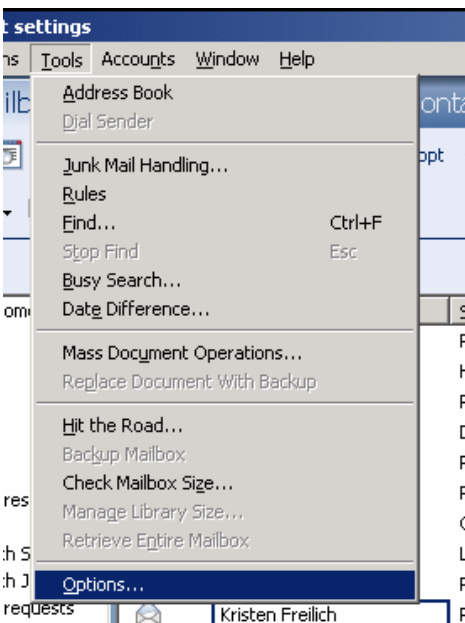




How do share my calendar and/or mail with someone?

Sharing your calendar and/or mail with someone is a two-step process. The person who is accessing your calendar and mail must be made your proxy. First, grant access rights to the person who will be your proxy. Second, the proxy must add you to their Proxy List to view your calendar and mail. To grant a proxy access rights:

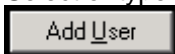
1. From Home, Calendar or Mailbox, click on **Tools, Options** on the menu bar.



2. Double-click on the Security icon.



3. Click the Proxy Access tab.
4. Select or type the name of the person (s) you want to add as proxy, then click the Add User button:





5. After adding your proxy, highlight or click on the name in the Access list. Select any of the Access rights you would like to grant your proxy. Here are the Access rights you can grant to users:

Read

Read items you receive. Proxies cannot see your Contacts folder with this or any other proxy right.

Write

Create and send items in your name, including

applying your signature (if you have one

defined). Assign categories to items, change the subject of items, and perform checklist options on items.

Receive the same alarms you receive.

Receive notification when you receive items.

Change the options in your Mailbox. The proxy can edit any of your Options settings, including the access given to other users. If the proxy also has Mail rights, he or she can create or modify rules and folders. This right allows a proxy to add, delete, and modify categories.

Read the items you marked Private. If you don't give a proxy Private rights, all items marked Private in your Mailbox are hidden from that proxy.

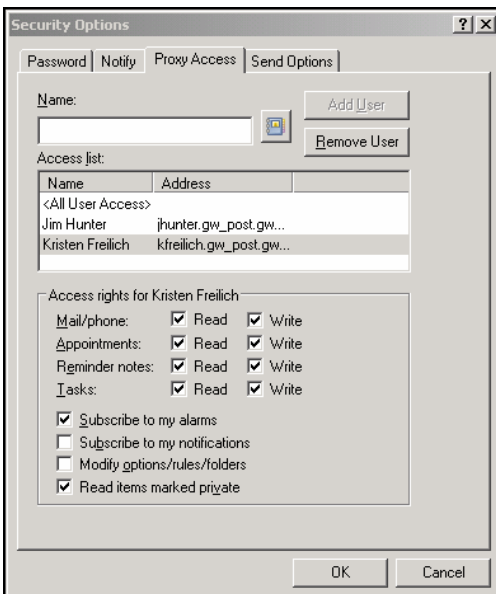
Subscribe to My Alarms

Subscribe to My Notifications

Modify Options/Rules/Folders

Read Items Marked Private

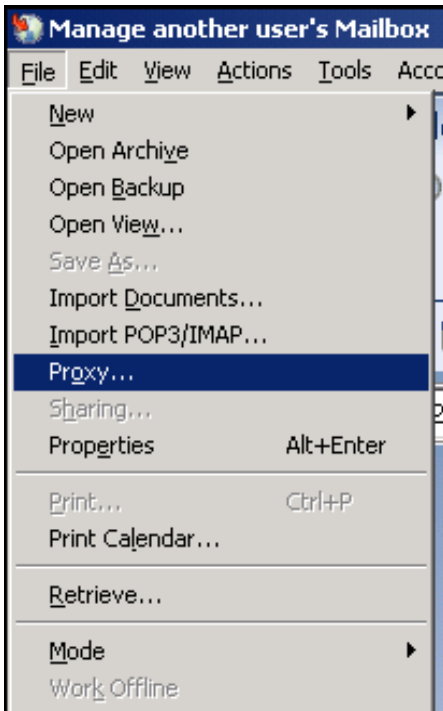
6. Click OK.



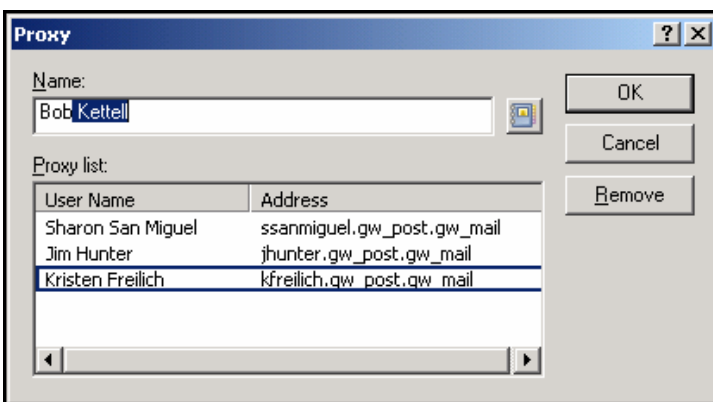


The second step is for the user to add you to his/her Proxy List in order to view your calendar and mailbox. The user acting as proxy must follow these steps:

1. From the Calendar, click **File, Proxy** on the menu.



2. Select or type the name in the Name field.



3. Click **OK**. The user's calendar is opened. The name of the person for whom you are acting as proxy is displayed at the top of the Folder list. If the user has not yet given you proxy rights in his/her Access List, the name is added to the Proxy List but the user's Calendar is not opened

4. The return to your own calendar, click the Proxy  button and select your name.