

Converting GroupWise Proxy Access to JagMail Delegate

As you begin working with your JagMail account through the web interface to the account or through the Outlook Mail Client, you will need to set up access equal to what you had in GroupWise. There are two different types of access that can be granted in GroupWise:

1. Proxy Access to your account
2. Shared Access to resources belonging to your account

Proxy access means that another user can view your email, calendar, or both email and calendar. With this access, you may grant different levels of access to each element ranging from read only to full access. When another user has full access to your email account, they may view and send messages or view and add calendar events just as if they are you.

Shared Access can be granted to some of your resources such as calendars, folders, or address books. When resources are shared with another account, the resources appear in that individual's navigation panels just as personal resources belonging to the user.

In order to retain similar sharing of email and calendars in JagMail, we must use tools that differ slightly from the Proxy and sharing known to GroupWise. The steps below will describe how "sharing" or "delegation" are configured.

Proxy access for mail

First of all, look at the terminology. Proxy in GroupWise = Delegate in JagMail. To let someone else manage your mail account using JagMail Web View or Google Apps Sync for Microsoft Outlook requires action on your part as well as on the part of the delegated user. (D) (a) (4) (b) (o) -10 () 12 (g) -5 (g) - (



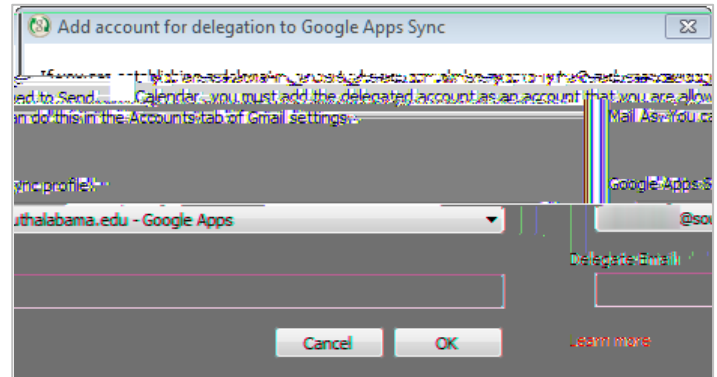
3. Under '**Grant access to your account**,' click the **Add another account** link.
4. **Enter the email address of the person** you'd like to access your account and click **Next Step**. Remember you can only enter a JagMail address from your domain (@southalabama.edu).
5. You'll see a confirmation message. Click **Send email to grant access** if you're sure.
6. The delegate will receive a verification email explaining that you've granted access to them.
7. After the delegate confirms this request, it may take up to 30 minutes for the verification process to be completed. To see if the delegate has confirmed access to your account, look at the Accounts tab in Settings.

Step 2: Option 2 -- Add Delegated Access to your JagMail Google Apps Profile

3

Once someone grants access to their JagMail account for mail the delegated user needs to take appropriate action to add the delegated account profile to **Google Apps Sync** so the account can be managed from Outlook.

1. Have an individual grant you access to their JagMail account as outlined previously in Step 1.
2. Open JagMail and respond to the email that was generated when access was granted; accept the delegation. (This is the same as Step 2: Option 1 outlined previously.)
3. Go to the **Windows Start menu**, open **All Programs**, and choose **Google Apps Sync > Add account for delegation**.
4. From the dialog, choose your **Google Apps profile** (if more than one Outlook profile is available). Then enter the primary **Email** address to which you have been granted access (don't use an alias).



Notes for using delegated access³

When you use

