

HIM Associates can manually assign Message Center proxies from one user to another, without the need to log a help desk ticket.

## Assigning Proxies

**STEP 1:** Navigate to **Message Center**. 

**STEP 2:** Select the **Proxies** tab.

**STEP 3:** Click the **Manage** button.

**STEP 4:** Click the **Manage** button in lower right of the pop-up **Set-Up** window.

**STEP 5:** Search for the user to allow proxy access to be **taken from** in the **Allow Proxy to be Taken From** field.

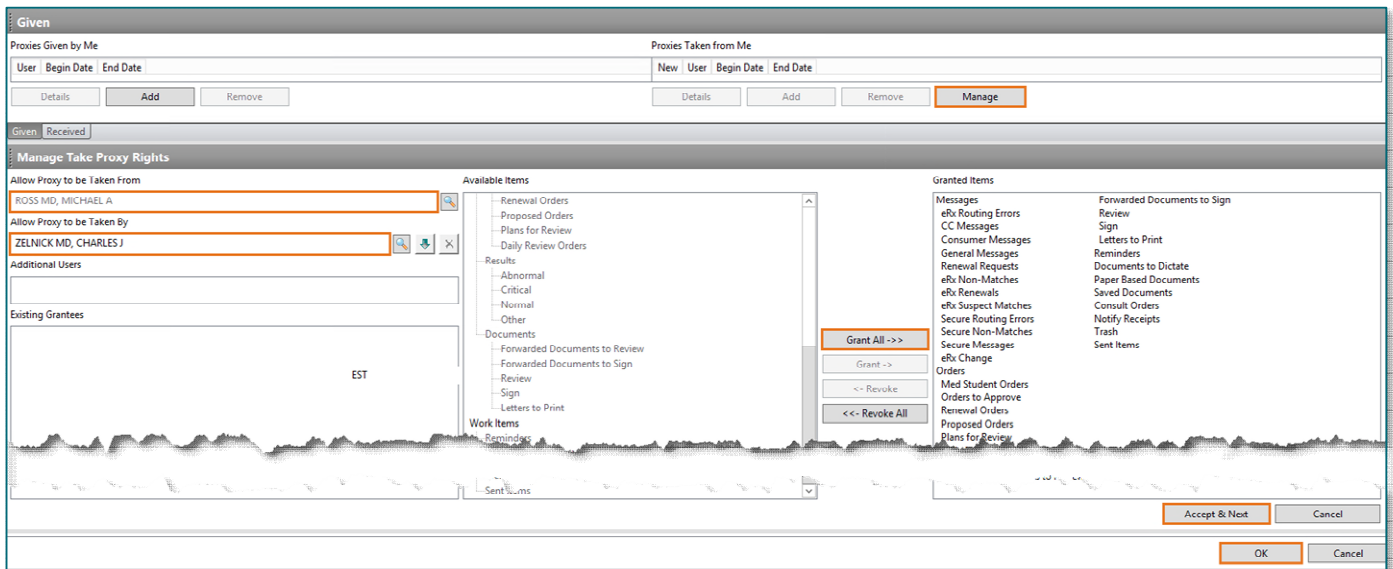
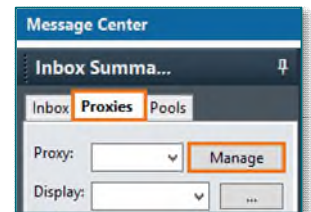
**STEP 6:** Type the name or search for the user to allow to **receive** proxy access from the user indicated in the previous field in the **Allow Proxy to be Taken By** field.

To grant proxy access to *more than one user*, click the down arrow 

**STEP 7:** Select the **Grant All - >>** button.

**STEP 8:** Click **Accept & Next**.

**STEP 9:** Click **OK**.



**NOTE:** Select individual areas of the inbox to proxy if the receiving user does not need to access all items. For example, if Results are the only thing needed to be seen, select Results and the Grant -> button to move only that item of the Message Center to be viewable.

## Recipient Taking Proxy Access

Once proxy access has been granted, the user(s) who have been granted access must add the proxy to their list.

**STEP 1:** Navigate to **Message Center**. 

**STEP 2:** Select the **Proxies** tab.

**STEP 3:** Click the **Manage** button.

**STEP 4:** Click the **Received** tab in the bottom left corner of the **Set-Up** window.

**STEP 5:** Select the **Add** button under the **Proxies Taken by Me** section.

**STEP 6:** Select the **User** dropdown and select the inbox to take proxy access of.

**STEP 7:** Adjust the **End Date** to a future year.

**STEP 8:** Click **Grant All ->>** button.

**STEP 9:** Click **Accept & Next**.

**STEP 10:** Click **OK**.

- The new proxy is available to select in the message center **Proxy** dropdown.

