Proxies are used to grant access to Message Center for coworkers sharing the same role. The most common use of Proxies is to manage Message Center for a coworker in their absence such as during vacation or extended absence.

Steps for Creating a Proxy:

STEP 1:   From within **Message Center** click the **Proxies** tab.

STEP 2:   Click the **Manage** button.

STEP 3:   **Manage Proxy Page** opens, click **Add**.

STEP 4:   Enter Name of **individual** to grant proxy to inbox under **New Given Proxy.**

- Click **Magnifying glass** if multiple matches appear.
- Locate the end user you are searching, click **Ok.**

STEP 5:   Click the **Green Arrow** to add individual.

- Repeat Steps 3 – 5 until all Individuals are added.

STEP 6:   **Change End Date** (Year) to at least five years out.

- The Default time period for **Proxy is 30** days if not changed by end user.

STEP 7:   Click the **Grant All** button.

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

STEP 9:   Click the **OK** button to save the changes and click **OK** again once the box appears that indicates the settings were successfully saved. After clicking **OK** the end user will be returned to the **Message Center.**