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.
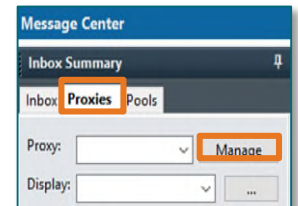
Steps for Creating a Proxy

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

STEP 2:   Select **Proxies** tab.

STEP 3:   Click **Manage** button.

STEP 4:   Click **Add** button under the **Proxies Given by Me** section.

STEP 5:   Search for the **User** to grant proxy access under **New Given Proxy**.

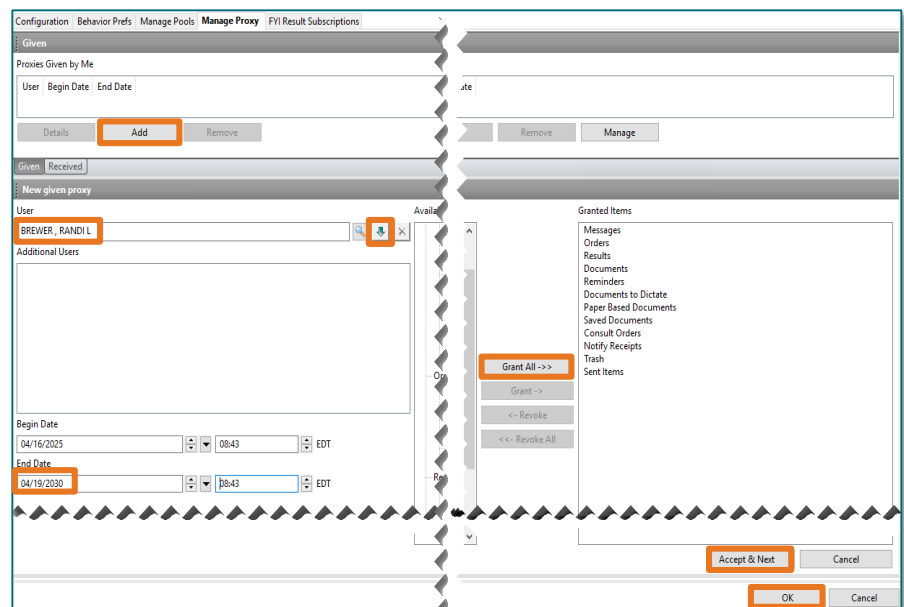- To grant proxy access to *more than one user*, click the down arrow.

STEP 6:   Adjust the **End Date** to a future year.

- Default time period for Proxy is 30 days if not adjusted.

STEP 7:   Select **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.