# How to Document What Rights You Have Given Others in GroupWise

## The Steps

1. Select Tools from the GroupWise main window, then select Options.

2. Click on the Security icon then select the Proxy Access tab.

3. Each person you have granted access will be listed in the Access List part of the window. (An example of the screen is to the right.)

4. To see what rights a person has, click on that person’s name and look in the Access rights section of the window for any box that has a check in it. A check in the box means that person has that right.

5. Capture a screen print for each person by pressing and holding the Shift key and then pressing the “Print screen” key.

6. Open MS Word, choose Edit, then choose Paste to paste the information you captured into a document.

7. Repeat steps 4-6 for each person in the Access List (for each person you have given rights).

8. Be sure to save and print that Word document so you’ll know what rights you will need to recreate in your Outlook/Exchange email account when we move.

## An Example

The example below shows “User Test” has granted Jane Doe, Joe Johnson and Sue Smith rights.

Jane Doe’s name is highlighted so we can see that Jane Doe has been given read and write rights to appointments, reminder notes and tasks.

You’d need to click on each of the other persons (in this case, Joe Johnson and Sue Smith) to see what rights they have.

Note: There may be others who have rights. Be sure to slide the bar (see the arrow) all the way down to make sure you see everyone!