

To add and remove proxy names and rights in your Access List

(Letting someone access your email and calendar)

1. Click **Tools** > **Options**.
2. Double-click **Security** > click the **Proxy Access** tab.
3. To **add a user** to the list, **type the name in the Name box** > when the full name appears, click **Add User**.
4. **Click a user in the Access List**.
5. **Select the rights** you want to give to the user.
6. **Repeat Steps 4-5 to assign rights to each user** in the Access List.

You can select All User Access in the Access List to assign a default set of rights to all users in the Address Book. For example, if you want all users to have rights to read your mail, you would assign Read rights to All User Access.

7. To **delete a user** from the Access List, **click the user** > **Remove User**.
8. **Click OK**.