

How to Delegate Your Google Apps Account **(read and write proxy access)**

Blue Ridge's Google Apps e-mail allows you to delegate access to your e-mail account to another Blue Ridge Employee. This is similar to the Proxy Access feature in GroupWise. The person **granted access will be able to read, send, and delete e-mail from your account.** They will not be able to change your password or settings or use the chat feature as you. Use very carefully!

To delegate (grant access) to your e-mail account to another Blue Ridge Employee:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Click on the "Accounts" tab
5. Click "Add another account" in the "Grant access to your account" section
6. Enter the @blueridge.edu e-mail address of the person who you would like to grant access to.
7. Click "Next Step"
8. Read the import information about granting access
9. Click "Send e-mail to grant access"

NOTE: The recipient will receive an e-mail and must click the link in that e-mail to acknowledge that they have access to your account. It may then take up to 30 minutes for the access verification to complete.

To accept delegated access to another account:

1. Click the down arrow next to your e-mail address at the top of the screen
2. Click "Switch Account"
3. Click the account name to which you have been granted access.
 - a. **NOTE:** The new e-mail account will open in a new browser window or tab.
 - b. **NOTE:** When sending e-mail from a delegated account, it will look like the e-mail was sent from your account but will probably also show that it was sent by the actual account owner, depending on the recipient's e-mail program.

To remove the access you granted to another person:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Click on the "Accounts" tab
5. Click the link to delete access for any person you no longer want to have access to your account in the "Grant access to your account" section

For more information, including a helpful video, follow this link:
<http://mail.google.com/support/bin/answer.py?answer=138350>