Date: 6/15/2014
Subject: **Mailbox Privacy - Please Check Your Settings**

In GroupWise you may have assigned some users to have 'proxy' access to your mailbox. In Google Mail, you're able to do the same by granting 'delegation' rights.

There is one big difference you should be aware of.

When you grant someone access to your Google mailbox account, they will be able to read, delete, and send emails on your behalf. There is no read-only option.

During the migration process, we made best effort to copy GroupWise proxy rights over to Google Mail delegation.

Please follow the steps in the link below to check who currently has access to your mailbox and make adjustments as you see fit.

http://goo.gl/qrUCsz

District Technology Services Department
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