

Managing Proxy Access to Archives

The proxy access feature was designed to allow users in an organization to have proxy-like access to the email archives of users. Rather than keeping Exchange mailboxes of former employees active and paying unnecessary license fees, administrators can simply archive the account data and make it accessible through Netmail Search.

On this page:

- [Assigning Proxy Access Rights to Users' Archives](#)
- [Modifying Proxy Access Rights](#)
- [Automatically Revoking Proxy Access Rights](#)
- [What Users See in Netmail Search](#)

Assigning Proxy Access Rights to Users' Archives

Proxy access rights to archives are assigned on the **Proxies Admin** tab in the Netmail Administration Console. Once rights have been assigned, users can log in to Netmail Search and can choose to access their own archived account or other archived accounts to which they have been granted rights.

Here's how to assign proxy access rights to users:

1. Click the **Archive** object in the Netmail Administration Console, and then select the **Proxies Admin** tab.

The screenshot shows the Netmail Administration Console interface. The top navigation bar includes 'netmail', 'Help', 'Support', and 'Log Out admin'. The main navigation sidebar on the left shows a tree view with 'netmail Platform', 'Secure', 'Archive', 'Clusters', 'Agents', 'Nodes', 'Policies', 'Store', and 'Index Server'. The main content area is titled 'Management of proxy access rights to archives' and contains a search box for 'List users with access to others' archives:', a list of users, a 'User' field with 'achowe@dom2po1@dom2@User' selected, and a list of users with 'achowe@dom2po1@dom2@User' selected. There are buttons for 'Get List', 'Find', 'Select >>', 'Add >>', and 'Remove'. A checkbox for 'Auto-revoke access rights after' is also visible.

2. Use the search box to search for the user account to which you want to grant proxy rights, and click **Find**. The user accounts are listed in the left-hand pane.

3. Highlight the user account you want to give proxy access to, and click **Select**. The account appears in the **User** field. In the sample screenshot above, "achowe" is the user account to which proxy access will be given.

4. Now search for and highlight the user account(s) you want the selected user to have access to, and then click **Add**. In the example above,

"achowe" has been given proxy access to the archives of "amys."

5. When you are done selecting user accounts, click **Save**.

Modifying Proxy Access Rights

The **Proxies Admin** tab also allows administrators to modify previously assigned proxy access rights. Here's how to add or remove proxy access rights from a user account:

1. Click **Get List** to obtain a list of user accounts that already have proxy access rights assigned to them. The user accounts are listed in the left-hand pane.
2. Highlight the user account you want to modify, and click **Select**. The selected user account appears in the **User** field, and the list of accounts to which it has proxy access appears in the right-hand pane.
3. You can now add accounts to the proxy access list (as described in the above section), or you can remove existing accounts by highlighting them in the right-hand pane and clicking **Remove**.
4. Click **Save** when you are done.

Automatically Revoking Proxy Access Rights

In some cases, you may want to limit the amount of time a user can proxy into another user's archives. To do so, use the **Auto-revoke access rights after x days** option to specify the number of days for which a user can have proxy access to another user's archives. Once that number of days is reached, the user's proxy access rights will be automatically revoked. If this option is not selected, the selected user will effectively have proxy access indefinitely.

What Users See in Netmail Search

When a user who has been granted proxy access to another user's archives logs in to Netmail Search, they will automatically see the other user's archives, in addition to their own archives. They can filter, search, forward, print, etc. the other user's archives in the same way they would their own archives.

Archives of user who is currently logged in

Archives of user to which current user has proxy access rights

Folder	From	Subject	Date	Sent / Received
Archives	"Alexander Velarde"...	Doctor Check-up	04/30/12 2:00 PM	03/09/11 9:29 PM
Alexander	"Alexander Velarde"...	Doctor Check-up	03/30/12 2:00 PM	03/09/11 9:29 PM
Notes	"Alexander Velarde"...	4 Hours of Study Time	03/25/12 8:00 AM	07/14/11 7:18 AM
Cabinet	"Alexander Velarde"...	4 Hours of Study Time	03/11/12 8:00 AM	07/14/11 7:18 AM
Sent Items	"Faye Spicer" <faye...>	Tuesday Meeting	03/06/12 10:00 AM	04/05/11 9:35 AM
Drafts	"Alexander Velarde"...	Doctor Check-up	02/29/12 2:00 PM	03/09/11 9:29 PM
Tasks	"Alexander Velarde"...	4 Hours of Study Time	02/25/12 8:00 AM	07/14/11 7:18 AM
Calendar	"Alexander Velarde"...	4 Hours of Study Time	02/11/12 8:00 AM	07/14/11 7:18 AM
Inbox	"Faye Spicer" <faye...>	Tuesday Meeting	02/07/12 10:00 AM	04/05/11 9:35 AM
Chrissie	"Alexander Velarde"...	Doctor Check-up	01/31/12 2:00 PM	03/09/11 9:29 PM
Inbox	"Alexander Velarde"...	4 Hours of Study Time	01/25/12 8:00 AM	07/14/11 7:18 AM
	"Alexander Velarde"...	4 Hours of Study Time	01/11/12 8:00 AM	07/14/11 7:18 AM
	"Faye Spicer" <faye...>	Tuesday Meeting	01/03/12 10:00 AM	04/05/11 9:35 AM
	"Alexander Velarde"...	Doctor Check-up	12/30/11 2:00 PM	03/09/11 9:29 PM
	"Alexander Velarde"...	Monday Dentist	12/26/11 11:00 AM	03/09/11 9:27 PM
	"Alexander Velarde"...	4 Hours of Study Time	12/25/11 8:00 AM	07/14/11 7:18 AM
	"Alexander Velarde"...	Monday Dentist	12/19/11 11:00 AM	03/09/11 9:27 PM
	"Alexander Velarde"...	Monday Dentist	12/12/11 11:00 AM	03/09/11 9:27 PM
	"Alexander Velarde"...	4 Hours of Study Time	12/11/11 8:00 AM	07/14/11 7:18 AM
	"Charles Nguyen" <...>	Tech Catchup	12/09/11 8:00 AM	03/09/11 8:51 PM

Displaying 1 - 20 of 281 | Page 1 of 15