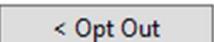

This Quick Reference Guide (QRG) gives a brief Introduction to Message Center.

Common Buttons & Icons

	Manage button
	Magnifying Glass icon
	Down Arrow icon
	Opt In button
	Opt Out button

Grant Proxy to your Message Center

➤ From the Message Center:

STEP 1: Click the **Proxies** tab.

STEP 2: Click **Manage**.

STEP 3: Click **Add** in the Given by Me column.

STEP 4: The Given tab expands. Enter the name of the proxy in the **User** field.

NOTE: If the name only has one match, it will populate the field with that provider. When there are multiple matches, use the Magnifying Glass icon to select the appropriate provider.

NOTE: To add an additional proxy, enter the provider name in the user field; then, click the Down Arrow icon.

STEP 5: Use the **Begin Date** and **End Date** fields to designate the times and dates of the proxy access.

STEP 6: Click **Grant All**.

NOTE: If you only want to grant access to specific Message Center items, select them from the **Available Items** field; then, click **Grant**.

STEP 7: Click **OK**.

STEP 8: The Commit Progress window displays; click **OK**.

Opt into a Pool

➤ From the Message Center:

STEP 1: Click the **Pools** tab.

STEP 2: Click **Manage**.

STEP 3: Select the pool from the Available Pools section.

NOTE: The list is in alphabetical order.

STEP 4: Click **Opt In**.

STEP 5: Click **OK**.

STEP 6: The Commit Progress window displays; click **OK**.

NOTE: To confirm you have successfully opted in, from the Message Center, click the Pool drop-down arrow to view the new pool in your list.

Opt out of a Pool

➤ **From the Message Center:**

STEP 1: Click the Pools tab.

STEP 2: Click **Manage**.

STEP 3: Select the pool from the Member Pools section.

STEP 4: Click **Opt Out**.

STEP 5: Click **OK**.

STEP 6: The Commit Progress window displays; click **OK**.

NOTE: Confirm you have opted out by clicking the Pool field from the Message Center.