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### If you have proxy to another account

1. Log into your Gmail account
2. Click on your profile and the proxy account you have access to will be listed there as a “delegated” account.
3. Click on the account you wish to be in
4. You can leave this window open and go back and forth between accounts

### Grant access to your account

1. Log into your Gmail account
2. Click the down arrow on the wheel, select Settings
3. Select Accounts and Import from across top
4. Scroll down until you get to Grant access to your account
5. Add the person’s email account then click Next Step
6. You will be prompted with Are you sure? If sure, click on send email to grant access
7. The person you just granted access to will receive an email from you.
8. They should accept access to your account and then they will be able to open your account.
9. To go to access, Click on their profile and the new account will be listed there.

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**For Further instruction on delegated accounts visit Google: [Set up Gmail delegation \(video\)](#)**

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