iCS
Illinois Contract System

Assigning a Proxy

1.	Go to **My Tasks**
2.	Click the "**I am available**" link
3.	Check the box next to "*I am currently unavailable. Please direct my tasks to:*"
4.	Click the **edit** link
5.	Select the user you wish to assign as your Proxy
6.	Click the **OK** command button
7.	The link will change to **"I am currently set to unavailable"**
	Note: If you set an Out-of-Office reply in Outlook and set your status to unavailable in iCS, users that assign you tasks in iCS will also receive your Outlook Out-of-Office replies.

When you return and become available:

1.	Go to **My Tasks**
2.	Click the "**I am currently set to unavailable**" link
3.	Uncheck the box next to "*I am currently unavailable. Please direct my tasks to:*"
4.	Click **OK**
	Note: The "I am currently set to unavailable" link will now display "I am available".