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. Click the OK command button

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”.

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