How do I add a Proxy Server in EBSCOadmin and embed it in my EBSCOhost URL?

EBSCOhost administrators can create multiple proxy settings in EBSCOadmin, which will allow links from EBSCOhost to other services to include the proxy settings. Entering proxy settings in EBSCOadmin will also add the settings to any persistent links that are emailed or saved from within EBSCOhost.

The proxy server address will also be honored by the Persistent Links on Alerts functionality. If an alert has been created prior to the proxy setup in EBSCOadmin, there is no need to recreate the alerts in the personalized account (My EBSCOhost). The proxy definition will apply to new alerts going forward.

**To set up a proxy definition in EBSCOadmin:**

2. Click the **Site/Group Maintenance** button.
3. Click the **Go** link under the **CustomLinks** column.
4. Click the **Setup/Maintain Proxies** link.
5. Click the **Add New Proxy Definition** link. The following fields appear:
   - **Proxy ID** - Enter an ID for this proxy. This is internal and not visible to EBSCOhost users.
   - **Proxy Name** - Enter a name describing what this proxy is for, for example UT ezproxy.
   - **Proxy URL Mask** - Enter the URL for the proxy server, for example:
     - [http://{targetURLDomain}ezproxy.myinstitute.edu/{targetURLRemainder}](http://{targetURLDomain}ezproxy.myinstitute.edu/{targetURLRemainder})*
   - **Proxy IP** - Add the IP Address for the proxy server.
   - **Proxy Available** - Indicate with a **Yes** or **No** if you want this available for use with links.
   - **Proxy Note** - Enter any notes related to the proxy, for example, when created or updated.
6. Click **Submit**. Your changes are saved.

You can repeat the above steps to set up multiple proxies.

**To enable the proxy for EBSCOhost persistent links (setup in EBSCOadmin):**

1. Select the profile and click the **Linking** Sub-Tab. The Linking Screen displays.
2. **Persistent Links** - Make your selections in the following fields.
   - **Use this Profile for Persistent Links** - Indicate that the profile should be used to log a user into EBSCOhost when a persistent link is followed for the same interface type.
   - **Primary Proxy for Persistent Links** - Enter the primary proxy for persistent links to EBSCOhost. This is the first proxy that is tried.
   - **Secondary Proxy for Persistent Links** - If applicable, enter a secondary proxy for persistent links to EBSCOhost. In the event of failure of the Primary Proxy, the Secondary Proxy is used.
   - **Include scope information on persistent links** - Select On to automatically include scope=site on a persistent link. The patron will have full access to EBSCOhost from the article.

To add a proxy to a custom link:

1. Click the **Site/Group Maintenance** button.
2. Click the **Go** link under the **CustomLinks** column.
3. Click on the name of the **CustomLink** you would like to add a Proxy to.
4. Under the Advanced Settings, choose the **Primary Proxy for Persistent Links** and/or **Secondary Proxy for Persistent Links** options from the drop-down list.
5. Click **Submit**. Your changes are saved.