

Introduction to Microsoft Entourage 2008

(for Macintosh OS X)

Getting Started with Microsoft Entourage

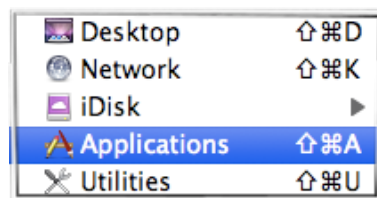
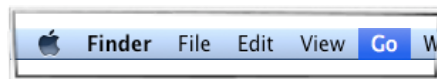
How to Start Entourage



Open Entourage by clicking its icon on the dock.

If Entourage is not located on your dock, you can open it from the Finder, by clicking on the “Go” menu and selecting “Applications.” Or by using the shortcut **⇧⌘A**

From the Applications list, scroll down and open the folder “Microsoft Office 2008”. Then double-click on Microsoft Entourage.



How to log into Entourage

Entourage will take you directly to your mail after you start it up. If “Entourage Setup Assistant” appears, please contact IT Services at 7487.

How to access email via the web

Open a web browser such as Safari or Mozilla Firefox and type the following in the address box:

<http://email.wcu.edu>

A login window will appear.

Enter your domain user name and password.

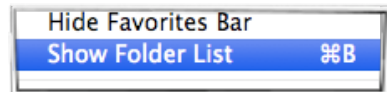
Click the “Log On” button.



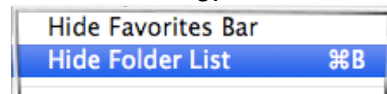
How to hide and display the Folder List

To view or hide the Folder List, click on the “View” menu item at the top of your screen and select either “Show Folder List” or “Hide Folder List” depending on the current status.

You can also toggle between showing or hiding the Folder List by using the shortcut **⌘B**.



OR



How to view the contents of a Folder

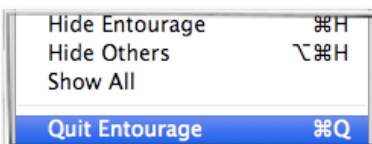
Make sure the Folder List is visible.

Click on the folder you want to view and the content of that folder will display in the main Entourage window.

How to exit Entourage

Click on the Entourage menu item in the upper left hand corner of your screen.

Click “Quit Entourage” or you can also use the shortcut **⌘Q**.



Using Email

How to create and send messages

Click on the “New” message button, located on the toolbar, to display a new blank email message. Or you can use the shortcut **⌘N**.

Address and type the message.

When finished, click on the “Send” button.

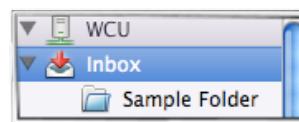


How to view incoming messages

Click on the mail icon in the upper left hand corner.

Click on “Inbox” under the folder list.

Click on any message to display in the main window. Or you can double-click a message to open it in a new window.



How to reply to messages

Click to open the message you want to reply to or double-click to open it in a new window.

Click the “Reply” button which is located in the toolbar.

Type your message and click “Send.”

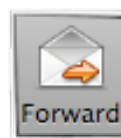


How to forward messages

Click to open the message you want to forward or double-click to open it in a new window.

Click the “Forward” button in the toolbar.

Type a message if you like and click “Send.”



How to delete messages

Select the email or emails you want to delete.

Click the “Delete” button in the toolbar or press the “delete” key on your keyboard.



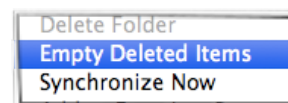
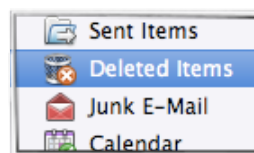
How to empty the deleted items folder

Find the “Deleted Items” folder in the folder list.

Right-click (or **⌘** click) the “Deleted Items” folder.

Then choose “Empty Deleted Items.”

Click “Empty” in the pop-up window.



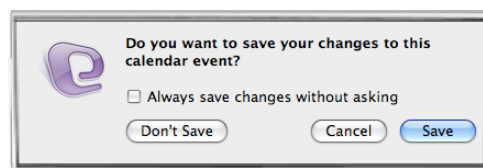
Managing Your Calendar

How to schedule appointments

Click the calendar icon in the upper left hand corner.
Click the “New” button. A new calendar entry window will appear.
Enter or modify all of the information you want to provide.
*Note that a “Subject” is required in order to save a calendar event.

Once finished, close the New Calendar Event window by clicking the red circle in the upper left hand corner of the window.

Click “Save” in the pop-up window.

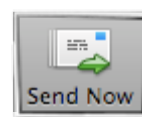
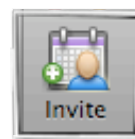


How to send meeting requests

Click the “New” button to create a new calendar event.
Enter or modify all of the information you want to provide.
*Note that a “Subject” is required in order to save a calendar event.

Once finished, click the “Invite” button in the upper left hand corner.
Type the recipient’s email address and press the “Return” key on your keyboard.

Click the “Send Now” button.



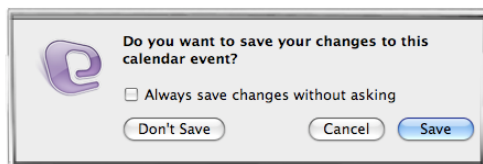
How to schedule recurring appointments

Double-click on the calendar entry you want to set as recurring. This will open the calendar event in a new window.

Locate the “Occurs” drop down menu and select the desired recurrence.

Once finished, close the New Calendar Event window by clicking the red circle in the upper left hand corner of the window.

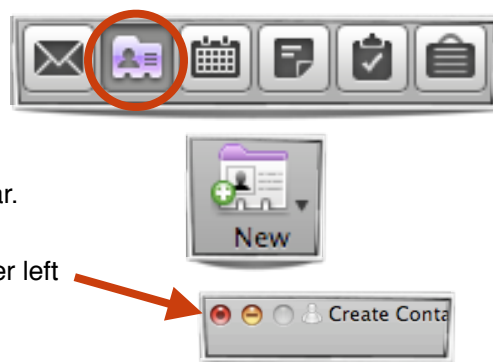
Click “Save” in the pop-up window.



Working with Contacts

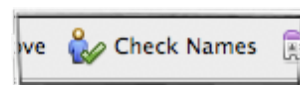
How to create contacts

Click on the address book icon in the upper left hand corner.
Click the “New” button in the toolbar. A “Create Contact” window will appear.
Enter the contact information in the appropriate text boxes.
Close and save your new contact entry by clicking the red circle in the upper left hand corner of the window.



How to find addresses in the global address book

Create a new email message.
Start typing the name or the email address of the person you are sending the email to. If you have previously corresponded with the person, their name will appear in a drop down menu. If their name does not appear, press the “Check Names” button.



A listing of possible matches will appear. Select the appropriate name from the list by double-clicking.

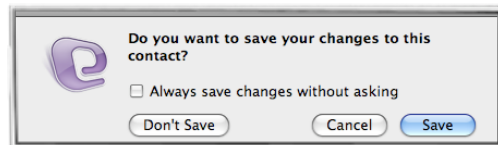
*Note: If the individual appears several times in the list but only one entry has an email address, choose that entry.

How to edit contacts

Double-click on the contact entry to display the contact dialog box.
Edit the information in the appropriate text boxes.
Close and save your new contact entry by clicking the red circle in the upper left hand corner of the window.



Click “Save” in the pop-up window.



How to flag a contact for follow up

Select the contact or contacts to flag.
Then click on the flag icon in the Entourage toolbar.



How to delete contacts

Select the contact or contacts to flag.
Then click on the “Delete” button in the toolbar.

