

## MOVING FROM ENTOURAGE TO OUTLOOK 2011

Microsoft Office for Mac 2011 now includes Outlook as the default mail client. As a result, you will need to import your data and account settings from Entourage 2008 to Outlook 2011.

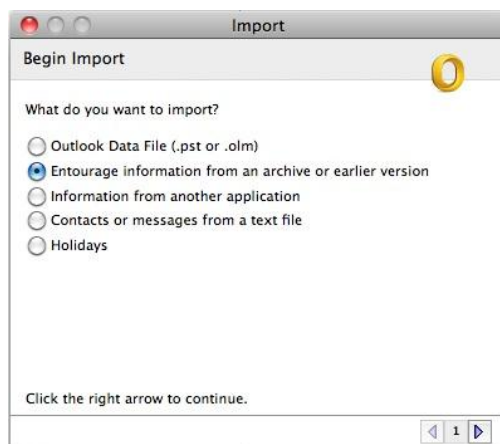
Open Outlook 2011 by clicking on the Microsoft Outlook icon.



On first launch, the following window will open. Click **Import**.



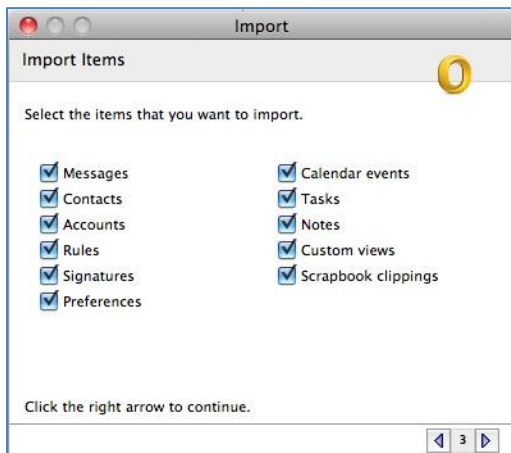
Select **Entourage information from an archive or earlier version** and click the right arrow to continue.



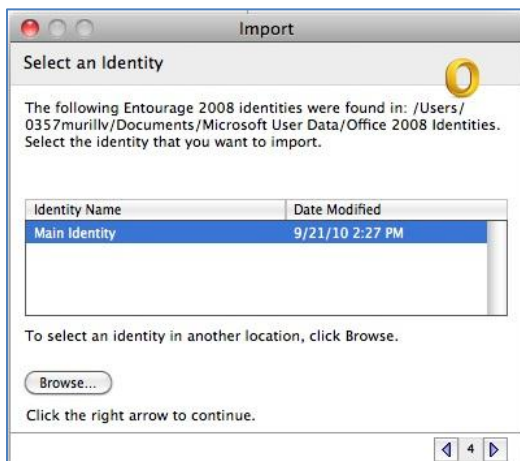
Select **Entourage 2008 (including Web Services Edition)** and click the right arrow to continue.



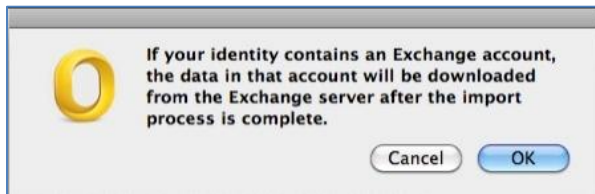
All options will be selected by default. Click the right arrow to continue.



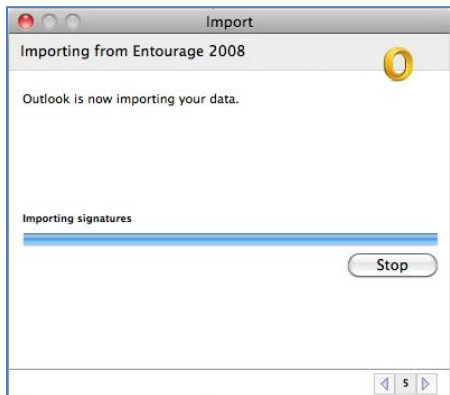
Outlook will search for an existing Entourage 2008 identity and select it. If you see multiple identities listed, select the Main Identity with the most recent date modified. Click the right arrow to continue.



If you receive the following message, click **OK**.



The following window will inform you of the import progress.



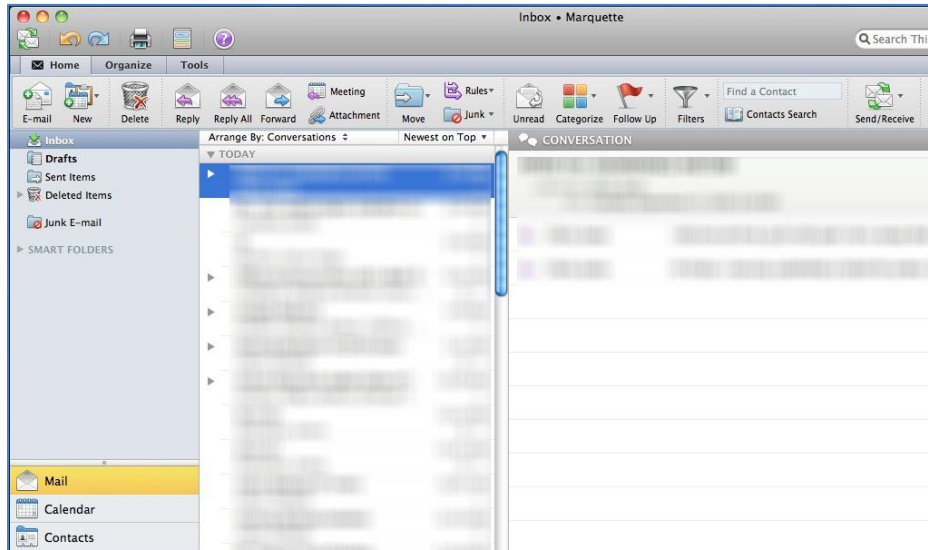
If you see the following window, click **Always Allow** to allow Outlook to use your existing Entourage account information.



Once Import is complete you will see the following window. Click **Finish**. Your Marquette email account will now show up in Outlook.



Your Marquette email will start downloading. This might take a couple minutes.



If you have problems or questions, please contact the IT Services Help Desk at (414) 288-7799 or [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu).