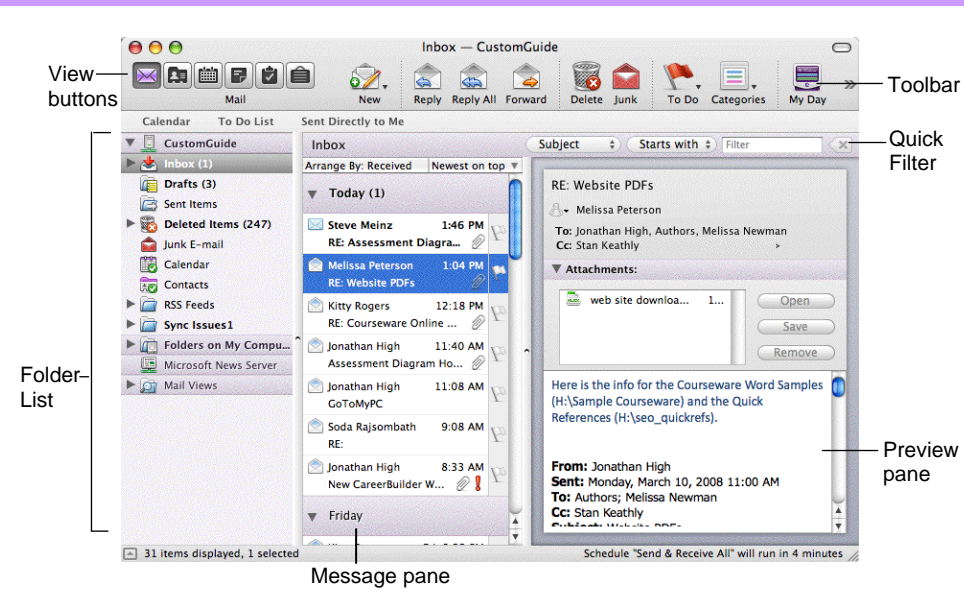








# Entourage 2008 Training

## Entourage Quick Reference Card

### Entourage 2008 Screen

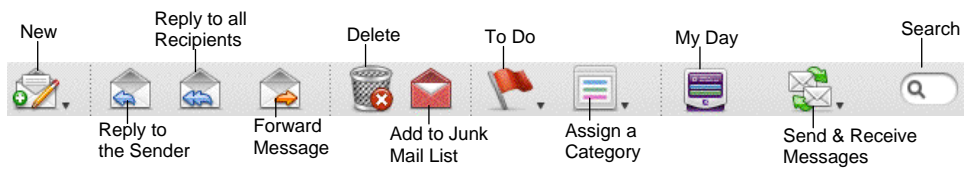




### Entourage Views

-  **Mail:** Contains your unread and recent messages.
-  **Address Book:** Keep track of contact information, such as numbers, and e-mail addresses.
-  **Calendar:** Enables you to view and schedule appointments, events, and meetings.
-  **Notes:** Use like electronic Post-It® Notes to jot down information.
-  **Tasks:** Use to organize to-do lists by priority.
-  **Project Center:** Organize your projects here.

### Mail: Basic Tasks

#### Mail Toolbar



- **To Open the Inbox:** Click the **Mail** button in the Views area and click the **Inbox folder** in the Folder List.
- **To Check for New Messages:** Click the **Send and Receive Messages** button.
- **Message Indicators:**
  -  Message has not been read
  -  A reply to the message has been sent
  -  A file is attached to the message
- **To Open a Message in a New Window:** Double-click the message you want to read.
- **To Reply to the Message Sender:** Select the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Click the message, click the **Reply to All** button, type your reply, click **Send** button.
- **To Forward a Message:** Click the message, click the **Forward** button, enter the e-mail address(es) in the **To: box**, enter any additional comments in the message area, and click the **Send** button.
- **To Flag a Message for Follow-up:** Click the **To Do** button on the toolbar.
- **To Create a Message:**
  1. Click the **New** button or press **<N>**.
  2. Enter the e-mail address(es) in the **To: box**, or select contacts from the Address Book.
  3. (Optional) Click the **Cc: box** and enter the e-mail address(es) for whom you want to send a carbon copy of the message.
  4. (Optional) Click the **Bcc: box** and enter the e-mail address(es) for whom you want to send a blind carbon copy of the message. Blind carbon copy means the addressees will not appear as recipients of the message.
  5. Enter the subject of the message in the **Subject box**.
  6. Enter the text in the message body.
  7. Click the **Send** button.
- **To Attach a File:** Create a new message, click the **Add Attachment** button on the toolbar, select the file you want to send, and click **OK**.
- **To Delete a Message:** Select the message and press the **<Delete>** key or click the **Delete** button.
- **To Open an Attachment:** Double-click the attachment at the top of the message screen.

### Keystroke Shortcuts

|                                       |  |
|---------------------------------------|--|
| Save                                  | <b>&lt;⌘&gt; + &lt;S&gt;</b>                 |
| Print                                 | <b>&lt;⌘&gt; + &lt;P&gt;</b>                 |
| Undo                                  | <b>&lt;⌘&gt; + &lt;Z&gt;</b>                 |
| Cut                                   | <b>&lt;⌘&gt; + &lt;X&gt;</b>                 |
| Copy                                  | <b>&lt;⌘&gt; + &lt;C&gt;</b>                 |
| Paste                                 | <b>&lt;⌘&gt; + &lt;V&gt;</b>                 |
| Duplicate the Item                    | <b>&lt;⌘&gt; + &lt;D&gt;</b>                 |
| Minimize the Active Window            | <b>&lt;⌘&gt; + &lt;M&gt;</b>                 |
| Refresh Message List                  | <b>&lt;⌘&gt; + &lt;L&gt;</b>                 |
| Mark as Read                          | <b>&lt;⌘&gt; + &lt;T&gt;</b>                 |
| Send Outbox Mail/Receive new messages | <b>&lt;⌘&gt; + &lt;K&gt;</b>                 |
| Save                                  | <b>&lt;⌘&gt; + &lt;S&gt;</b>                 |
| Switch Between Applications           | <b>&lt;⌘&gt; + &lt;Tab&gt;</b>               |
| New Entourage Item                    | <b>&lt;⌘&gt; + &lt;N&gt;</b>                 |
| Add an Attachment                     | <b>&lt;⌘&gt; + &lt;E&gt;</b>                 |
| Open the Project Gallery              | <b>&lt;Shift&gt; + &lt;⌘&gt; + &lt;P&gt;</b> |
| Message List                          | <b>&lt;⌘&gt; + &lt;1&gt;</b>                 |
| Address Book                          | <b>&lt;⌘&gt; + &lt;2&gt;</b>                 |
| Calendar                              | <b>&lt;⌘&gt; + &lt;3&gt;</b>                 |
| Notes List                            | <b>&lt;⌘&gt; + &lt;4&gt;</b>                 |
| Tasks List                            | <b>&lt;⌘&gt; + &lt;5&gt;</b>                 |
| Custom Views                          | <b>&lt;⌘&gt; + &lt;6&gt;</b>                 |
| Hide Entourage                        | <b>&lt;⌘&gt; + &lt;H&gt;</b>                 |
| Quit Entourage                        | <b>&lt;⌘&gt; + &lt;Q&gt;</b>                 |

## Mail: Message Tasks

- **To Flag a Message for Follow-Up:** Press **<F>** + **<'>**, or click the **To Do** button on the toolbar.
- **To Categorize a Message:** Select the message and click the **Assign to a Category** button on the toolbar.
- **To Clear a Flagged Message:** Press **<Alt>** + **<F>** + **<'>**, or click the message's flag indicator.
- **To Resend a Message:** Open the message you want to resend. Select **Message** → **Resend** from the menu.
- **To Save a Message as a Draft:** Select **File** → **Save** from the menu, or press **<F>** + **<S>**. The message is saved in the Drafts folder.
- **To Create a Signature:** Select **Tools** → **Signatures** from the menu, click the **New Signature** button and create the signature.
- **To Display/Hide the Preview Pane:** Select **View** → **Preview Pane** from the menu to toggle the display.
- **To Change a Message's Options:** Click the **Options** button on the toolbar. Message options allow you to specify:
  - + The level of importance of the message
  - + The character type
  - + Where you want the message to go after it is sent
  - + If you want to compose the message in HTML
- **To Create Rules:**
  1. Make sure that you're in the **Inbox**.
  2. Select **Tools** → **Rules** from the menu and click the **New** button.
  3. Add the rule's criteria in the **If** area of the dialog box.
  4. Add the rule's actions in the **Then** area of the dialog box.
  5. Check the **Enabled** check box to activate the rule.
  6. Click **OK**.

## Address Book

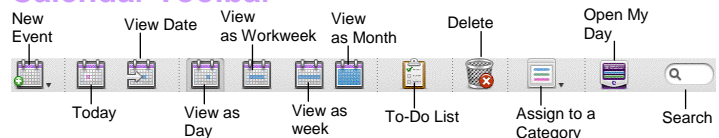
- **To View the Address Book:** Click the **Address Book** button in the Views area, or **<F>** + **<2>**.
- **To Create a New Contact:** Click the **New** button or press **<F>** + **<N>**.
- **To Open and Edit a Contact:** Double-click the contact or select the contact and click the **Open Contact** button. Edit contact information in the dialog box.
- **To Find a Contact:** Click the **Find** button on the toolbar, specify who or what you're looking for and click **Find**.
- **To Delete a Contact:** Select the contact and press the **<Delete>** key or click the **Delete** button.
- **To Create a Mailing Group:** In the Address Book, click the **New Group** button, or select **File** → **New** → **Group** from the menu. In the New Group dialog box, click the **Add** button and enter an e-mail address. Repeat for each recipient.
- **To Delete a Mailing Group:** In the Address Book, select the group and click the **Delete** button from the menu. Or, select the group from the Address list and press the **<Delete>** key.
- **To Send a Message to a Contact:** Select a contact and click the **New Message To** button and edit contact information in the dialog box, or select **Contact** → **New Message To** from the menu.
- **To Change Views:** Select **View** → **Go To** and select the desired view.
- **To Find a Contact:** Enter the name in the **Search** text box on the toolbar and press **Return**.

## General Entourage

- **To Display/Hide the Quick Filter:** Select **View** → **Quick Filter** from the menu or press **<Shift>** + **<F>** + **<L>** to hide or display the Quick Filter.
- **To Change the Current View:** Select **View** → **Go To** from the menu and select the desired view.
- **To Sort Items in a View:** Open the view, use the drop-down lists underneath the toolbar to sort and filter the items in the view.
- **To Move an Item to a Different Folder:**  
If necessary, select **View** → **Show Folder List** from the menu to display the folder list. Then click and drag the item to the destination folder.
- **To View Tasks and Events for the Current Day:** Click the **Open My Day** button on the toolbar. This can remain open outside Entourage.

## Calendar

### Calendar Toolbar



- **To View the Calendar:** Click the **Calendar** button or press **<F>** + **<3>**.
- **To Change Views:** Select **View** → **Go To** from the menu and select the desired view. Or, click one of the Calendar View buttons on the toolbar.
- **To Schedule an Event:** Click the **New Event** button or press **<F>** + **<N>**.
- **To Schedule a Recurring Event:** In the Event dialog box, click the **Occurs list arrow** and select how often you want the event to recur.
- **To Invite Others to an Event:** Click the **Invite** button and add e-mail addresses in the To: box. When you have the event information complete, click the **Send** button. If you don't want event recipients to respond, select the **Event** menu and make sure Request Responses is not checked.
- **To Schedule an All Day Event:** Check the **All-Day Event** check box in the Event dialog box.
- **To Reschedule an Event:** Double-click the meeting, appointment, or event, make your changes and click the **Save** button.

## Tasks

- **To View Your Task List:** Click the **Tasks** button in the Views area, or press **<F>** + **<5>**.
- **To View the To-Do List:** Click the **Tasks** button in the Views area and click **To Do** in the Folder List.
- **To Create a New Task:** Click the **New** button, or press **<F>** + **<N>**, or simply type the task in the **Task: box**.
- **To Complete a Task:** In the Task list, check the task's **check box**, or in an open task dialog box check the **Complete** check box.
- **To Delete a Task:** Select the task and press the **<Delete>** key or click the **Delete** button.
- **To Create a Recurring Task:** In an open task, click the **Occurs** list arrow and select when the task should recur.
- **To Change Task Priority:** In the Task dialog box, click the **Priority list arrow** and select the task's level of priority.