

Entourage 2008

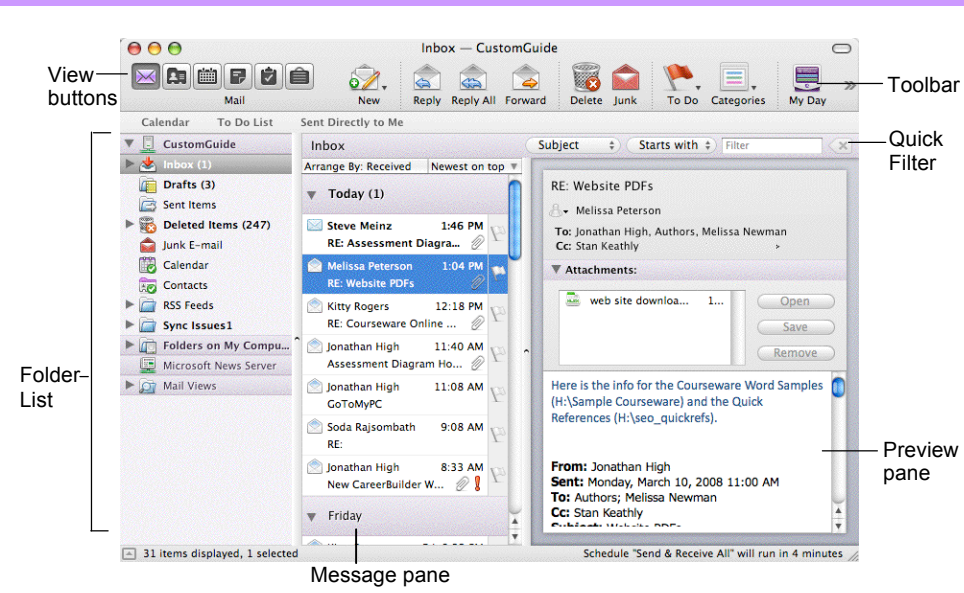
Quick Reference Card







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Entourage 2008 Screen

Entourage Views

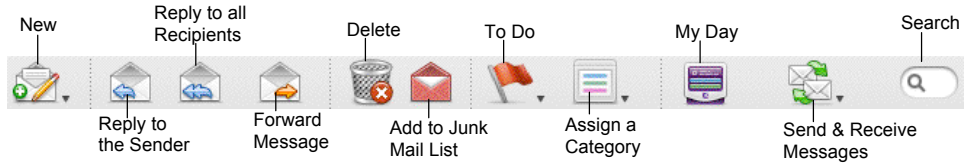





-  **Mail:** Contains your unread and recent messages.
-  **Address Book:** Keep track of contact information, such as numbers, and e-mail addresses.
-  **Calendar:** Enables you to view and schedule appointments, events, and meetings.
-  **Notes:** Use like electronic Post-It® Notes to jot down information.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

Mail: Basic Tasks

Keystroke Shortcuts

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.

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

Mail: Message Tasks

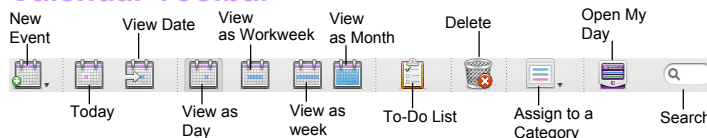
- **To Flag a Message for Follow-Up:** Press **<F7>** + **<'>**, or click the **To Do** button on the toolbar.
- **To Categorize a Message:** Select the message and click the **Assign to a Category** button on the toolbar.
- **To Clear a Flagged Message:** Press **<Alt>** + **<F7>** + **<'>**, or click 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 **<F7>** + **<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**.

General Entourage

- **To Display/Hide the Quick Filter:** Select **View** → **Quick Filter** from the menu or press **<Shift>** + **<F7>** + **<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 **<F7>** + **<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 **<F7>** + **<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 **<F7>** + **<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 **<F7>** + **<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.

Address Book

- **To View the Address Book:** Click the **Address Book** button in the Views area, or **<F7>** + **<2>**.
- **To Create a New Contact:** Click the **New** button or press **<F7>** + **<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**.

