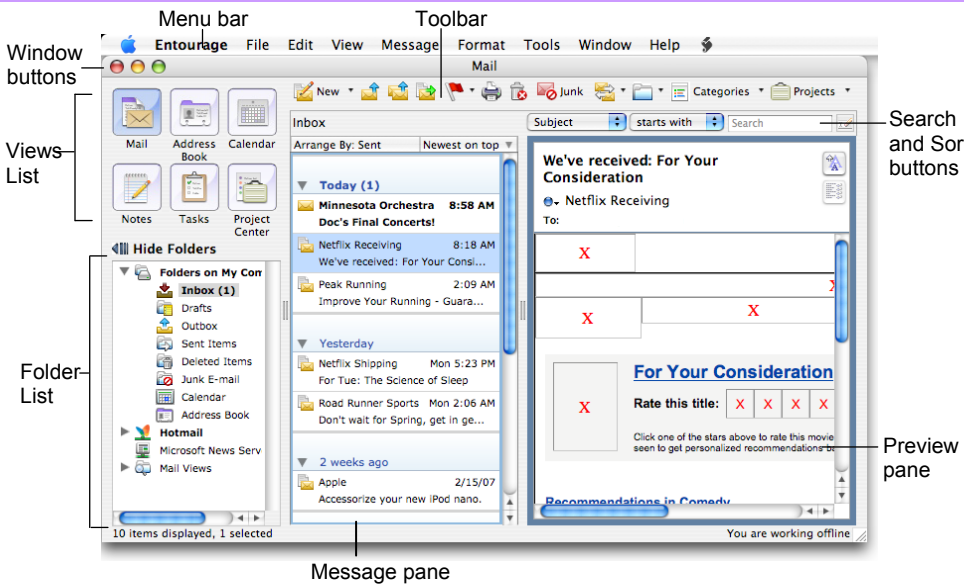








Microsoft®
Entourage 2004
Quick Reference Card

Entourage 2004 Screen






The 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

The 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 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:** Click 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, and click the **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 Link a Message to Another Item:** Click the **Link 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 click the **Address Book button** to use the address book.
 3. Click the **Cc: box** and enter the e-mail address(es) for whom you want to send a carbon copy of the message.
 4. 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 see that the message was sent to other Bcc: recipients.
 5. Enter the subject of the message in the **Subject box**.
 6. Enter the text of your message in the text box.
 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, 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 | <⌘> + <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 issues | <⌘> + <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:** Right-click the message and select **Flag** from the contextual menu, or press **<F> + <'>**, or click the **Flag for Follow Up button** on the toolbar.
- **To Clear a Flagged Message:** Right-click the message and select **Clear Flag** from the contextual menu.
- **To Redirect a Message:** Open or select the message you want to redirect and select **Message** → **Redirect** from the menu. Enter the addresses of the recipients in the To: box.
- **To Resend a Message:** Open the message you want to resend. Click the **Resend button** on the toolbar.
- **To Save a Message as a Draft:** Select **File** → **Save** from the menu. The message is saved in the Drafts folder until you send it.
- **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 Create a Signature:** Select **Tools** → **Signatures** from the menu, click the **New New Signature button** and create the signature.
- **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

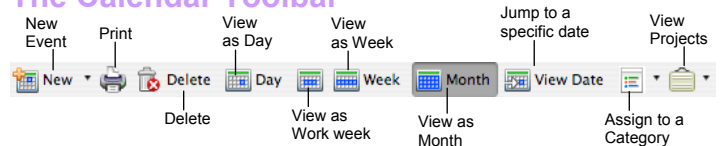
- **To View the address Book:** Click the **Address Book** icon in the Views area, or **<F> + <2>**.
- **To Create a New Contact:** Click the **New button** or press **<F> + <N>**.
- **To Open and Edit a Contact:** Double-click the contact or select the contact and click the **Open Contact button**. 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 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 Functions

- **To Display/Hide the Views List:** Select **View** → **Views List** from the menu to toggle the display.
- **To Display/Hide the Preview Pane:** Select **View** → **Preview Pane** from the menu to toggle the display.
- **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:**
Select **View** → **Folder List** from the menu to display the folder list then click and drag the item to the destination folder.

Calendar

The Calendar Toolbar



- **To View the Calendar:** Click the **Calendar** icon on the Outlook bar 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 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.