Using Microsoft Entourage

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Using Entourage

Setting Up Entourage

1. Click on the Entourage Icon.
   If the Entourage Icon does not appear on the dock you will need to open Applications on your hard drive and drag the Entourage Icon from the Microsoft Office X folder to your Dock. (This creates an alias of the Entourage program)

2. The set up assistant will open
   Type in your First and Last Name and click on the Right Arrow at the bottom.

3. The Next window asks for home information. You do not have to put information into this window.
   Click on the right arrow

4. The Next window asks for work information. You do not have to put information into this window.
   Click on the right arrow

5. The 4th window is a Welcome window. In most cases the “I want to Start
Using...” radio button should be highlighted.

Click on the right arrow

Click the right arrow

6. Enabling the Junk Mail Filter allows you to identify possible junk messages.

Click the right arrow

7. The name you type in this box is the name that will appear in the From box of your message.
Click the right arrow

8. Type in your full Emil address

Click on the right arrow

9. Mail Servers: Note that POP should be showing and that the incoming and outgoing mail server should have mail.wsd.wednet.edu

Click on the right arrow
10. Account ID and Password: The account ID is your user name (normally last name.first initial)
The password is the one that has been set up with your account.

Click on the right arrow

11. Finish: The name you type here can be any name that identifies your account. It will not appear in any of your sent mail.

Click on Finish
Congratulations, you have now set up your Emil account using Entourage.

Using Entourage

The Interface:

1. Click the mouse on the Send & Receive Button.

   Any new message will appear in your message window.

Reading Your Mail:

1. Double click the mouse on the message
Deleting a Message:

1. Click on the message and then click the mouse on the Trash can in the tool bar (top of screen)

This will move the message to the Deleted Items Folder.

To empty the deleted items folder you will need to click on Tools in the Menubar and pull the mouse down to Run Schedule then slide the mouse over to Empty Deleted Items Folder.

Remember: It is important to empty your Deleted Items Folder. The messages take up space on the mail server thus reducing the capacity of your mailbox.

Filing a Message:
If you have not done so you will need to create Folders into which you can save messages.

1. Click on File in the Menubar, pull the mouse down to New and then slide over and down to Folder.
2. A new Folder will appear in your Folder Menu (left side of screen). Name the Folder.

3. Saving a Message to a Folder

Highlight the message and then click the mouse on the Move Icon in the Toolbar.

Click the mouse on the Folder that you want the message moved to.

Click the mouse on the Move Button (or hit the Return Key)

You can also Click and hold the mouse on the message and drag it to the Folder that you want it in.

Sending New Mail

1. Click on the New Icon.
2. The first window that opens is the Address Window. You can close this window if you want to wait until later to type in the address.

Click on the close button.

Type your message

Send Button

To Add an attachment--click on the Add button or drag the attachment to this window,

Your message goes here
Sending an HTML message:

Entourage has the ability to send an HTML message. This allows you to add images directly into your message.

1. Click and hold the mouse on Options in the toolbar and select HTML.

   ![Options menu](image)

   You can now drag images into your message. You can also use the justification buttons to align your image.

Checking Spelling

The spell checker is found in Tools in the Menubar. Click and hold the mouse on Tools and select Spelling.
Multiple Users
Different Users may use the same Entourage Mail Program. Each user will need to set up their own account information.

1. Click on Entourage in the Menubar and select Switch Identity...

   ![Switch Identity](image)

   Check the “Don’t show this message again”

   Click on New to add a New User.
   Make sure the “Show this list at startup” is checked.

   ![Select an identity](image)

   The new user will need to set up his or her account information.

2. Use Switch Identity to choose the correct user.