



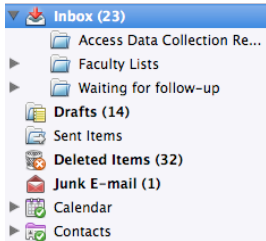
The top section of the Entourage window includes icons for the six major areas of Entourage: Mail, Address Book, Calendar, Notes, Tasks, and Project Center.



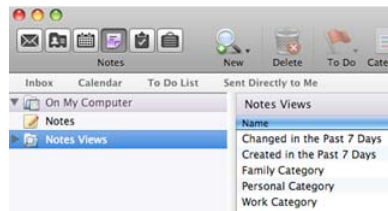
## Navigation Pane

The Navigation Pane, which appears in the left-hand panel of the window, changes based on which Entourage area you are in:

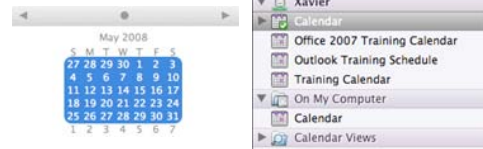
1. For **Mail**, it contains a Folder List
2. For the **Address Book**, it displays a List of available Address Books.



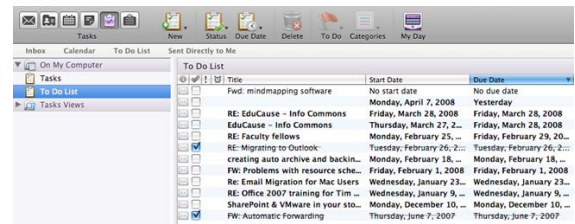
3. For **Notes**, it allows the user to display a list of existing Notes, or to change the view of the Notes display.



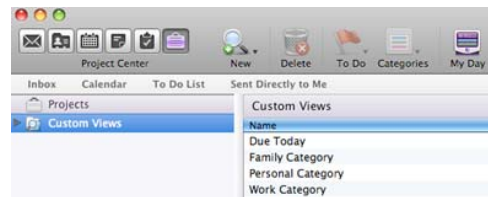
4. For **Calendar**, it displays a Calendar List and a monthly calendar view.



5. For **Tasks**, the user can choose to display a Task list, display a To Do list, or change the Task view.

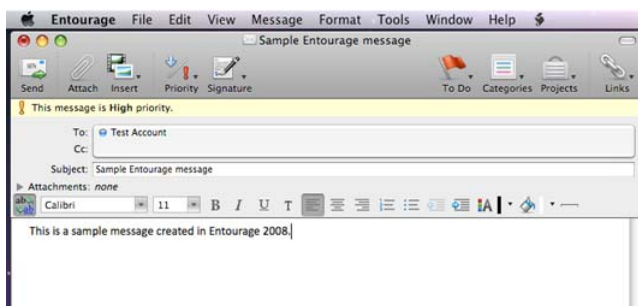


6. For the **Project Center**, the user can display a Project list, or change the view used to display Project information.



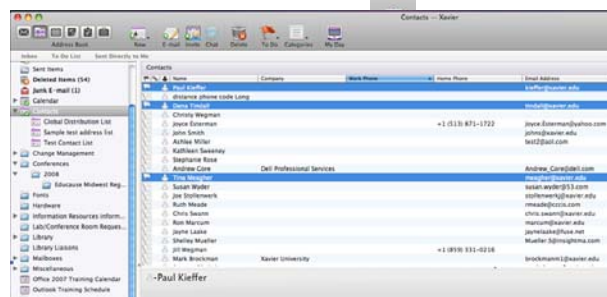
## Composing & Sending a Message

1. Click on the drop-down arrow on the **New** icon on the toolbar. Select **Mail Message** from the drop-down list.
2. In the **TO:**, **CC:** and **BCC:** fields, type the email address of each user to whom you wish to address the message. (NOTE: See the "Addressing a Message" section to learn about other ways to specify the message recipients.) Click on the small square in the upper left corner of the dialog box when you are finished.
3. Click in the **SUBJECT** field and enter a subject line.
4. Press the **TAB** key to navigate to the message body field.
5. Type the message.
6. To indicate the priority of the message to the recipients, select the appropriate choice from the **Priority** drop-down menu.
7. Click the **SEND** button above the **TO** field.



## Addressing a Message

1. Click on the **Mail** icon in the upper left corner of the screen. The folder list should be displayed in the Navigation Pane.
2. All your address lists should be displayed beneath the **Contacts** folder in the folder list. Click on the address list you wish to use to address your message.
3. Select the intended recipient(s) from the address list:
  - a. To select a range of names, click on the first name in the range. Then, while holding down the **Shift** key, click on the last name in the range.
  - b. To select multiple names from the list that are not together in the list, hold down the **Command** key while you click on each name.

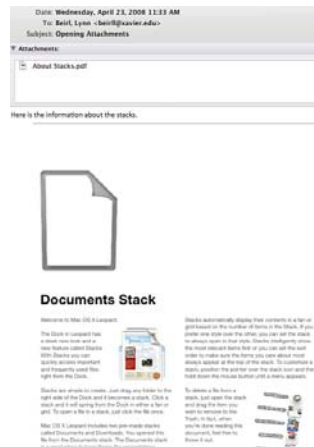


4. When you are finished, click on the **E-mail** icon in the ribbon at the top of the screen. A new dialog box will open like the one pictured on the left. The names you selected from the address list will be displayed in the **To:** address field.

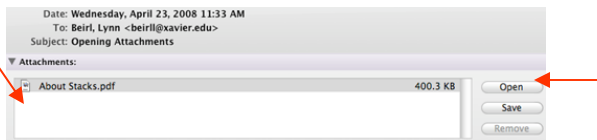


## Accessing an Attachment

In Entourage, an attached document is displayed immediately in the bottom section of the message window. ...



In the top section of the message window, a document icon is displayed, along with the name of the attached document. You can open the document in the application it was created in by either double-clicking on the icon, or selecting it and clicking on the **Open** button.

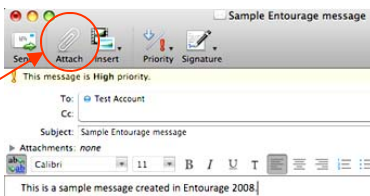


3. A pop-up message will appear, asking you to confirm that you want to open the document. Clicking on the **Open** button will open the document in a separate window, possibly allowing you to make modifications, depending on the document.

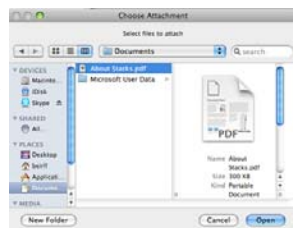


## Adding an Attached File

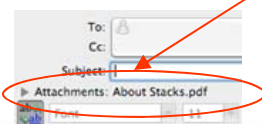
1. When composing a message, you can attach another document or file to the message by clicking on the **Attach** icon at the top of the dialog box.



2. You can then search for, navigate to, and select the attachment from the **Choose Attachment** dialog box. Click the **Open** button to add the attachment.



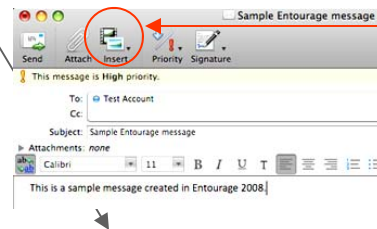
3. Confirm that the attachment has been added to your email.



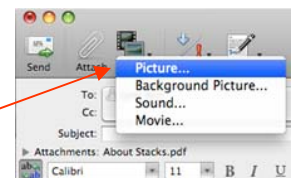
## Inserting an Object in a Message

1. You can insert a picture, sound, or movie to an email message you are creating by clicking on the **Insert** icon at the top of the dialog box.

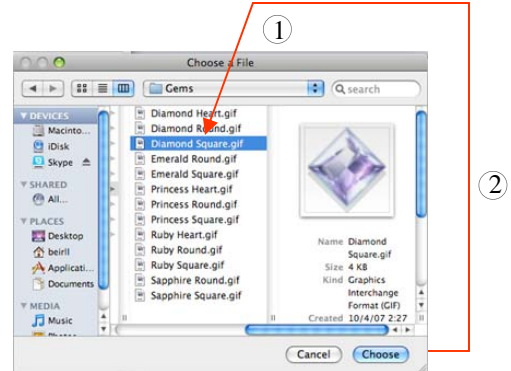
NOTE: You must have your cursor in the box where you type the main text of your message for the **Insert** icon to be active.



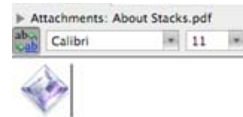
2. Select the type of object you want to insert by clicking on the option in the **Insert** drop-down list.



3. You can then search for, navigate to, and select the desired object from the **Choose a File** dialog box. Click the **Choose** button to insert the selected item.



4. The inserted object will be displayed within the message window:  
a. An inserted **picture** will appear as a single copy of the picture within the main window of your message.



b. An inserted **background picture** will fill the main window of your message with copies of the picture, and allow you to enter text over the top of the pictures.

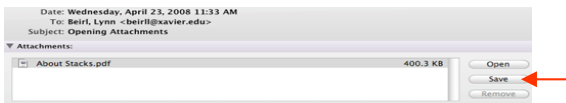




## Saving an Attachment

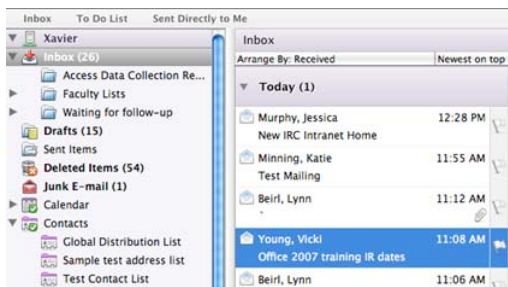
There are a couple of ways to save an attachment in Entourage:

1. In the top section of the message window, click once on the desired attachment, and click on the **Save** button.
2. In the picture below, click on the **Open** button to open the attachment in a separate window. You can then save the document using the procedures pertaining to that application.



## Moving Messages to a Folder

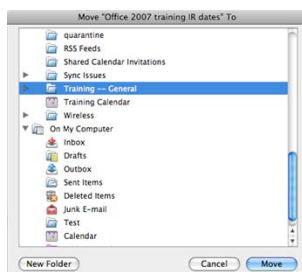
1. Open the message by double-clicking the message title in the Folder Contents area.



2. Click on the Message menu, and select Move to from the drop-down list, and then click on "Choose folder...", which should be the only option in the "Move to" list.

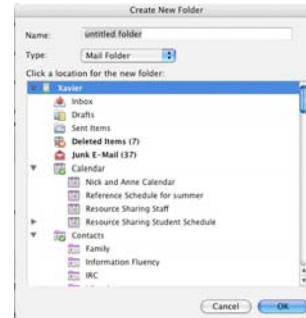


3. Choose the desired destination folder from the folder list, and click on the Move button.



## Creating a Folder

1. Make sure you are in the **Mail** function.
2. The navigation pane on the left hand side of the screen will display your existing folders.
3. Click on the down arrow beside the **new** button and select Folder



4. Name the folder and make sure that it is created in your Xavier mail account.
5. Click **ok**.
6. Your new folder will appear in the navigation pane.

## Creating a Folder within a folder

1. Make sure you are in the **Mail** function.
2. The navigation pane on the left hand side of the screen will display your existing folders.
3. Click on the folder where you want to create a subfolder.
4. Click on the down arrow beside the **new** button and select Folder
5. Name the folder and make sure that the main folder is highlighted as the location for the new folder
6. Click **ok**.
7. Your new folder is then shown as a subfolder to the main folder.
8. The folder now has a triangle next to it to denote that there are subfolders contained within this folder.
9. The arrow points downwards when the main folder is open to display the subfolders.
10. The arrow points towards the folder when the main folder is closed.



## Deleting a folder

1. Click on the folder name in the navigation pane.
2. Click on the **Delete** icon at the top of the page.
3. You will be asked if you are sure you want to move the selected folder and its contents to the "Deleted Items" folder. Click **Delete**.



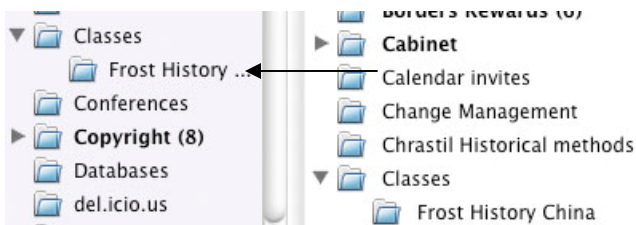


## Moving a Folder

1. Make sure you are in the **Mail** function.
2. The navigation pane on the left hand side of the screen will display your existing folders.
3. Click on the folder that you wish to move.

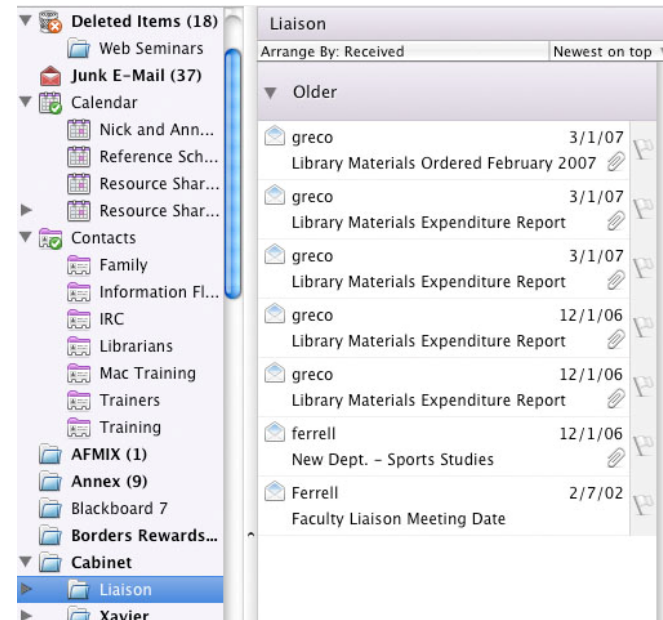


4. Drag the folder to the new folder location.



## Accessing Subfolders

1. To access emails stored within a subfolder, you must first click on the triangle beside the main folder.
2. The main folder is then opened so that you can view the subfolders.
3. Click on the subfolder to view the messages within the subfolder.



4. Click on each message to open up the message.

## Renaming a folder

1. The navigation pane on the left hand side of the screen will display your existing folders.
2. Double click on the folder that you wish to rename
3. You can then type in the new folder name.
4. Click **return**.

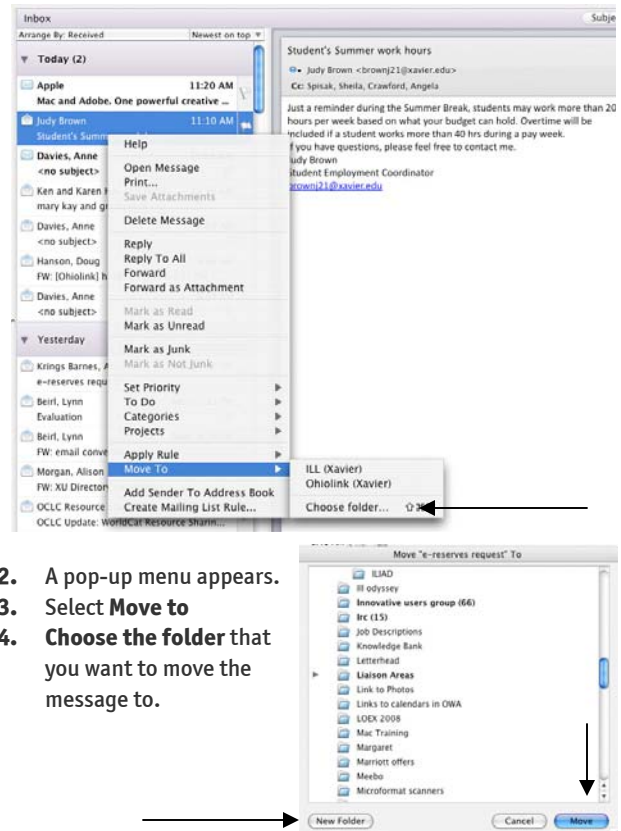
## Moving messages into a folder — Additional methods.

### Dragging the messages to a folder

1. Select the message that you wish to put into a folder.
2. Drag the message into the folder in the navigation pane.

### Moving the messages to a folder.

1. Use the control key and click on the message that you wish to move.



2. A pop-up menu appears.
3. Select **Move to**
4. **Choose the folder** that you want to move the message to.