Microsoft®

Entourage X
Quick Reference Card

The Entourage X Screen

Menu bar
Window buttons
View buttons
Folder List

Toolbar

Column heading buttons
Message pane
Preview pane

6 items displayed, 1 selected
There are no pending schedules
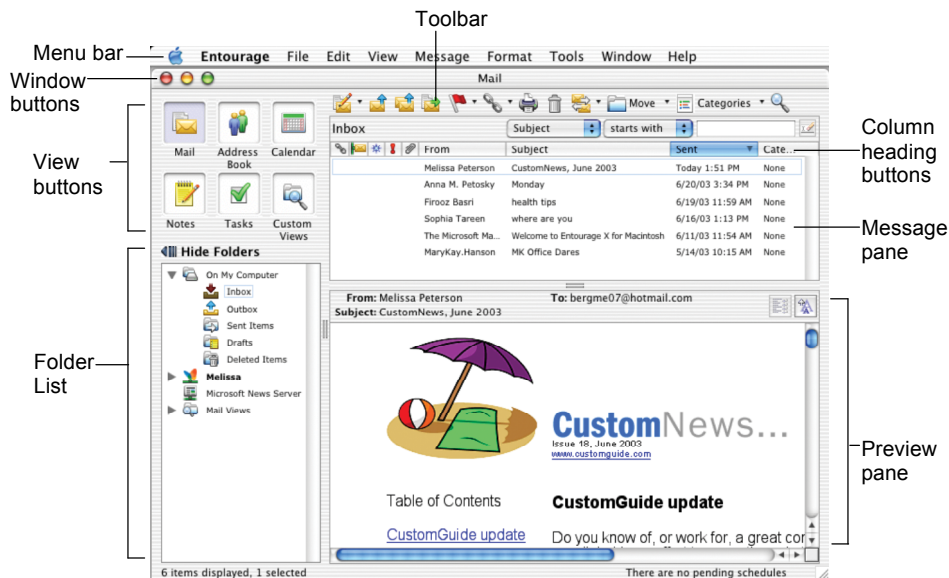
The Entourage Views

Mail: Contains your unread and recent messages

Address Book: Use to keep track of addresses, numbers, and e-mail addresses

Calendar: Enables you to view and schedule appointments, events, and meetings.

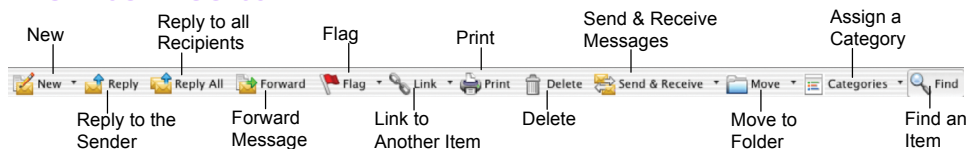**Notes:** Use like electronic Post-It® Notes to jot down information.

Tasks: Use to organize to-do lists by priority.

Custom Views: Create your own way to view the program.

Mail: Basic Tasks

The Inbox Toolbar

New
Reply to all Recipients
Flag
Print
Send & Receive Messages
Assign a Category

New | Reply | Reply All | Forward | Flag | Link | Print | Delete | Send & Receive | Move | Categories | Find

Reply to the Sender
Forward Message
Link to Another Item
Delete
Move to Folder
Find an Item

- **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:** Open the Inbox and 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, 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.

Keyboard 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 Manager	**<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>**

Messages: Other Tasks

- **To Flag a Message for Follow-Up:** Right-click the message and select **Flag** from the shortcut menu, or press **<⌘> + <'>**, 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 shortcut 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 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 checkbox** to activate the rule.
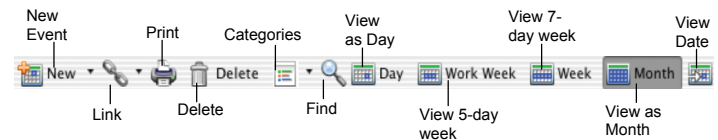 6. Click **OK**.

Contacts

- **To View Your Contacts:** Click the 👥 **Address Book** icon in the Views area, or **<⌘> + <2>**.

- **To Create a New Contact:** Click the 👤 New **New button** or press **<⌘> + <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:** Click the 🔍 **Find button** on the toolbar, specify who or what you're looking for and click **Find**.

General Outlook Functions

- **To Display/Hide the Folder List:** Select **View → Folder List** 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 Change How Items in a Folder Appear:** Open the folder, use the drop-down lists at the top of the folder pane to sort and filter the items in the folder.

- **To Move an Item to a Different Folder:** Select the item, click the 📁 **Move button** and select the destination folder.
  Or…
  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 **<⌘> + <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 **New Event button** or press **<⌘> + <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 **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 checkbox** 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 **<⌘> + <5>**.

- **To Create a New Task:** Click the ✅ New **New button**, or press **<⌘> + <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.

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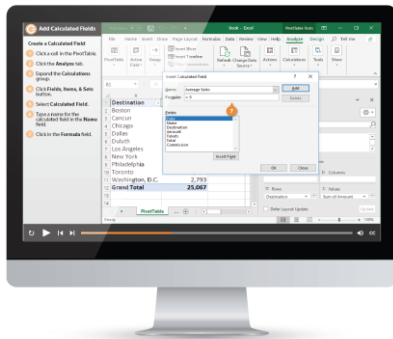
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