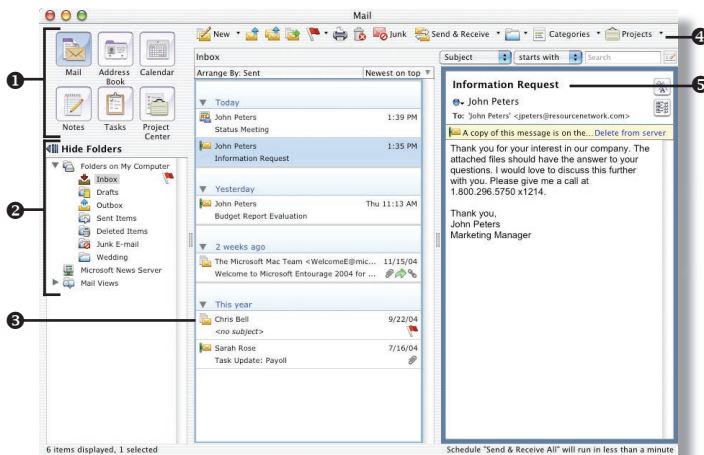




Getting Started







The Entourage Window



- 1 **Navigation Buttons** – contain shortcuts to Entourage features and sections.
- 2 **Folder List** – displays a list of folders or section views.
- 3 **View Pane** – displays the contents of the selected section. (*In the Mail section, the Message List is displayed.*)
- 4 **Mail Toolbar** – contains shortcuts for standard Entourage mail actions and tools. (*This toolbar changes depending on the current section view.*)
- 5 **Preview Pane** – displays the contents of the selected e-mail message.


Using the Navigation Buttons

The following features and locations are accessible using the navigation buttons:

-  **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
-  **Address Book** – the contact list where you can store and manage names, e-mail addresses, phone numbers, and other information about your contacts.
-  **Calendar** – the scheduler/planner where you can create and manage appointments and tasks.
-  **Notes** – the notes page where you can create and edit short term reminders.
-  **Tasks** – the task list where you can create, sort, prioritize, and track tasks, as well as assign tasks to others.
-  **Project Center** – the project center where you can organize information about specific projects.


Assigning a Category to an Item



Categories allow you to quickly organize items by assigning them a specific color.

1. Select the item you want to assign a category to.
2. Click the **Categories**  button on the section toolbar.
3. Select a category or categories for the item.
4. Click the **OK** button.


Using the Preview Pane

The Preview Pane allows you to view your e-mail messages without opening a separate window.


- To change the location of the Preview Pane, select **Preview Pane** from the **View** menu and select **On Right** or **Below List** from the resulting menu.
- To turn off the Preview Pane, select **Preview Pane** from the **View** menu and select **None** from the resulting menu.
- To resize the Preview Pane, point to the left border (**Right** view) or top border (**Below List** view) of the **Preview Pane**. When the pointer becomes a double-headed arrow , click and drag the border to resize.

*Note: To change how the text is displayed in the Preview Pane, click the **Increase Font Size**  and **Rewrap Paragraph**  buttons at the top of the Preview Pane.*




Creating a Folder

1. In the **Mail** section, select a folder in the **Folder List**.
2. Click the arrow on the **New**  button on the **Mail** toolbar.
3. Do one of the following:
 - To create a folder on the same level as the selected folder, select **Folder** from the resulting menu.
 - To create a folder within the selected folder, select **Subfolder** from the resulting menu.
4. Enter the name for the folder.
5. Press the **Return** key.


Using the Project Center


The Project Center allows you to group and organize e-mail messages, contacts, meetings, documents, and Scrapbook clips that are associated with a particular project. You can also view and add files from other Office programs. To open a project, click the **Project Center**  navigation button and double-click the project name to open it.

Creating a New Project


1. Click the **Project Center**  navigation button.
 2. Click the **New Project**  button on the **Project Center** toolbar.
 3. Follow the instructions provided in the **New Project Wizard**.
- Note: To create a new project while working in other sections, select an item, click the **Projects**  button on the section toolbar, and select **Create Project** from the resulting menu.*


Adding an Item to a Project

1. Select the item you want to add to a project.
2. Click the **Projects**  button on the section toolbar.
3. Select the project you want to add the item to from the resulting menu.

*Note: To add an item while in the Project Center, click the **Add**  button, select the type of item, and select the item you want to add.*

Removing an Item from a Project

1. Select the item you want to remove from a project.
2. Click the **Projects**  button on the section toolbar.
3. Select **None** from the resulting menu.

*Note: To remove an item while in the Project Center, select the item you want to remove and click the **Remove**  button.*