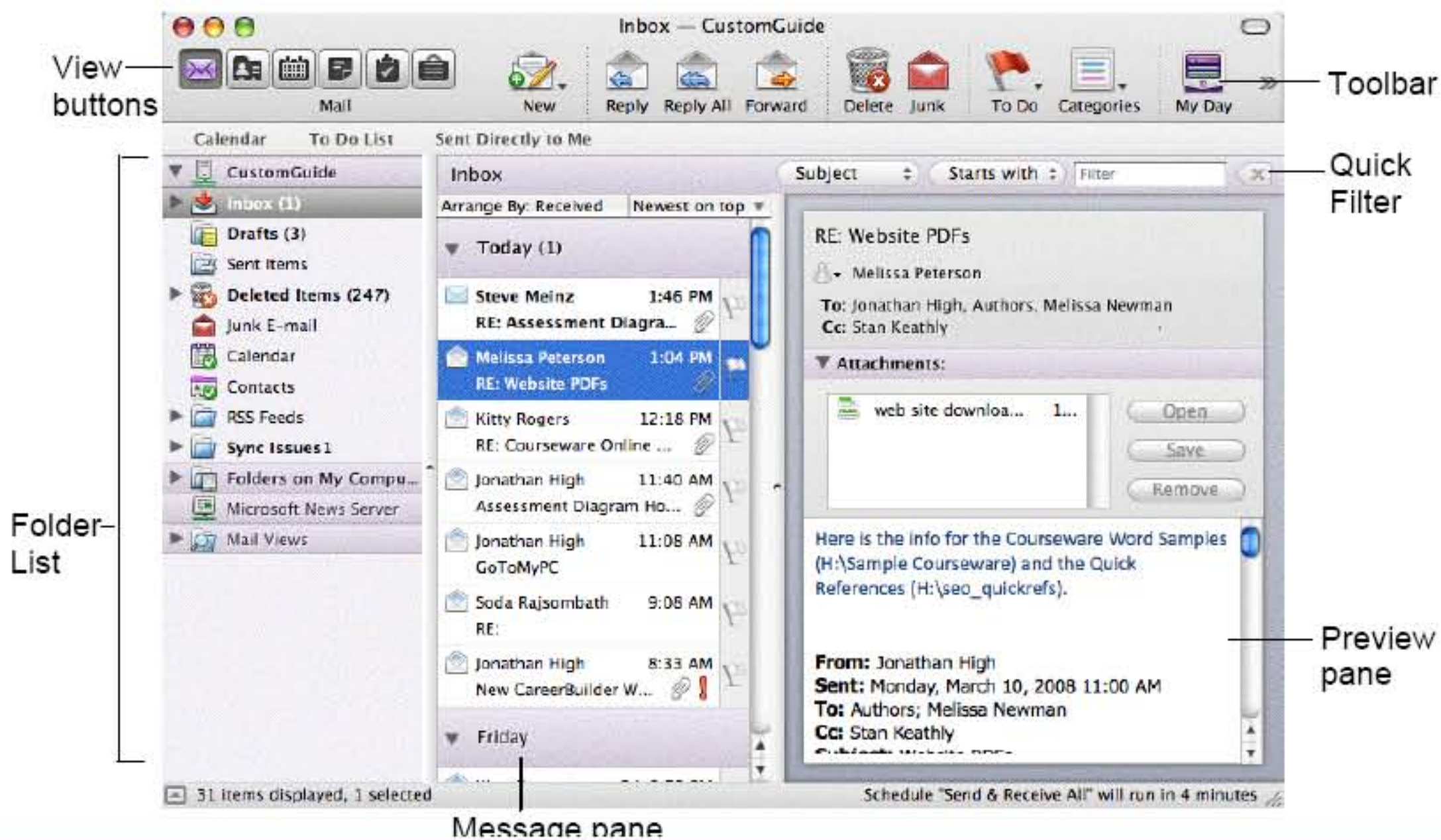


Entourage 2008

Quick Reference Card

Entourage 2008 Screen



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

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 Messages** 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:** Select 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, click **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 Flag a Message for Follow-up:** Click the **To Do** 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 select contacts from the Address Book.
 3. (Optional) Click the **Cc: box** and enter the e-mail address(es) for whom you want to send a carbon copy of the message.
 4. (Optional) 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 appear as recipients of the message.
 5. Enter the subject of the message in the **Subject box**.
 6. Enter the text in the message body.
 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.

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 messages	<⌘> + <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>