

### Accessing Your E-Mail:

To open your e-mail, either double-click the Microsoft Entourage icon located in the Microsoft Office 2004 folder in the Applications folder, or click the icon located in the dock.

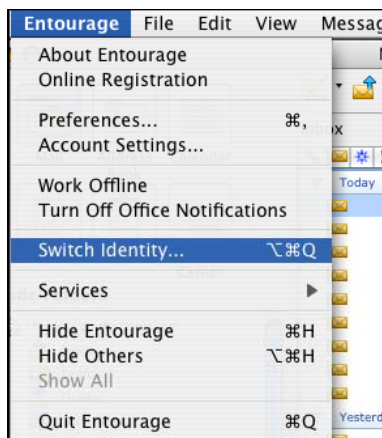


### Logging In:

Once you launch Entourage, you may be automatically logged in to your account. If not, enter **asd** as the Domain. Your Account ID is lastname\_firstname. The default password for new accounts is **your** last name capitalized (Lastname). If your last name has less than five characters, add the beginning of your first name to total five, for example: Lastf

### Multiple Profiles:

If you have multiple profiles configured on your computer, pull down the **Entourage** menu and select **Switch Identity**. Select the account you wish to use and click **OK**. You can also set up multiple accounts by hitting the **New...** button on this screen. Name the new account and click **OK**.



QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

Use the **Configuring Entourage** documentation found on the District Connection to set up additional accounts.

**Changing your password:**

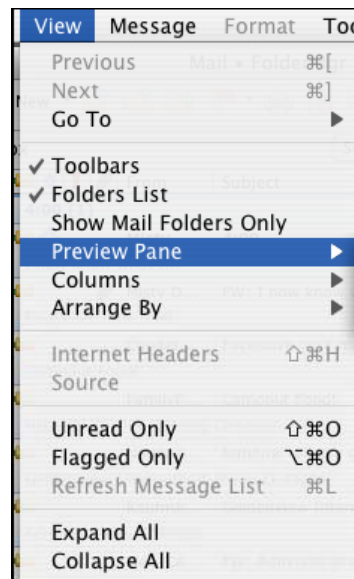
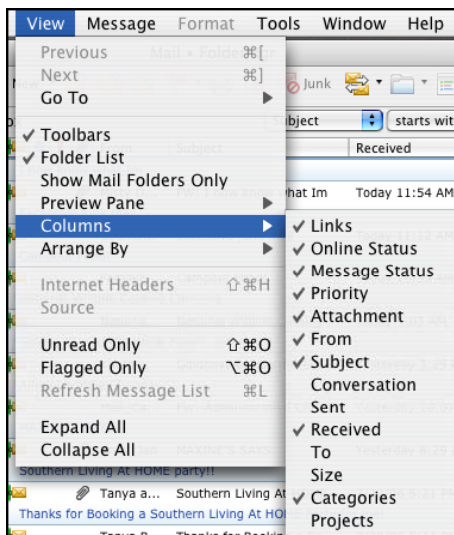
Launch your web browser and log into <http://webmail.asdk12.org>, click **Options** (in the upper-right corner), then click **Change Password** (in the left-hand column).

QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture.


Fill in the fields with your information and click  . If successful, you will get a screen that says “Your Password Has Been Changed”

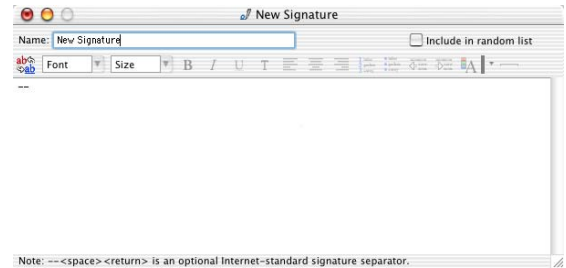
**Customizing Your Entourage:**

You can customize your views for Entourage from the View menu. To add and remove column information, pull down the **View** menu to **Columns**, and select or deselect the columns you wish to see in Mail view. To adjust the column widths, click on the lines between the column headers and drag them to their desired width. You can also turn off or turn on the Preview Pane from the **View** menu.



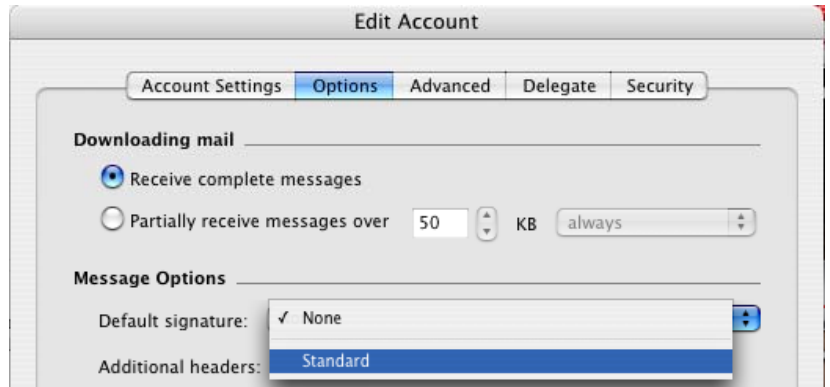
**Adding an Automatic Signature:**

To edit the signature file for your messages, click **Tools** and select **Signatures**. Double-click **Standard** and click the  button to change your font size and color. When finished, click **File** and select **Save**.



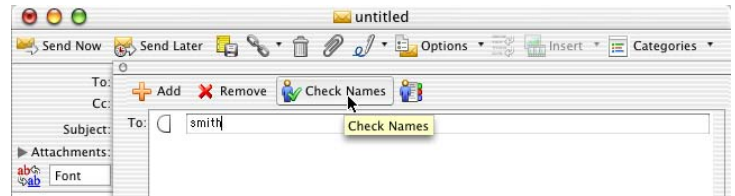
To create a different signature file, follow the above instructions, but click **New** instead of **Edit**. Then type a new name in the name field and close the signature file.

To add the signature to your messages, click **Tools** and select **Accounts**. Click the **Exchange** tab, click on your account and click **Edit**. Click the **Options** tab. In **Message Options**, change the Default signature from None to your preferred signature. Close the window.



**Exchange Contacts:**

When addressing an e-mail to an internal ASD account, click in the **To:** field, begin typing the last name and click the **Check Names** button. The server will display a list of similar names, and you can add them to your address book or to the To, Cc, or Bcc fields in your e-mail.



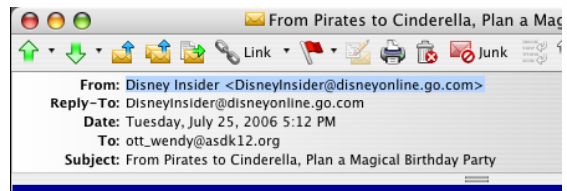
**Adding a Contact:**



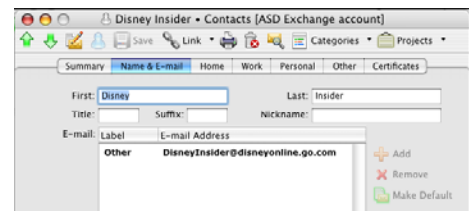
To create a new contact, click the **Address Book** button, then click **New**. Fill out as much information as you would like, then click **Save & Close**.

**Adding a Contact from E-Mail:**

To create a new contact from an existing e-mail, double-click the contact name in the e-mail header to bring up the new contact field.



Click the **Name & E-mail** tab to add more information. When complete, click the **Save** button.



### Creating a Distribution List:



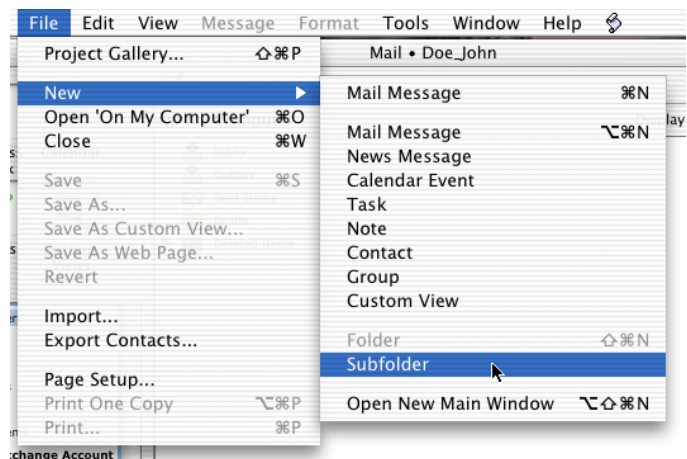
It helps to have your contacts already added to your address book before creating a distribution list. Click the Address Book, and select the users you want in this group by holding down the Apple key and selecting the users. Next, click the **New Group** button. You can also add additional names by clicking in the blank list space and typing in either full e-mail addresses or names already in your address book.

### Saving a Message:

All email messages in the folder under your Mailbox are stored on a mail server until you save them to your computer. To save a message as a file, select the message, click **File** and select **Save As...** Name your file and choose the file type and location you want. If there is little formatting, select "Text document." If you want to preserve the formatting, select "Entourage e-mail message."

### Creating Personal Folders:

Click **Folders on My Computer** once to highlight it, click **File**, and select **New**, then **Subfolder**. Name the new folder. Additional subfolders can be created for more organization. You can now drag messages you want to save to this folder.



### Reading a Message:

Opening Entourage will automatically log you in and display your inbox. To read a message, double-click it.

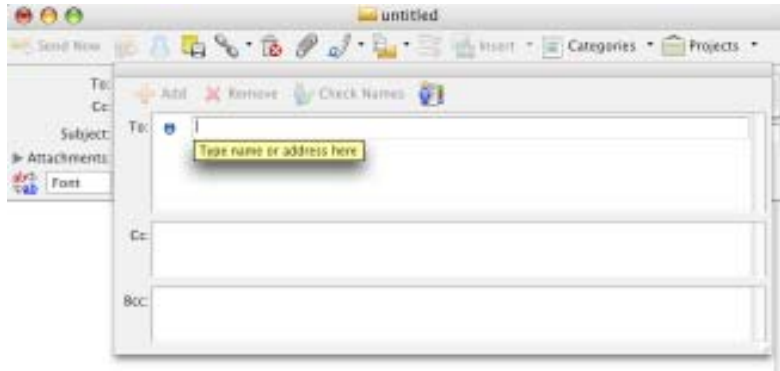
### Opening an Attachment:

You can open e-mail attachments directly from the e-mail by double-clicking the file's icon, or you can save it to your hard drive by selecting the file and clicking the **Save** button.



### Sending a New Message:

Click **New** and the following window will open:



Type the recipient's name or e-mail address in the **To:** field, or double-click their name from the contact list. If you are unsure of a contact name, type the last name and click **Check Names**, and select the appropriate user. If you wish to Cc or Bcc a person, click in the appropriate field and follow the instructions above. Type your message in the message field and click **Send Now**.

**Sending an Attachment:** 

Click the paper clip icon to add an attachment. Navigate to the file or files you want to attach and click **Open**. The file name will appear in the Attachments field.

**Replying to a Message:** 

Either click the message you want to reply to or open the message. Click **Reply**, type your message, and click **Send Now**.


**Forwarding a Message:** 

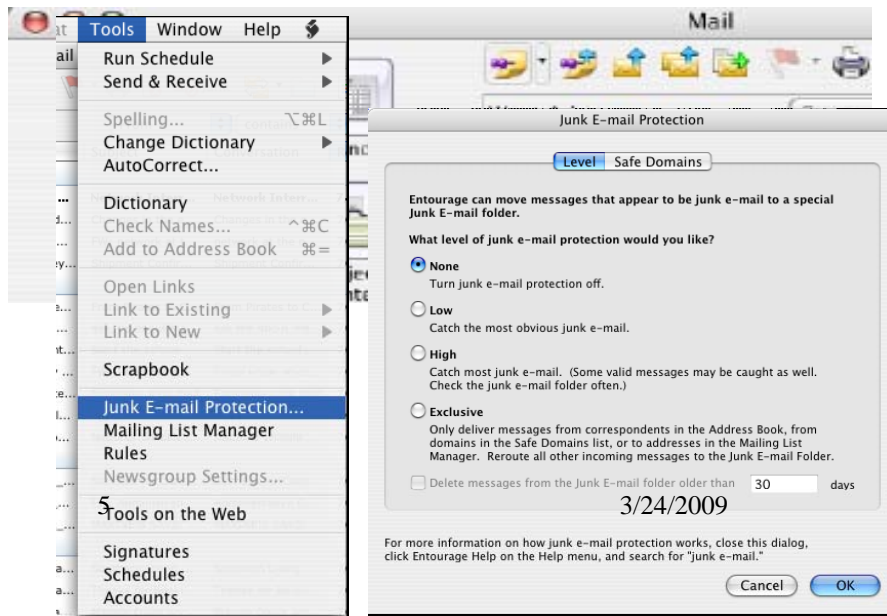
Either click the message you want to forward or open the message. Click the **forward** button, select your recipient(s), add any additional information to the message if desired, and click **Send Now**.

**Deleting a Message:** 

If the message is open, click the **Delete** button. If it is not open, select the message and click the delete icon. To delete multiple messages, hold down the Apple key while selecting the messages you want to delete. Then click the **Delete** button. Deleted messages are moved to your Deleted Items folder, which is stored on the server. To prevent your mailbox from becoming over sized, be sure to empty your Deleted Items folder. To empty the Deleted Items folder, open your Deleted Items, select all messages, and click the **Delete** button.

**Using Public Folders:**

To decrease the amount of "all user" messages, Public Folders are used to share items within locations or the entire district and can be accessed from your mailbox. Click the expand triangle to view the Public Folders and any enclosed folder. To post a new entry, click 

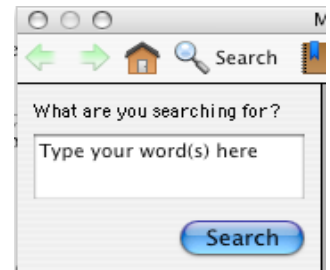


### Quitting Entourage:

To quit Entourage, pull down the **Entourage** menu and select **Quit Entourage**.

### Online Help:

Entourage has a help database built into the program. Pull down the **Help** menu and select **Entourage Help**. Type in your help query and click **Search**.

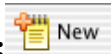


### Adding a Calendar Event:



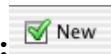
Switch to Calendar view by clicking the **Calendar** button. Click the **New** button. A new event window will appear where you can customize your event with the time, date, information and alarms. Close the event window to save it. These events are synchronized on the server and can be viewed with Webmail, and can be synced with your Palm device.

### Creating a Note:



Switch to Note view by clicking the **Notes** button. Click the **New** button. A new note window will appear where you can create your note. Close the note window to save the note. *These events are NOT synchronized on the server and cannot be viewed with Webmail.* These notes can be synced with your Palm device.

### Creating a Task:



Switch to Task view by clicking the **Tasks** button. Click the **New** button. A new task window will appear where you can enter your task information. Close the task window to save the task. *These events are NOT synchronized on the server and cannot be viewed with Webmail.* These tasks can be synced with your Palm device.