

“Life After CorporateTime” Reference Guide
(An Introduction to Entourage 2004 Client)

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Introduction

Welcome to "Life After CorporateTime". This booklet will serve as both an introduction to the Microsoft Entourage 2004 Calendar, as well as a guide, in order to better assist you in your transition from CorporateTime to Entourage. The bulk of this publication will be a "How to" manual, presenting the fundamental steps in the calendar portion of Entourage, but will also include tables at the end of each section, comparing the steps you took in CorporateTime to the steps you will now take in Entourage.

If you have been a regular CorporateTime user, we are hoping this conversion will not be too intimidating. Though many of you are probably very comfortable with CorporateTime, we are anticipating the transition to be a well-received one considering the user-friendly interface and new features. Unlike CorporateTime, Entourage offers an integrated package including e-mail, calendar, address book, directory and more.

The instructions in this document are assuming that all settings are the defaults. If you have changed any of the settings in your Entourage 2004 client, the images and instructions may be somewhat different. The images you see in the following document were taken on a OS X 10.3.4 Macintosh, using Entourage 2004 as the mail client.

Getting Started

Before you will be able to access the Exchange server with your Entourage client, you will need to have an account on the Iowa Exchange server. If you do not currently have an account or are unsure as to whether you have an account, please contact the ITS Customer Information Desk at 384-0800 (<http://www.its.uiowa.edu/cs/cid/>).

Additionally, you will need to have access to the Internet - both dial-up and high-speed connections will work. Additionally, you will need to have the Entourage client installed (Entourage 2004 is included in Office 2004 for Mac).

Launching Entourage

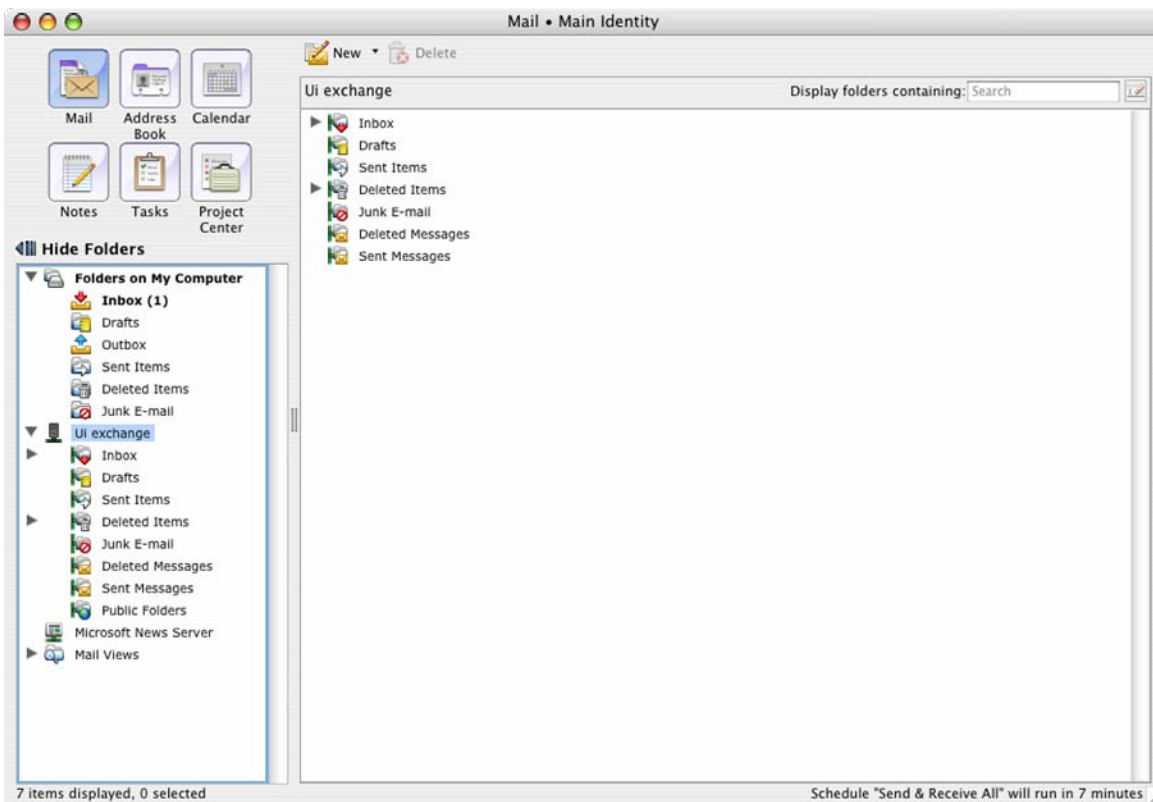
In order to access Entourage, you will need to do one of the following:

- Click on the icon in the dock (if applicable), or
- Navigate to Entourage through the **Applications** folder, then the Office 2004 folder, then Entourage 2004.

If this is your first time launching Entourage, you will need to create an identity if this has not yet been completed. Please see <http://www.its.uiowa.edu/cs/exchange/entourageconfig.html> to set up the Entourage client and create your identity. Additionally, you may contact your departmental IT person to do this, or call the ITS Help Desk at 384-4357 (4-HELP) for assistance.

If your profile has been created, opening Entourage should bring you to **Mail:Main Identity (or your identity name)**. If you are prompted for your password, please enter it now.

After you have launched Entourage, you should see the following in the Entourage 2004 window:



Navigating Through Entourage 2004

If you are viewing Entourage for the first time (default configuration), you will notice there are three columns displayed within the client after you select a mail folder. The column on the left is the **Navigation Pane**, the middle column is the **View Pane** and the column to the right is the **Preview Pane**. These panes are customizable and sizable, so you may remove a pane or resize the pane with ease. Their purposes are as listed below:

Navigation Pane - This pane allows you to select which function of Entourage you would like to utilize. You can navigate through your different mail folders and mailboxes in this pane, as well as access your Calendar, Contacts, Tasks and others. By default, your mail folders are displayed in the **Navigation Pane** when you launch the application.

View Pane - This pane will display the contents currently stored in the folders you see in the **Navigation Pane**.

Preview Pane - This pane displays contents of selected messages from the **View Pane** without the need to open a separate window. Click on the message you wish to view, and it will be displayed in the **Preview Pane**.

Launching The Calendar Pane

In order to navigate to your Calendar Pane, you have a couple of options:

- Select the Calendar button  from the Navigation Pane, or
- Select View | Go To | Calendar from the Menu Bar, or

- Press **Command + 3**

Additionally, you have the option to launch your calendar in a separate window, enabling you to view your calendar and mail at the same time. In order to do this, follow the instructions listed here:

1. Control-click the **Calendar** button near the top of the Navigation Pane
2. Select **Open Calendar in New Window** from the menu

This should open the calendar in a separate window, which you now have the ability to resize (in order to view both the calendar and your mail simultaneously), as well as maximize or minimize the calendar window altogether.

Change the Calendar View

Entourage's calendar gives you the option to view your calendar by day, week, work week or month. In order to change the current view of your calendar, select one of the four buttons in the Entourage tool bar.



Additionally, you always have the option to go back to the day, week or month you are currently in by typing **Command + T** button. This button will take you back to the particular day, week or month you are in (depending on which view you are using).

Let's Compare:

	CorporateTime...	Entourage...
Change the calendar view:	<ul style="list-style-type: none"> • Click on the appropriate button in the Tool Bar 	<ul style="list-style-type: none"> ▪ Click on the appropriate button in the Tool Bar

Creating Appointments

Appointments in Entourage 2004

1. Start a new appointment by going to the **New** button on the calendar view or Double-click on a time block in the calendar window to open the Appointment dialog box.
2. Fill in each field: **Subject, Location, Start date, Start time, End date, End time.**
3. Decide how to display this on your calendar - **Busy, Free, Tentative, or Out of Office** (this can be set under the options drop down box).
4. Type any additional notes in the **Notes** area.
5. Click the **Save** Button and then close the dialog box.
6. To make this an appointment with other users, click the **Invite** button before closing and add the users to the appointment. Then reschedule the time if necessary.

Let's Compare:

	CorporateTime...	Entourage...
Creating Appointments:	<ol style="list-style-type: none"> 1. Click New Meeting 2. Fill in information 3. Save and close 	<ol style="list-style-type: none"> 1. Click on New 2. Fill in information 3. Save and close

Searching for Calendar Appointments

It's possible that at some point, you will want to locate an appointment in your calendar, but are unsure of the date. You have the option of searching for specific calendar appointments in Entourage 2004 by searching for keywords. In order to do so, you must take the following steps:

1. Go to **Edit | Find** or type **Command + F** to open the find window.
2. Enter your search criteria in the **Find:** field.
3. Click **Find**. You will see a list of appointments which match the criteria you entered in the previous step.
4. To view details of a particular appointment, double-click the appointment to open the appointment details in a separate window.
5. In order to return to your calendar, close the appointment window and the search window.

Let's Compare:

	CorporateTime...	Entourage...
Searching for appointments:	<ol style="list-style-type: none">1. Open the Search Agenda2. Enter search criteria3. Click Search	<ol style="list-style-type: none">1. Open the Find bar2. Enter search criteria3. Click Find

Viewing a Specific Date

If you would like to go to a specific date in your calendar, you can easily do so by selecting **View Date** in the Tool bar. A separate window will open, where you will select the date. This will open the calendar to the date specified.

Adding University Holidays

In Entourage 2004, you have the option to add the University holidays to your calendar. In order to do this, go to <http://helpdesk.its.uiowa.edu/exchange/entourageholidays.htm> and follow the step by step instructions on the webpage.

It is important to note that if you follow this process more than once, you will end up with duplicate holiday entries.

Getting Help

Should you have problems while working in Entourage, and it is not covered in this guide, there are a number of resources you are able to access:

ITS Help Desk

Phone: 384-HELP (4357)

E-mail: its-helpdesk@uiowa.edu

Location: 15 Lindquist Center South

<http://www.its.uiowa.edu/cs/helpdesk>

ITS Exchange Support

<http://www.its.uiowa.edu/cs/exchange>