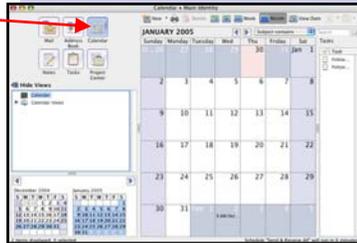


Please Note: Meeting Maker will continue to be your calendar of record until further notice. Email, Contacts, and Tasks in Entourage are fully functional.

Calendar

The calendar is an integral part of Entourage. When you invite people to attend your meeting, Entourage will send out the email invitations for you. If recipients accept the request, Entourage will schedule it on their calendar for them. The Outlook Calendar has several different views for you to choose from:



Scheduling Calendar Events

To schedule an Event:

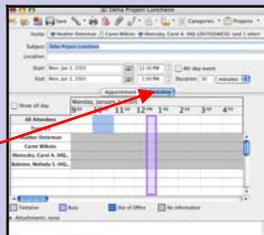
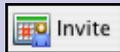
1. Click on the **Calendar** button to switch from Email to Calendar
2. Click on the **New Event** button.
3. Fill out the information, including the reminder and an adjustment for Travel Time
4. Click the **Save and Close** button to save your changes



Inviting Others

When you invite someone to your event, Entourage will automatically send an email to that person notifying them of your invitation. Once they accept, the Calendar Event will be placed on their calendar, and you will receive an email notifying you they accepted.

1. Open an Appointment window
2. Click on the **Invite** button
3. Select the names as you would on an email
4. Click on the **Schedule** button to check availability
5. Click the **Send** button



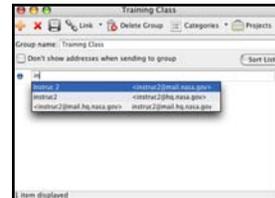
Address Book

To add another entry in your **Address Book**, click on the **Address Book** button in the upper left hand corner of the screen and click on the **New** button.



Group Addresses

If you send emails to the same list of people, assign them to a group. Click on the **Add Group** button, name the list, and select the members. Just address your next email to the Group, and it will be sent to everyone on the list.



Using Directory Services

To look up information about an individual such as location or phone number:

1. Click **Tools** on the menu bar
2. Select **Directory Services**
3. Enter a name in the **Search for Name** field
4. Click **Find**



COMPUTER TRAINING CENTER

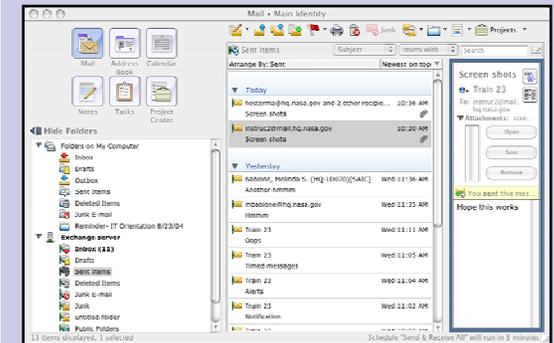
If you are interested in taking a class, please contact the Computer Training Center at 358-1111.

E-mail: ctc@hq.nasa.gov

Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm



HEMI Entourage 2004



NASA Headquarters Computer Training Center

Navigation

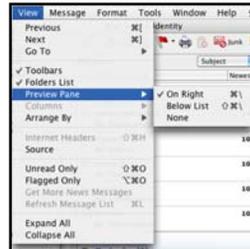
Use the Navigation Buttons to Switch between different features in Entourage by clicking on each feature. It is located in the upper left hand corner of your Entourage Window.



Preview Pane

The Preview Pane allows you to read the contents of your Inbox without opening the email. It can be located to the right of your screen, the bottom of screen, or turned off by following these steps while viewing your Inbox:

1. Select **View** on the menu bar
2. Select **Reading Pane**
3. Choose either **Right**, **Bottom**, or **Off**



New Mail Notification

When you receive an email, this alert will appear on your screen regardless of which application you have open. Control the alert by:

1. Select **Entourage** on the menu bar
2. Select **Preferences**
3. Select **Notification**



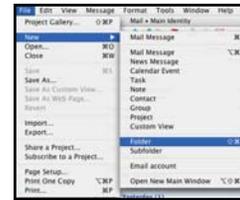
Create New Folders

Use folders in your Inbox to organize your email.

1. Select **File** on the menu bar
2. Select **New** and choose **Folder**
3. Type the new folder's name and choose the location.
4. Click the **OK** button

Use the Global Address List

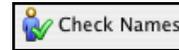
The Global Address list contains the names of everyone working at NASA, including HQ and all the centers, and can be used to address emails, meeting invitations, and tasks.



1. Click on the **New** button, or the down arrow next to it if you are not in your mailbox, and select **Mail Message**
2. Select the **To**, **CC**, or **BCC** field
3. Start typing in the name and click on the **Check Name** button



3. Scroll down to select name from the list
4. Click the message window

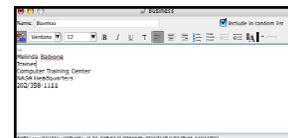


The individual you select will be added to the open email message as a recipient.

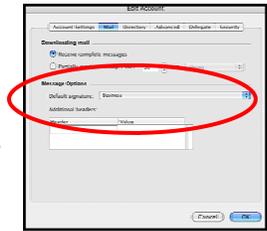
Create a Signature Line

A signature line contains your name and relevant contact information. You can create multiple signature lines in Entourage and set one as a default.

1. Select **Tools** on the menu bar and choose **Signatures**
2. Either select one of the existing signatures to modify, or click on the **New** button to create a new one
3. Name the new signature at the top, and fill in your signature information and format it as you would like to appear on every email
4. Close the window and save the changes
5. Close the **Signatures** window
6. To set a signature as a default, select **Accounts** on the **Tools** menu
7. Double click the **Exchange Server** option on the **Mail** tab



8. In the **Edit Accounts** window, click on the **Mail** tab and select the **Default Signature** under **Message Options**



9. Click the **OK** button and close the **Accounts** window

Reminders/Flags

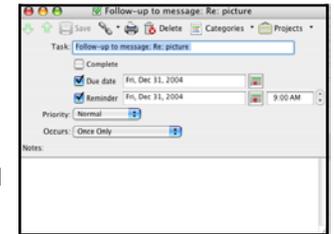
You may add a flag to any item in your inbox. Flags automatically appear on your task list.

1. Click on the **Flag** button to add a flag
2. Click on the down arrow to add a flag for follow up
3. Modify the flag by setting a reminder, assigning a category, or setting it as a recurring event



Outlook Web Access

You can access your **Entourage** or **Outlook** email using any web browser. The URL for access is: <https://webmail.nasa.gov>



Click on the link for **Headquarters** and login to OWA using the same username and password as you use in Entourage. Type **hq\username** and your **Network Password**. Through web access, you may set up the **Out of Office Assistant**, which will send an automatic reply **only** to HEMI users when it is turned on.

