

# PAUSD TECHNOLOGY

## Entourage for the Mac: Email

### LOGGING ON TO YOUR ACCOUNT

Click on the Entourage icon in the dock.

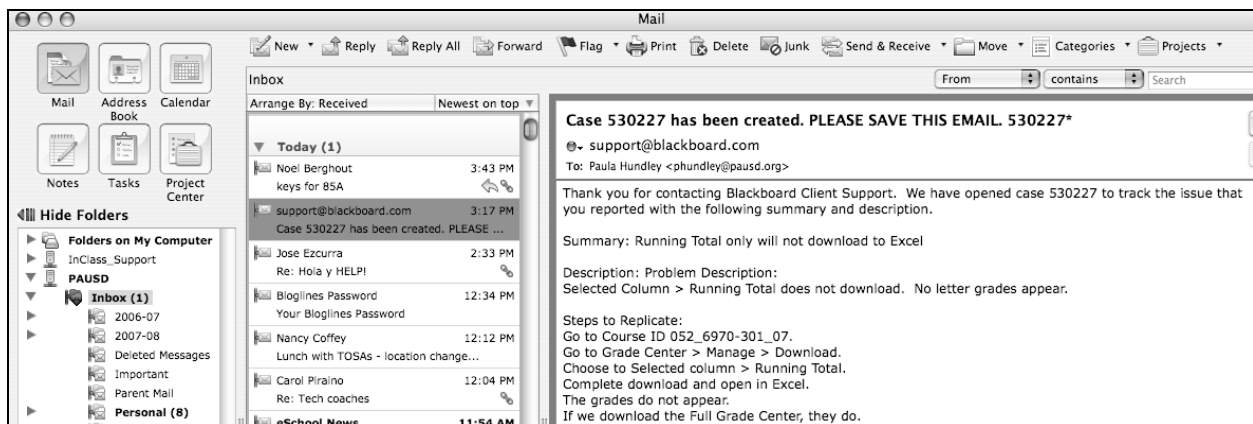
**Username:** First initial followed by full last name, all lower case (phundley)

**Password:** Minimum 6 characters (1 number and 3 letters required)

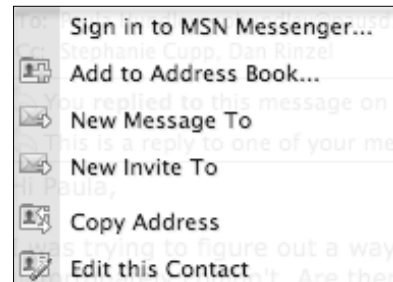
### BASIC EMAIL MENU

#### INTERFACE: What You See Where

After you log in, you see three frames. On the far left is a summary list of your account – including buttons for Mail, Address Book, Calendar, Notes, Tasks, and Project Center. Underneath you'll see Inbox, Sent Mail, and other mail folders. In the middle column is a list of your messages. On the right is the window where you'll read your messages. At the top is a menu bar that allows you to create a new message, reply, forward, print, delete, specify as junk mail, and move a checked message to a different folder. The system checks every few minutes and displays new messages, but if you're expecting something right away, click on Send & Receive.



**READ:** Click once on any message, and it appears in the right window. A typical menu of options displays: Reply, Reply to All, Forward, Flag (as important), Delete, and Move. Take a look at the little blue dot beside the name of the sender. Click on the down arrow beside it, and you can perform a number of actions quickly, such as Add to Address Book or Invite to a meeting.



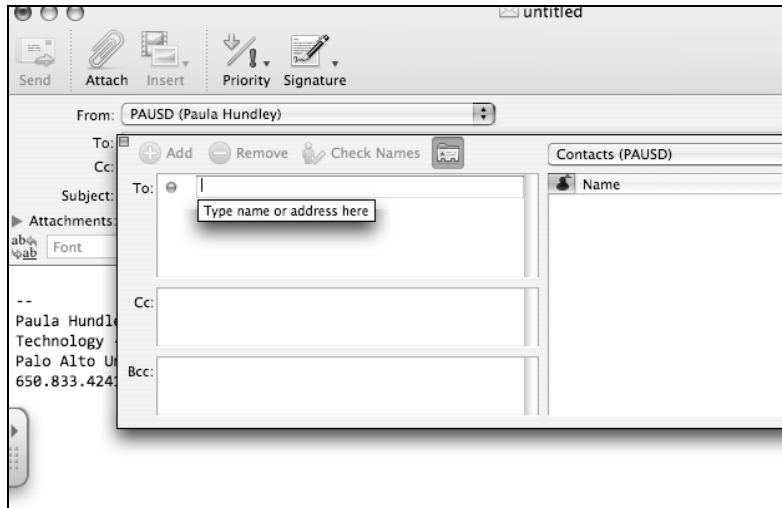
**REPLY:** Click on Reply (to sender only) or Reply All (to all original recipients). Automatically, a reply message appears with the recipient's name and the original message below.

**FORWARD:** Add the address of the recipient, any additional comments and hit Send.

## PAUSD TECHNOLOGY

**DELETE:** Click the Delete button. The message will move to the Deleted Items folder, which you will need to clean out now and then. (Or you can check an option to delete these items when you log out. See the OPTIONS section of this document.)

**NEW MESSAGE:** Click New message, fill in recipients, subject, add any attachments, body text and click Send. Tab down to add more recipients. Tab twice to skip down to the CC and BCC sections. When all recipients are complete, click Enter to get back to the message.

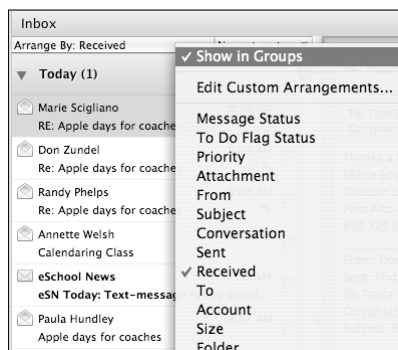


If you look to the left of the font type and size, you'll see a little "ab" button. The default is a plain text message. If you click on the button, you will get html (web) options on the menu. With these you can use bold, ital, different text colors, etc.



**ADD ATTACHMENT:** Click on the Attachment link in the new message. Browse to locate the file to attach, and then click CHOOSE. The name of the attachment will appear below the Subject. Also when you send the email, you will get an "Encoding Attachment" message.

## ORGANIZING MAIL

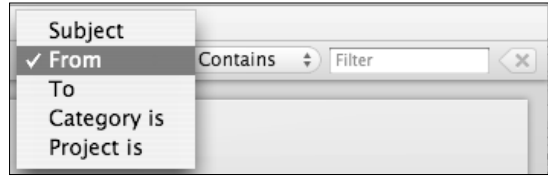


**SORT MAIL:** Sort your messages any number of filters. The default is to see messages by the date they were received, with the newest on top. However, click below the Inbox on "Arrange by" and see many other options. You can sort by subject, from, to, conversations (like in gmail), and more.

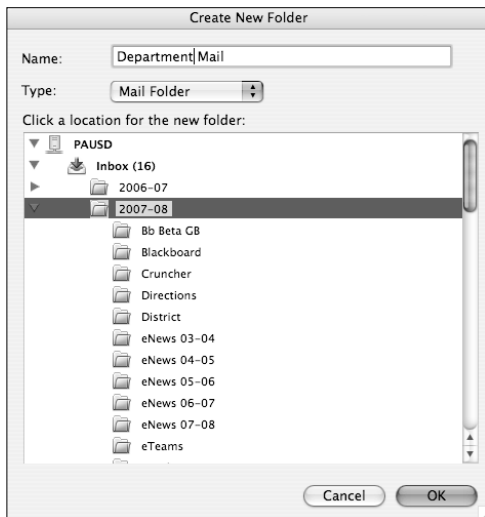
# PAUSD TECHNOLOGY

## SEARCH FOR A MESSAGE:

Click into the search box at upper right of the window. Typical searches involve who the message was from, or who it was sent to, or what the subject was. Type in the topic or person whose message you seek. Search results will display in the mail window.



For more advanced search options, go under Edit to Advanced Search. Add as many criteria as you like to fine tune your search.



**CREATE A FOLDER:** Go under File to New and then to New Folder.

Select where in the file structure you would like the folder to be. In the example at left, the 2007-08 folder is highlighted.

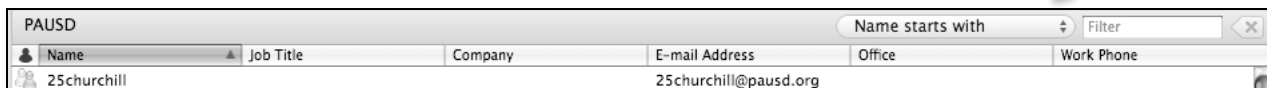
Give the folder a name – in this case, Department Mail. And then click OK.

The new folder will show up in you list. To place an email in the folder, just click on the message in the list and drag and drop to the desired folder.

To delete a folder, click on it and then go under Edit to Delete Folder.

## ADDRESS BOOK

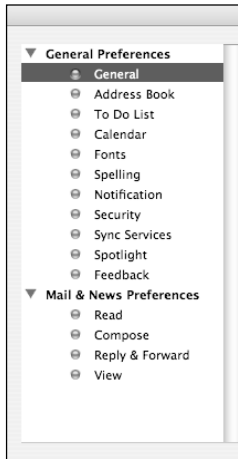
In Entourage, the Address Book contains contact information and distribution lists for PAUSD. The address book labeled as "On My Computer" houses your own contacts outside of PAUSD as well as any email group lists you have made. With the full list, note that you can search for a person by typing his or her name in the search field.



When you're typing in recipients for a new email, the system will pull suggestions from both the District address book and your own.

To see who is included on an email distribution list, just double click on the name and it will pop up with a list.

# PAUSD TECHNOLOGY

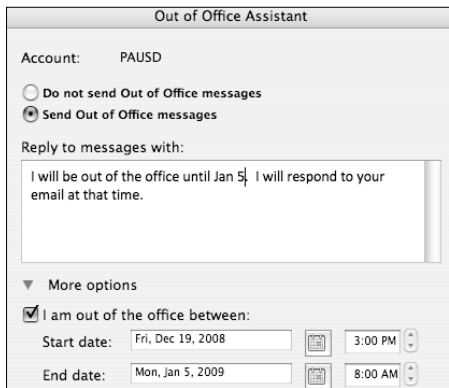


## CUSTOMIZING YOUR MAIL

At Under the Entourage menu, go to Preferences. There are many ways you can customize your mail, from general fonts and styles to notifications.

Click on each topic to see the options available. Defaults work fine, so you don't have to do anything here for your mail to work properly.

## OTHER EMAIL SERVICES



**Out of Office** – Set up an auto-reply for vacations or other events, by going under Tools to Out of Office. A message assistant will pop up for you to fill out.

**Change Password** – To change your password, log on to Bob at <http://bob.pausd.org>. Then click on Update Your Info. Then at upper right, you will see the Change Password link. Changing your password on Bob changes it wherever your email login is used.