

# Entourage Overview

## Course Duration

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½ Day

## Objectives & Expected Outcomes

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To learn how to use Entourage in the most efficient way to help your day-to-day work

## Pre-Requisites

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Delegates should have an understanding of OSX and the use of a mouse.

## Subjects

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### Entourage Basics and Mail

Introduction to Entourage | Working with Email | Sorting and Filtering Messages | Using Links | Preferences and Spelling Tools

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### Contacts

Managing Contacts | Creating and Editing Appointments | Working with Contacts and Invitations

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### Notes

Using Notes in Entourage | Working with Tasks

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### My Day

An overview of the My Day feature

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### Subscribing and Posting in Entourage

Subscribing | Posting

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