

Managing Your 2008 Entourage Mailbox

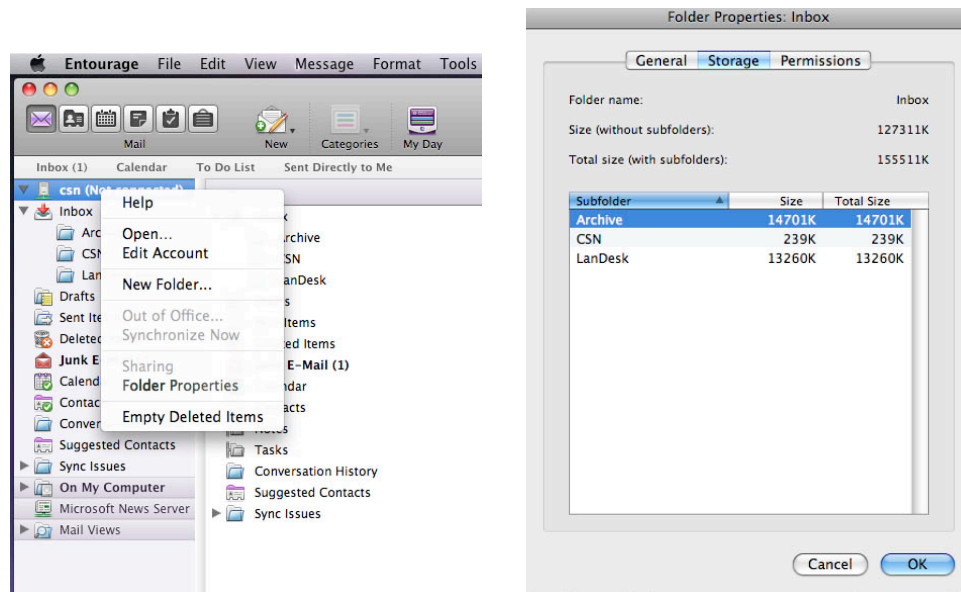
While many of the features of this program have been kept in the current release of Microsoft's mail program, Outlook, Entourage predates it. Entourage is also the only supported mail client that will run on older Apple systems – G5s and older – MS Outlook 2011 requires an Apple computer with an Intel processor.

Note: In order to connect Entourage to CSN's mail server you will need to update your mail client to the [Entourage Web Services](http://www.microsoft.com/download/en/details.aspx?id=24161) version. This is available as a free download from Microsoft's web site. <http://www.microsoft.com/download/en/details.aspx?id=24161>. It can easily be googled - "entourage web services" provided the above link.

One button mouse users: in all cases where these instructions note a right click, hold the control key, then click the link.

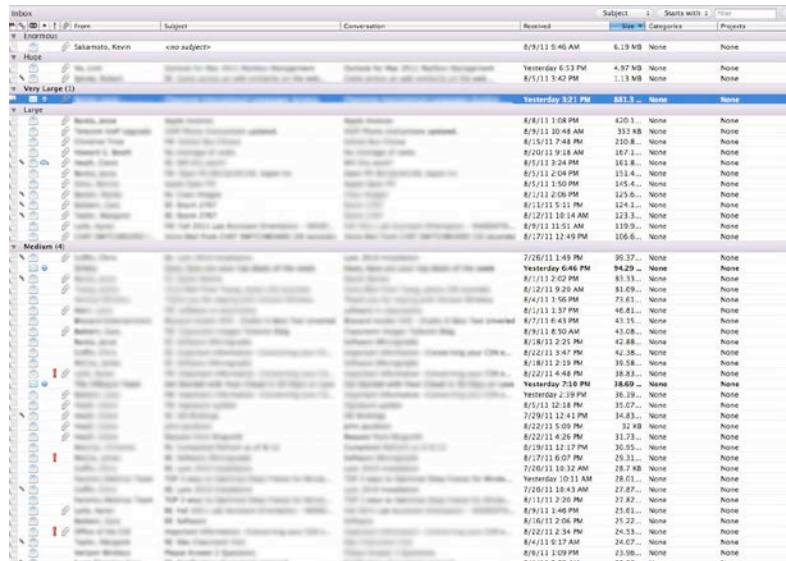
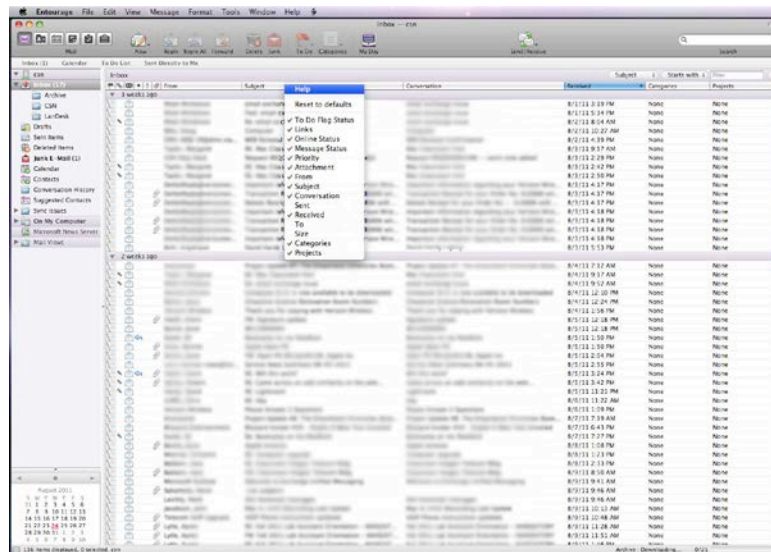
Mailbox Contents

In order to determine the size of all your files on the mail server open Entourage and right-click the Inbox, located in the upper left. Scroll down to Folder properties. This will open a window showing you the size of the files in your inbox, as well as that of any sub-folders located in it. This can be done with all folders on the mail server.



Sorting and Paring down your Messages

Click on your Inbox, so that the right side of the screen shows its contents. Each of the columns in the inbox window can be used to sort all of the contents by various criteria. This also applies to any sub-folders you have. The types of columns shown can also be altered. By right clicking on the top of the window, a menu can be made visible – by checking or unchecking the options in the menu, columns can be added or removed from view. By selecting “Size” one can view messages from largest to smallest or the other way around. This can also be done by “Date” in order to locate the oldest messages you are keeping on the server.



Actions to be Set for Quitting the Application

Having Entourage purge the Deleted Items and Junk Mail folders on exit will keep the size of your mailbox manageable. Neither of these folders empty themselves by default; right clicking on them will produce a menu with several options, including “Empty Deleted Items.” The same menu can be used on the Junk E-Mail. If desired, this can be automated in the same manner as in Outlook 2011 – Go to the tools menu mouse down to Run Schedules, select edit schedules from the sub-menu.

