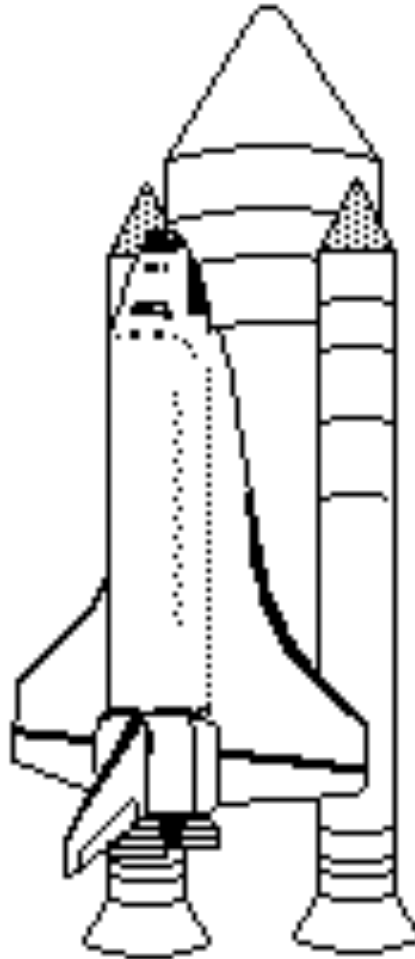# Les **A**venturiers du **B**out du **M**onde

La revue des clubs Microcam

Rampe de Lancement 39 - 10/23/2010

First steps with Microsoft® Outlook® for Mac 2011.

The e-mails. Configuring your accounts.
Receiving and sending messages.
The junk messages.. Managing the E-mails.
Searching. Import/export.
The address book.

This document is dedicated to Outlook 2011, the new Microsoft messages software for the Macintosh in Microsoft® Office 2011.

You don't need to know any previous Outlook® or Entourage versions to read this document (except for import/export).

yves.cornil@free

Internet file:
http://web.mac.com/ycornil/Outlook2011e/Welcome.html

First steps with Microsoft® Outlook® for Mac 2011.

MICROCAM06

CO-NUM

File created by Yves-Roger Cornil
Microsoft MVP Most Valuable Professional
www.communautes-numeriques.net www.microcam06.org www.cornil.com web.mac.com/ycornil/

Table Of Content

General information on the electronic mail

What is an electronic mail?

Outlook 2011 is a mail software to send and to receive messages by Internet, between correspondents identified by an electronic address.

To send and receive messages, you must have an account on a computer executing a POP service (**P**ost **O**ffice **P**rotocol) and to have access to a computer executing a SMTP server (**S**imple **Mail** **T**ransfer **P**rotocol).

Your entering electronic messages will be sent on your POP account from where they will be then transferred towards the mail software.
Your outgoing messages will be sent to the SMTP server, from where they will be forwarded to your recipients.

UN PEU DE TECHNIQUE

POP

Pour envoyer et recevoir des messages, vous devrez posséder un compte sur un ordinateur exécutant un service POP (**P**ost **O**ffice Protocol)

et avoir accès à un ordinateur exécutant un serveur SMTP (**S**imple **M**ail **T**ransfer Protocol).

SMTP
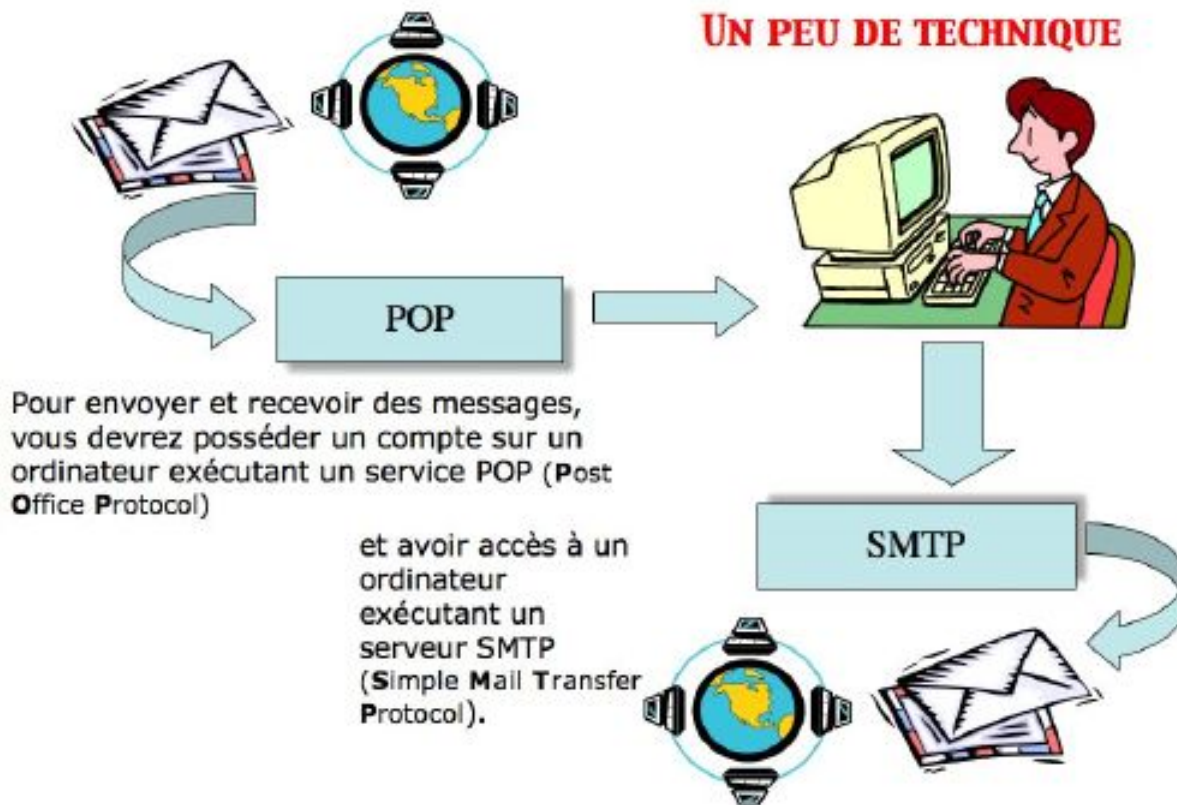
How to obtain an electronic address?

To access to Internet you must have an account (a subscription) in an Internet Service Provider (ISP).
The provider will allocate an electronic address to you. You can have a free or paying account, by other societies (Google, Hotmail, etc.).

The Internet address form is : name@provider.x

The number of characters of the name is variable and will depend of the provider; generally 8 to 12 characters, sometimes much more. The allocated name may be to correspond to your own name, which is desirable, but which will be depend on the doubled names existing in your ISP (and of the size granted for the electronic address).

You will be able, according to the ISP to moreover give your first name, either completely, or in abbreviated form, or under a pseudonym identity.
- Your identifier must be unique in your ISP and note that the @ (At), is mandatory in the electronic address ([name@provider.x)](name@provider.x)

Provider: identifies the ISP (Orange, Club-Internet, Free, AOL, etc).
.x: domain, can be .us (USA) or .gov or uk (United Kingdom) or .fr (France) or .org, or .net or com or other.

For example:
microcam06@microcam06.org
microcam06@orange.fr
yves.cornil@free.fr

Some great functionalities of Outlook 2011.

- **Sending a message** to one or more recipients and, possibly **a copy** with one or more recipients (CC Carbon Copy).

- **Sending of invisible copies** to other recipients without the principal recipient being advised (BCC Blind Carbon Copy Copy). This BCC system is useful to send a message to several recipients without communicating the addresses.

- **Management of several different addresses.** With Outlook 2011 you can manage several different electronic addresses, at one or more ISP (Internet Service Provider).

- **Redirection of a message** to one or more recipients (forward).

- **Attachment of a document** to a message (Word document, Excel, an image, a sound, a program, a video QuickTime sequence or AVI, etc.).

  - **Attention:** it is by this system of attached documents that viruses are generally propagated.

Filter messages to avoid that your principal letterbox is not encumbered with undesirable messages (junk).
 Outlook 2011 has an automatic and configurable filter for the undesirable messages (or junk e-mail).
You can write rules to copy, move or remove messages.

Managing the daily mail software.

- The received messages will be filed in a folder named **inbox**.
- The sent messages will be classified in a folder named **sent items.**
- The messages on standby of sending will be classified in a file **box of sending.**
- The messages in construction will be classified in a **draft folder**.

Outlook 2011 allows you to create folders or sub-folders for better classifying the received or sent messages.

➢ From time to time, remove the useless messages, they will go to **the deleted items**, which you will empty from time to time, too.

➢ If, in a message, you give the address of an URL (**U**niform **R**esource **L**ocator), it will be accessible in the form of a link to connect directly on the Internet address while clicking on the indicated link.

Attention: during the reading of a message coming from an unknown user; the Internet link could send to a phishing site. It is advised to copy the link from the message and to paste it in your Internet navigator.

With Outlook 2011 you can:
➢ Manage your addresses in the address book. It is a complete repertory containing the postal addresses, telephones, fax, electronic addresses, URL's...
➢ Gather your correspondents in groups.
➢ Sort your messages on various criteria.
➢ Archive your messages in various folders and sub-folders.
➢ Search messages according to various criteria (subject, sender, etc.).

But Outlook 2011, it is much more than one simple mail software; you will be able to manage calendars.

Before using Outlook 2011.

It will be necessary as a preliminary to configure your Mac for the addresses of your remote connection (telephone number, identifier, password, TCP/IP addresses, domain names, etc.). Connection to Internet could be automatic or manual
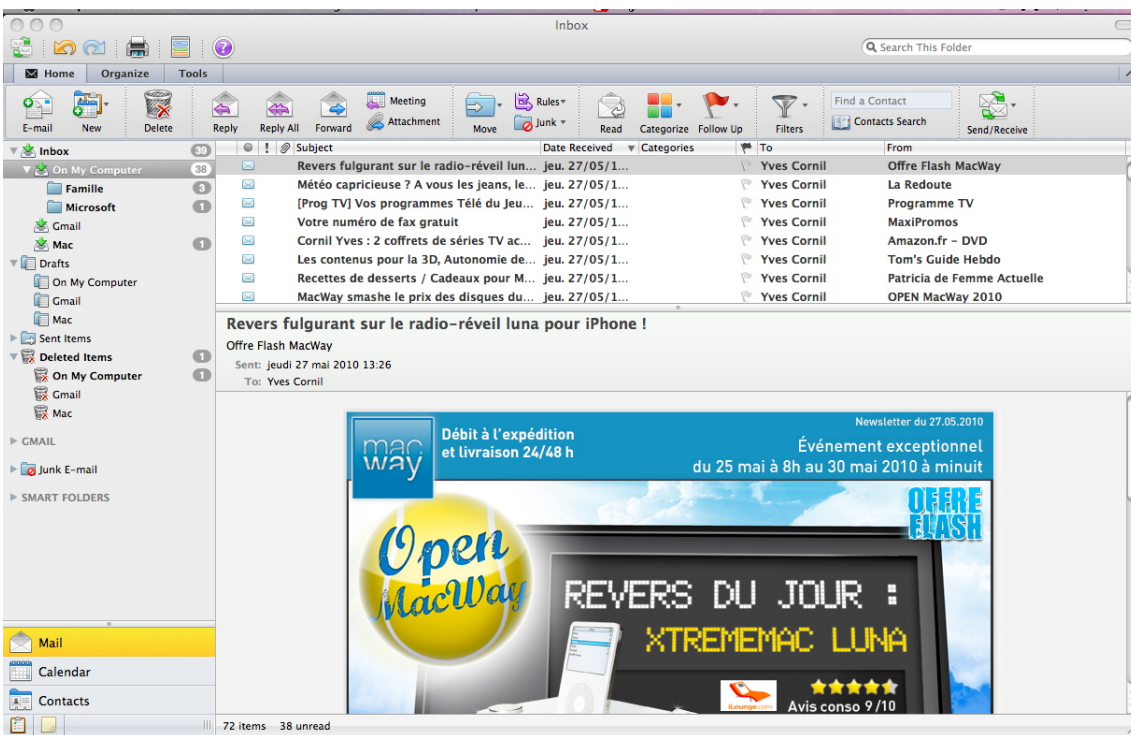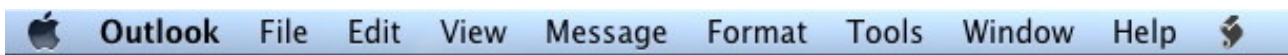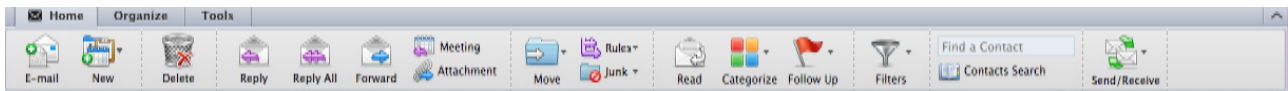
The e-mails.

Outlook 2011 launch.

To launch Outlook 2011, click on its icon from the Dock or from the Applications folder.
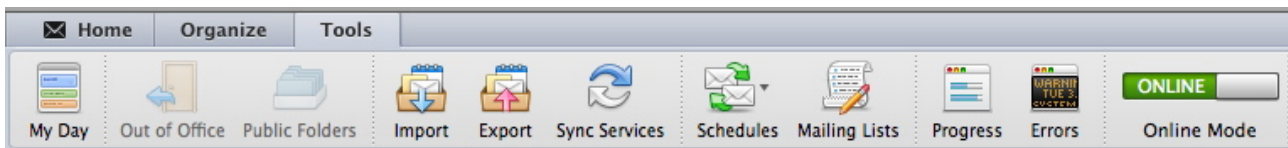
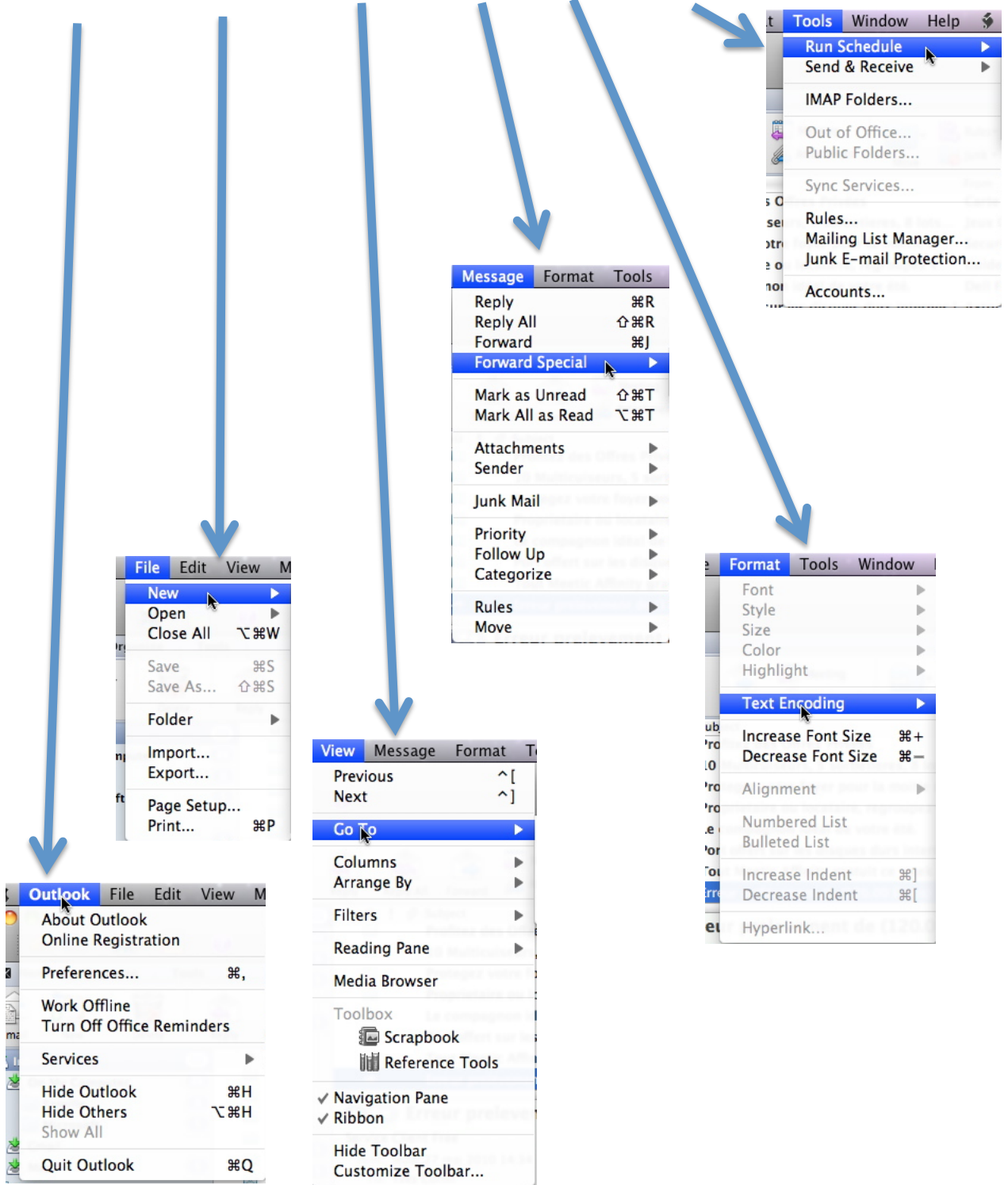## Outlook 2011 at a glance.

The menu bar.


The ribbon, Home tab.

Organize tab.

Tools tab.

Below : the left pane.

Outlook   File   Edit   View   Message   Format   Tools   Window   Help

Tools   Window   Help
Run Schedule
Send & Receive
IMAP Folders...
Out of Office...
Public Folders...
Sync Services...
Rules...
Mailing List Manager...
Junk E-mail Protection...
Accounts...

File   Edit   View   M
New
Open
Close All   ⌥⌘W
Save   ⌘S
Save As...   ⇧⌘S
Folder
Import...
Export...
Page Setup...
Print...   ⌘P

Message   Format   Tools
Reply   ⌘R
Reply All   ⇧⌘R
Forward   ⌘J
Forward Special
Mark as Unread   ⇧⌘T
Mark All as Read ⌥⌘T
Attachments
Sender
Junk Mail
Priority
Follow Up
Categorize
Rules
Move

Format   Tools   Window
Font
Style
Size
Color
Highlight
Text Encoding
Increase Font Size   ⌘+
Decrease Font Size   ⌘−
Alignment
Numbered List
Bulleted List
Increase Indent   ⌘]
Decrease Indent   ⌘[
Hyperlink...

Outlook   File   Edit   View   M
About Outlook
Online Registration
Preferences...   ⌘,
Work Offline
Turn Off Office Reminders
Services
Hide Outlook   ⌘H
Hide Others   ⌥⌘H
Show All
Quit Outlook   ⌘Q

View   Message   Format   T
Previous   ^[
Next   ^]
Go To
Columns
Arrange By
Filters
Reading Pane
Media Browser
Toolbox
   Scrapbook
   Reference Tools
✓ Navigation Pane
✓ Ribbon
Hide Toolbar
Customize Toolbar...

- ➢ On the top you have the tool bar of the menus (Outlook, edit, view, etc.)
- ➢ Then you have the tool bar, whose aspect can vary according to the personalization of this tools bar.
- ➢ On the left you see the various standard folders (inbox, drafts, sent items, etc.) more the folders that you will create later on, or which you created previously.
- ➢ On the right part you see the contents of the inbox or the selected folder (here it is the inbox).
- ➢ In the lower part you have the contents of the selected message.
- ➢ The disposition can vary according to the setting of the preview pane.
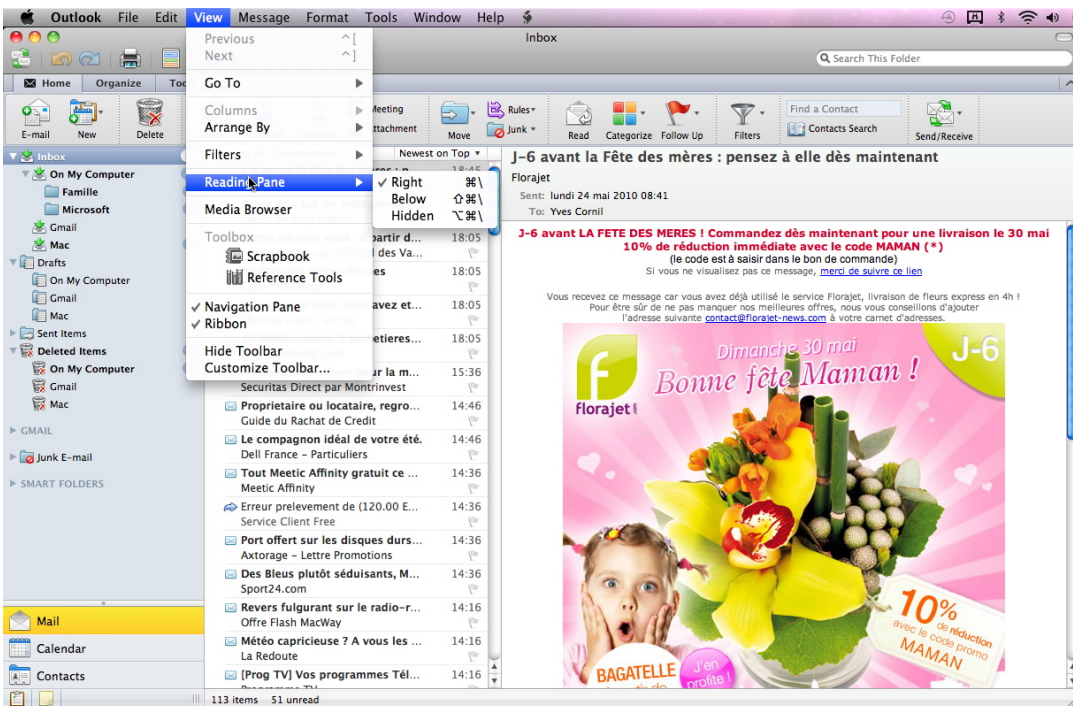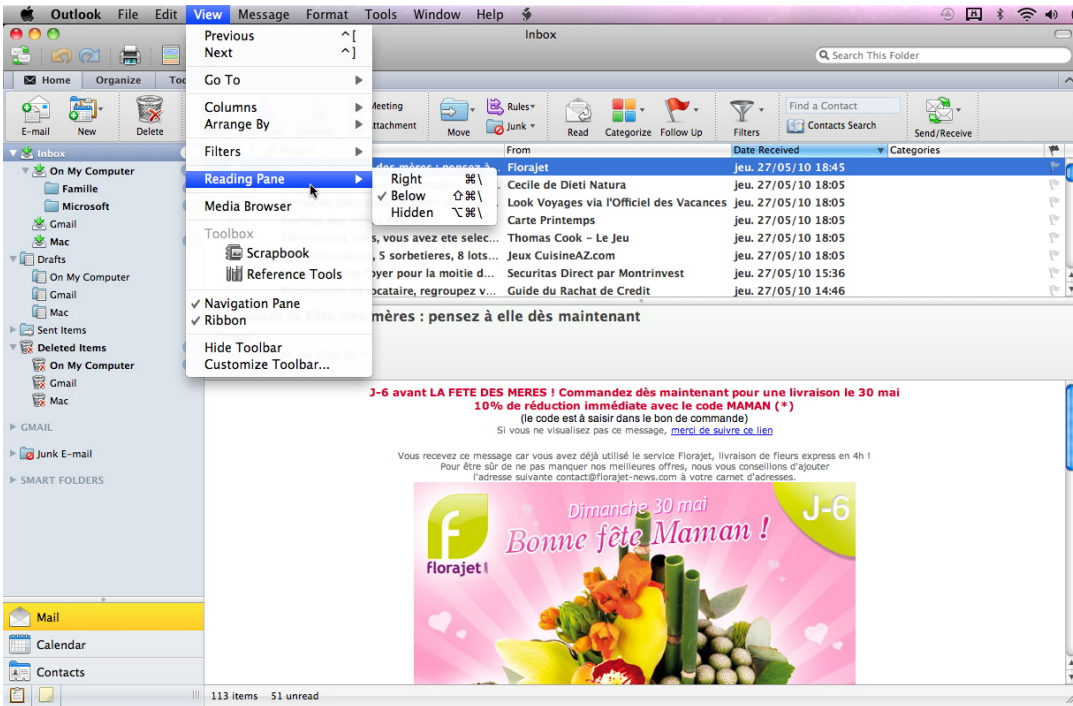
Configuring your accounts.

POP, IMAP or Exchange?

The **Post Office Protocol** (**POP**) is an application-layer Internet standard protocol used by local e-mail clients to retrieve e-mail from a remote server over a TCP/IP connection. POP and IMAP (Internet Message Access Protocol) are the two most prevalent Internet standard protocols for e-mail retrieval. Virtually all modern e-mail clients and servers support both. The POP protocol has been developed through several versions, with version 3 (POP3) being the current standard.

  Additional information:
  http://en.wikipedia.org/wiki/POP3

The **Internet Message Access Protocol** (**IMAP**) is one of the two most prevalent Internet standard protocols for e-mail retrieval, the other being the Post Office Protocol (POP). Virtually all modern e-mail clients and mail servers support both protocols as a means of transferring e-mail messages from a server.

  Additional information :
  http://en.wikipedia.org/wiki/IMAP

Exchange is a protocol often seen in corporations or Universities. It is somewhat similar to IMAP but also allows you to sync contacts and events. It also offers some resource sharing capabilities (resource booking, folder sharing, delegation, global address books…).

  Additional information:
  http://en.wikipedia.org/wiki/Microsoft_Exchange_Server

Creating a POP account.
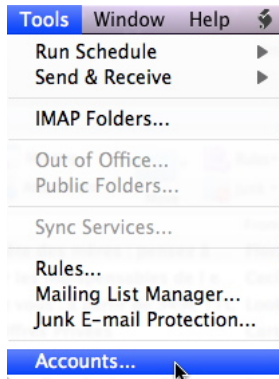
Before sending and receiving messages it is necessary to create the accounts of the Internet mail.
To create an account, go to the **Tools** menus, **Accounts...**
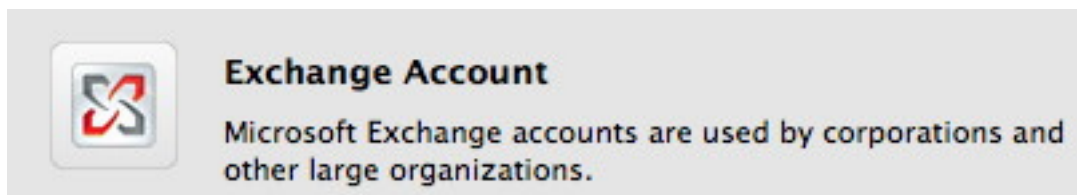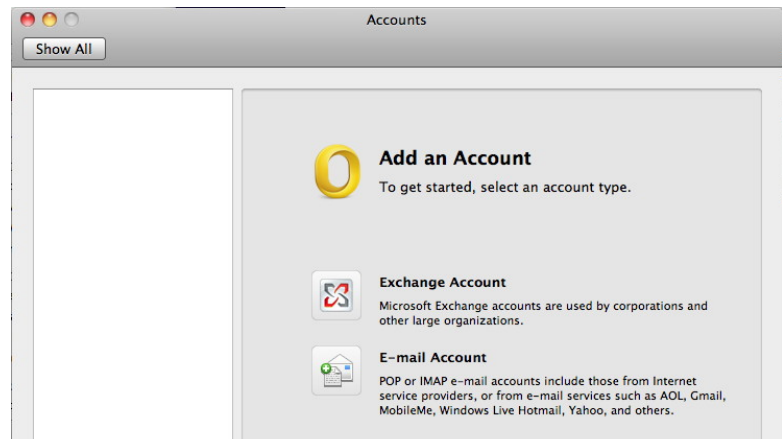
Choose the account type: Exchange or E-mail account.
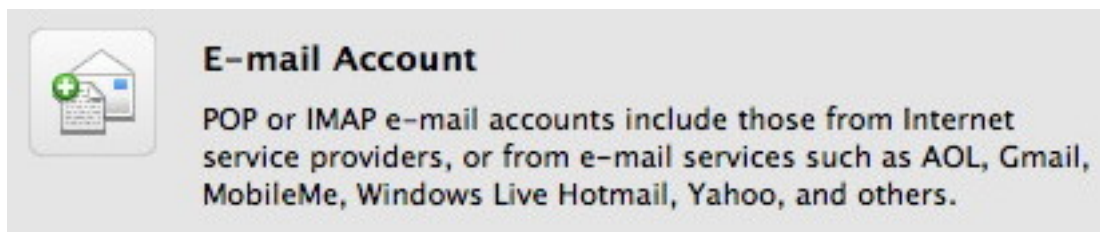
To create a mail account you can use the assistant, or configure the account manually.
If possible, Outlook 2011 create, automatically the account from the address.

Give the required informations:
- E-Mail address (yves.cornil@free.fr)
- Password.
- User Name (yves.cornil).
  ➢ The User Name is depending of the ISP (or other system).
- Account type (POP).
- Incoming server (here pop.free.fr) (*here smtp.orange.fr*).

The POP configuration is finished; this account will be included in the scheduled process.
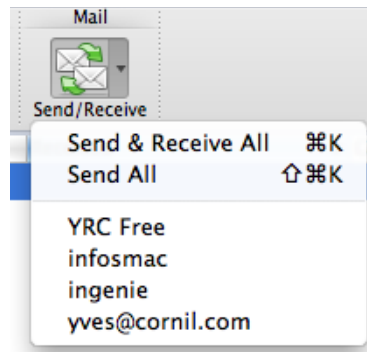
Advanced functions on the server.
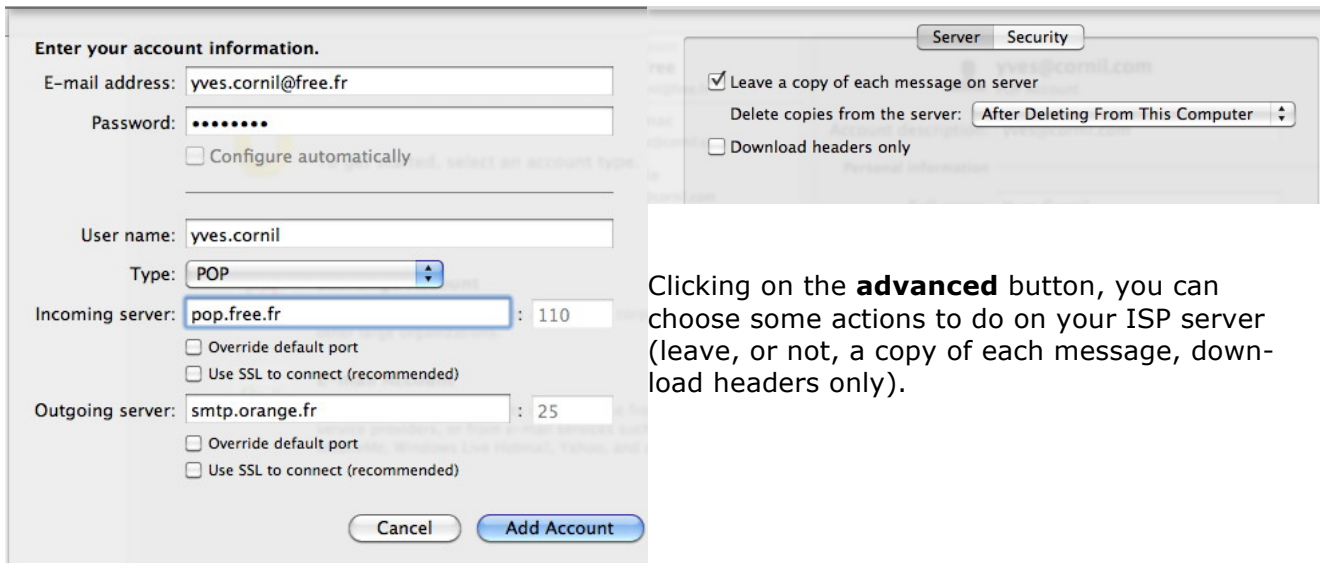
Clicking on the **advanced** button, you can choose some actions to do on your ISP server (leave, or not, a copy of each message, download headers only).

Creating an account for .Mac (or MobileMe).

If you create an account mail on .Mac (@mac.com), Outlook 2011 will create an IMAP account.
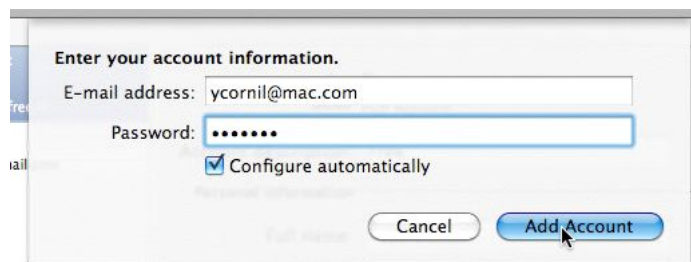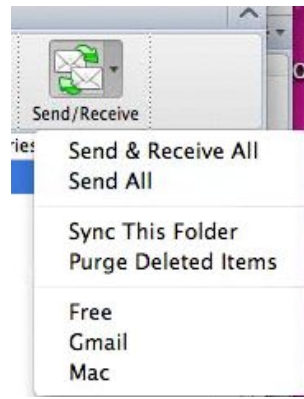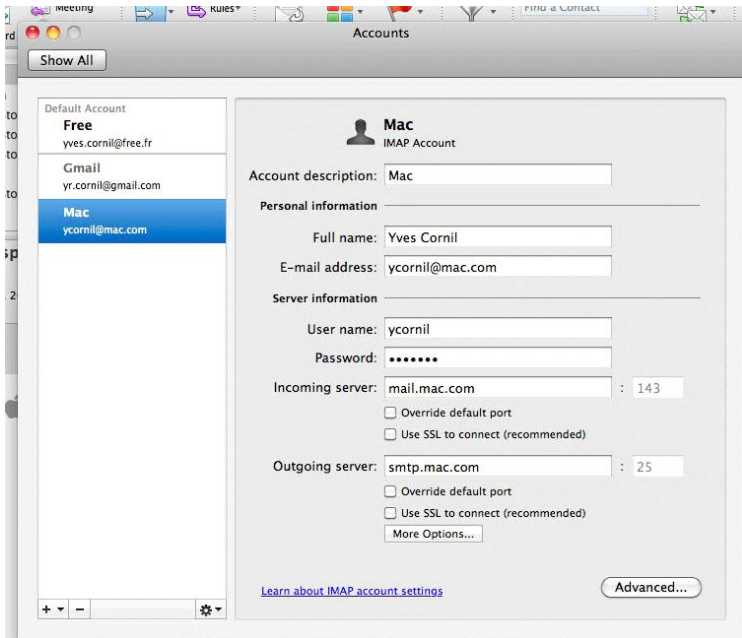
The configuration is finished. This account will be collect in the scheduled **send and receive** operation.

The .Mac inbox.
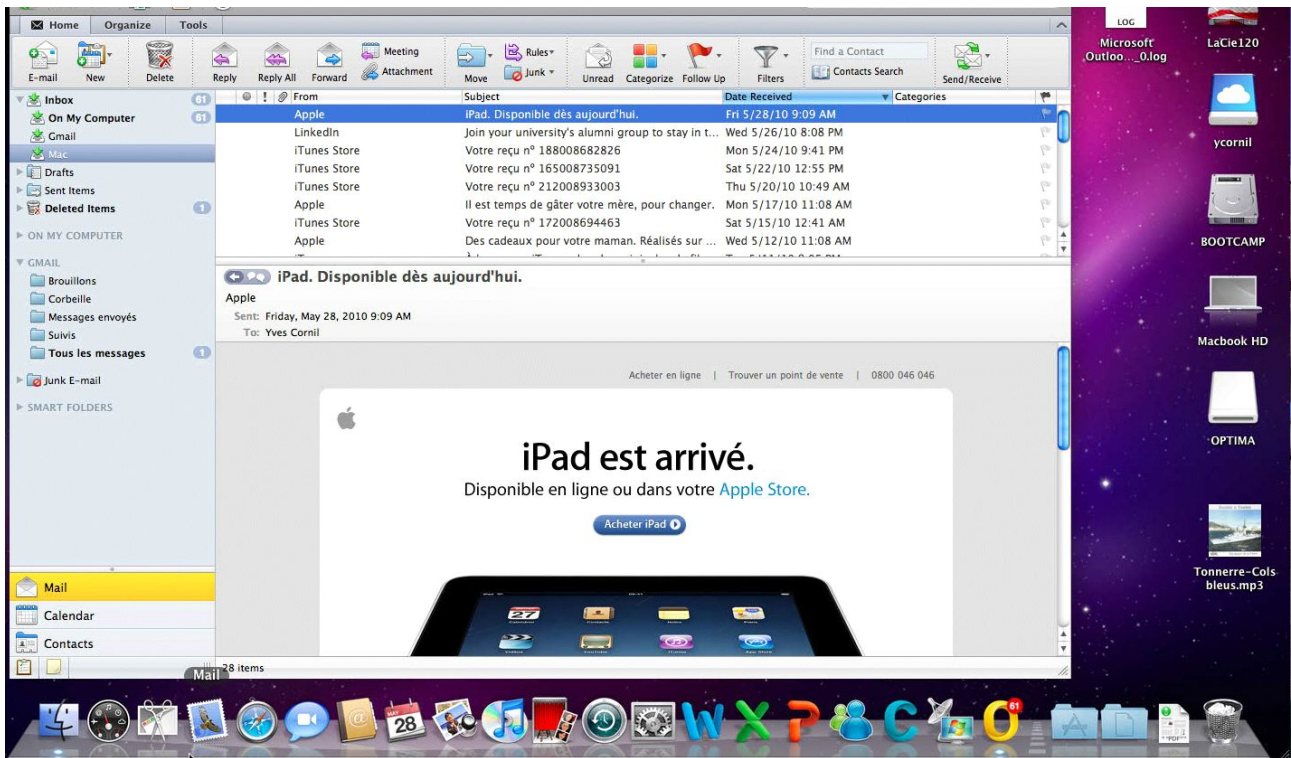
Outlook 2011 created a mailbox to receive the message coming from .Mac.

Getting started with IMAP for Gmail.

What is IMAP?

IMAP, or **I**nternet **M**essage **A**ccess **P**rotocol, lets you download messages from Gmail's servers onto your computer so you can access your mail with a program like Microsoft Outlook 2011 or Apple Mail, even when you aren't connected to the Internet.
IMAP creates a constant connection between mail clients (desktop and/or mobile) and Gmail.

What's the difference between IMAP and POP?

Unlike POP, IMAP offers two-way communication between your web Gmail and your email client(s). This means when you log in to Gmail using a web browser, actions you perform on email clients and mobile devices (ex: putting mail in a 'work' folder) will instantly and automatically appear in Gmail (ex: it will already have a 'work' label on that email the next time you sign in).

IMAP also provides a better method to access your mail from multiple devices. If you check your email at work, on your mobile phone, and again at home, IMAP ensures that new mail is accessible from any device at any given time.

Finally, IMAP offers a more stable experience overall. Whereas POP is prone to losing messages or downloading the same messages multiple times, IMAP avoids this through two-way syncing capabilities between your mail clients and your web Gmail.

If you're trying to decide between using POP and using IMAP with Gmail, we recommend IMAP.

(from Gmail site).

Ajout d'un compte IMAP pour Gmail.
Adding an IMAP account for Gmail.
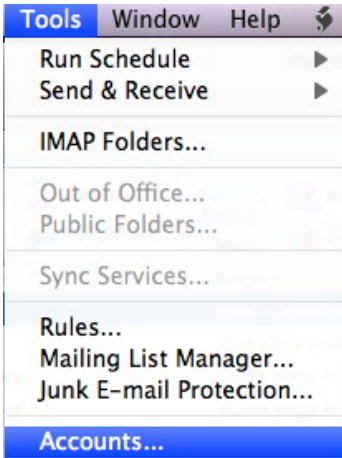
Go to Tools, click on + E-mail.
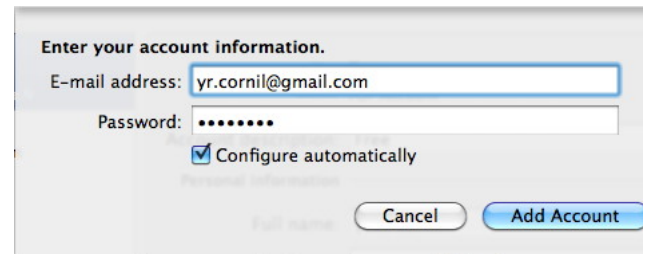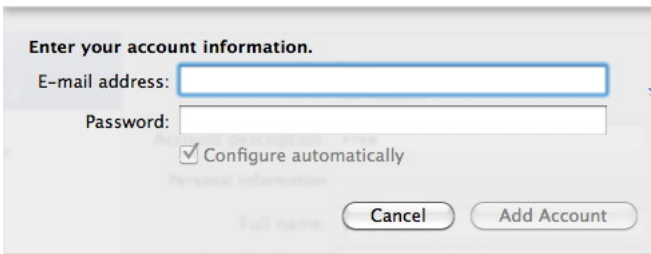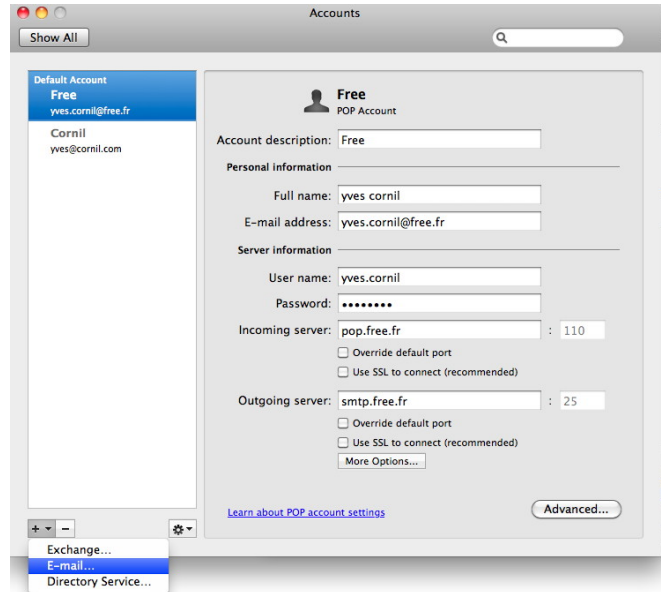
Enter your Gmail E-Mail address and the password, click on the **Add account button**.

Outlook 2011 was creating, automatically, all the information for your IMAP Gmail account.
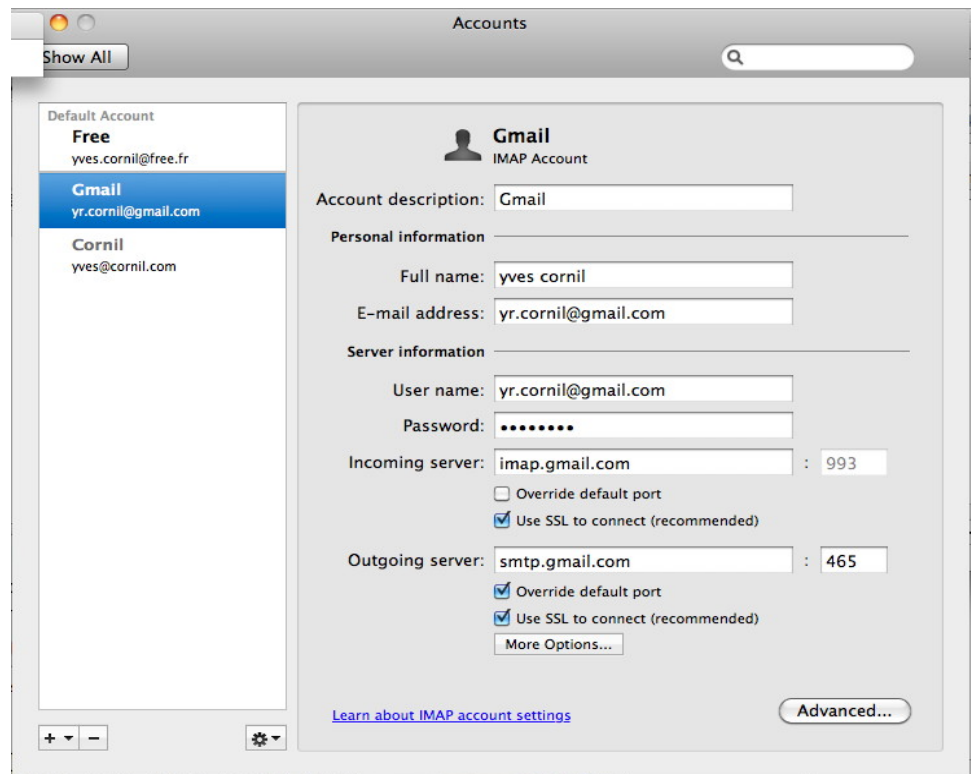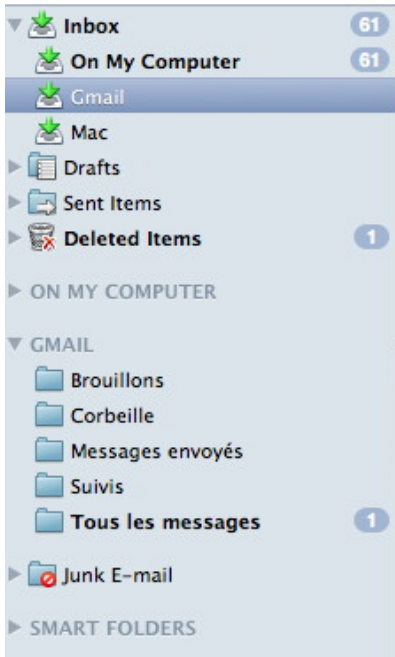
Outlook 2011 was creating an incoming mail-box in the Inbox folder, plus a GMAIL folder with different folders (drafts, junk, etc.).

NB: The folders names are depending of the language used by the Gmail subscriber; here, he is a French citizen.

Sending a message from the Gmail account under Outlook 2011.
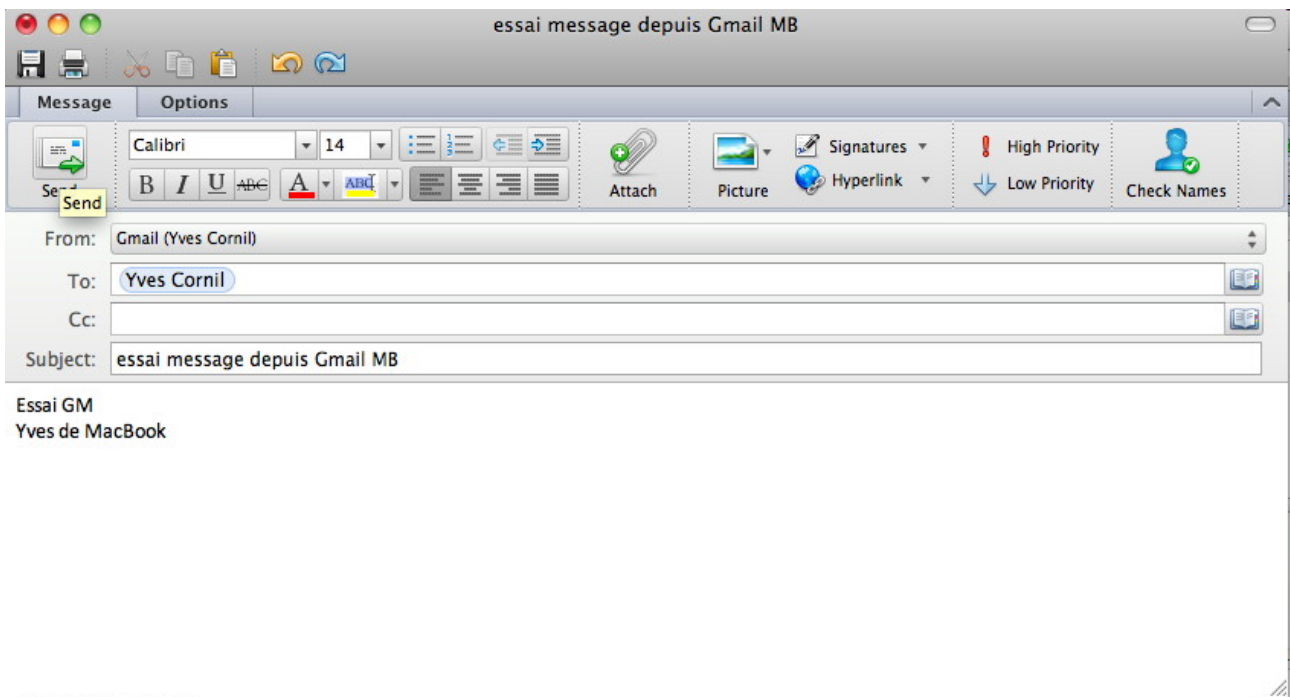
To send a message from your Gmail account, select the Gmail account (here Gmail (yves cornil)).

Enter the recipient address, message subject, the message and click on the send button.

Receiving and sending messages.

Reading the messages.
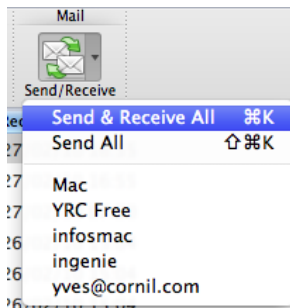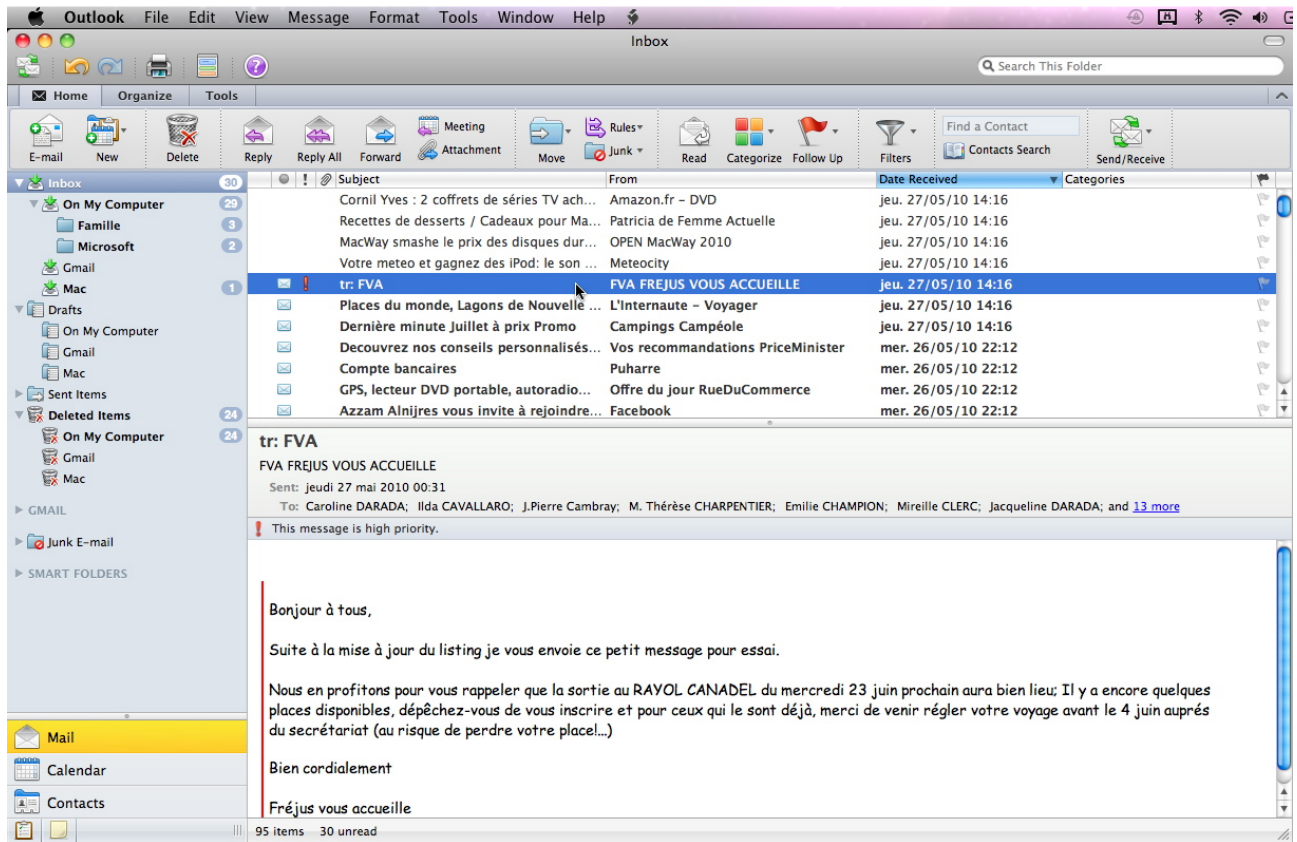
For retrieving your messages :
Click on the **send/receive** button in the ribbon. If you have several addresses you can select an account to collect the corresponding messages, or click on **Send all**.

The **unread messages** are in bold characters.

Message with attached documents.

The message contains 5 attached files (here 5 photos sent by iPhoto).
The messages with attached pieces are mentioned by a paper clip.
You can display or save an attached file.
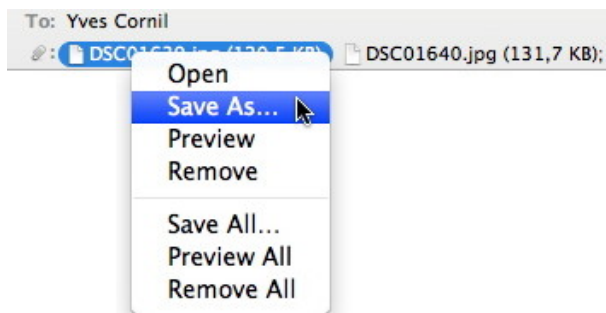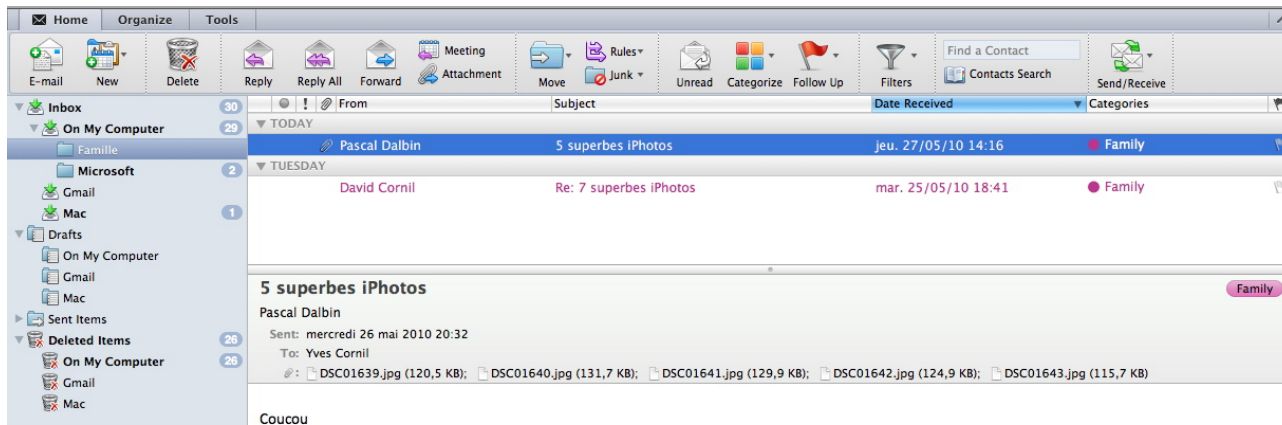
To save an attached file, select the file and click on **save as**.
You can save all the attached files, click on **Save all**.

Replying to messages
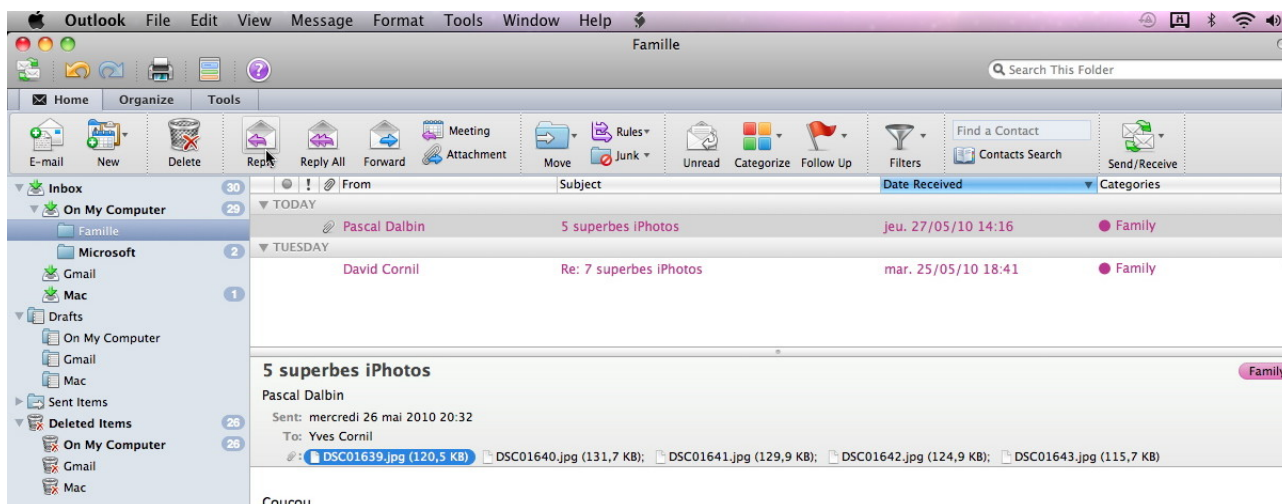
To reply to a message, select the message and click the **reply** button in the ribbon.
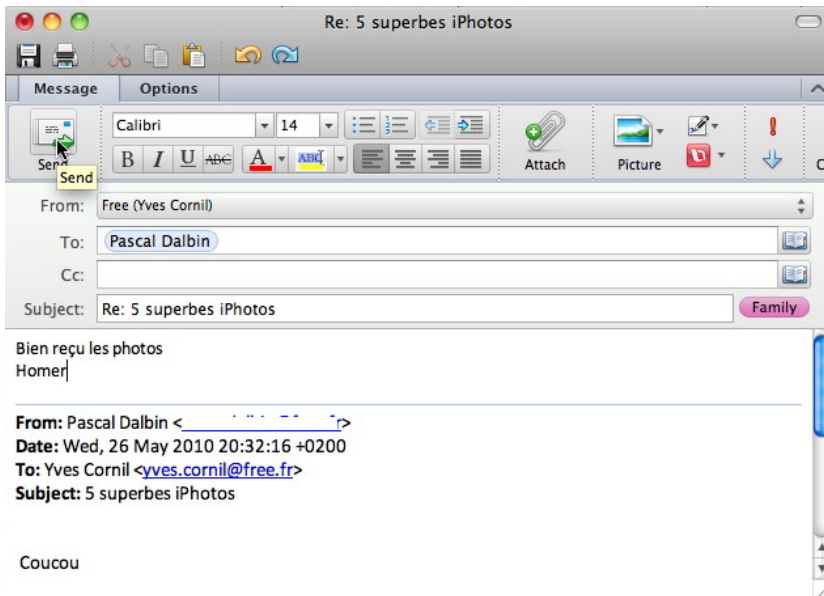
Outlook 2011 creates a new outgoing email message, pre-addressed to the sender's return address.
The recipient was filling; it is the sender's message.
If necessary you can enter one or more addresses in the CC area.
The object contains the initial object preceded by **Re**.
Type your response.
Usually the initial text of the message is included (refer to the preferences, general settings).
After sent, the message is stored in a folder named **sent items**.
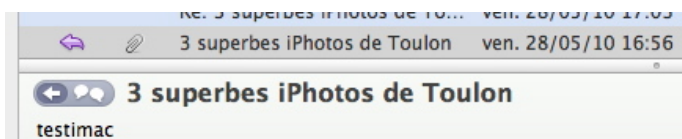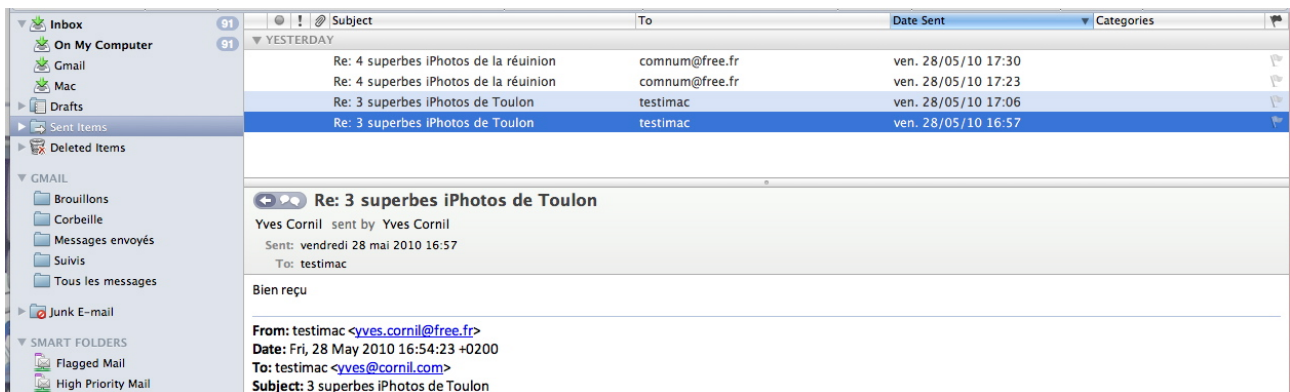
An arrow will be added before the message to marked the message as read.
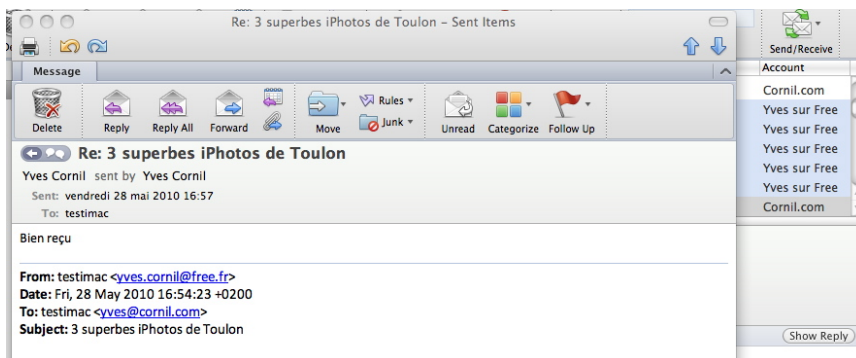
To retrieve the response message, click on the **show reply** button.

Writing a message

To write a new message, click on the E-mail button in the ribbon.
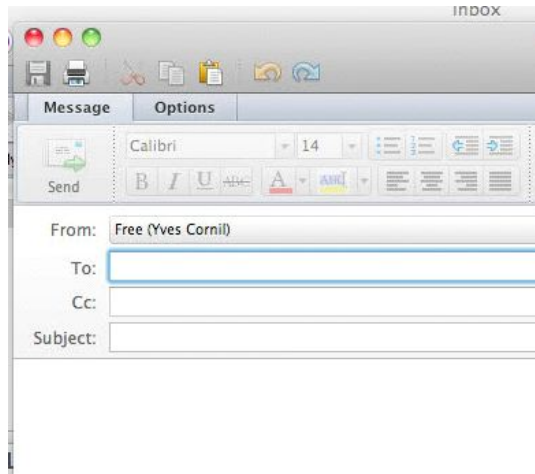
In the **to** area, type the recipient address.
You can send a copy, then type the recipient address in the **CC** area (Carbon Copy).
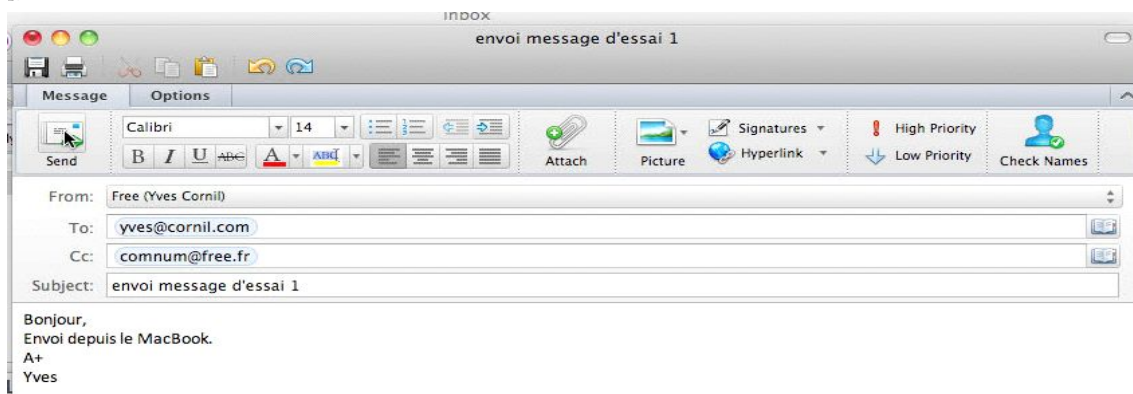
Write your message and click on the send button.

Sending a message with an attachment.

You can attach a file (Word document, Excel, image, etc.) to your message. Type the address (or the addresses) of your recipient and, if necessary the copies addresses, the message object and the message text and click on the attach button.
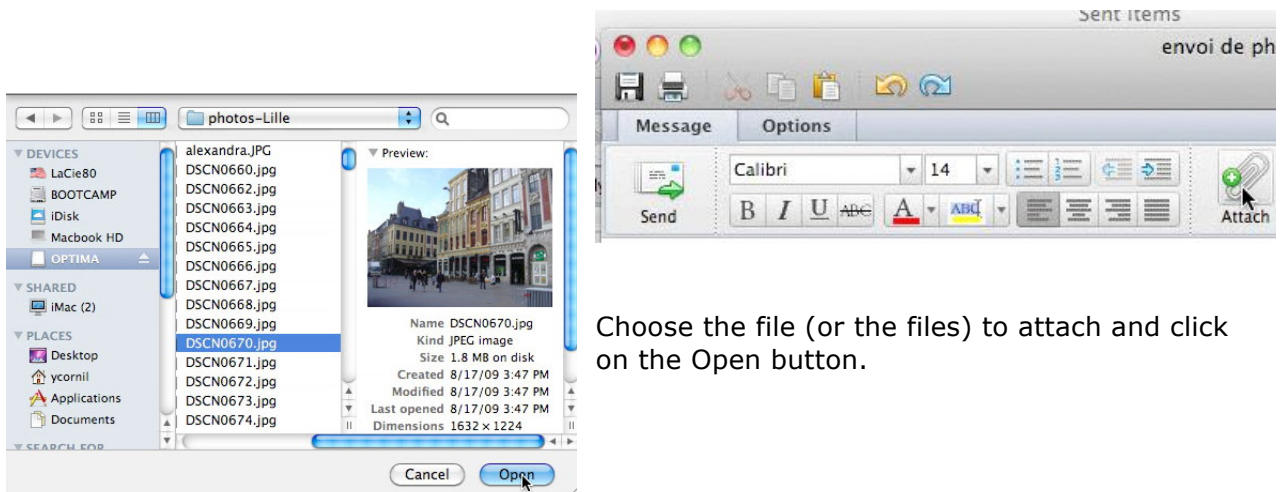
Choose the file (or the files) to attach and click on the Open button.
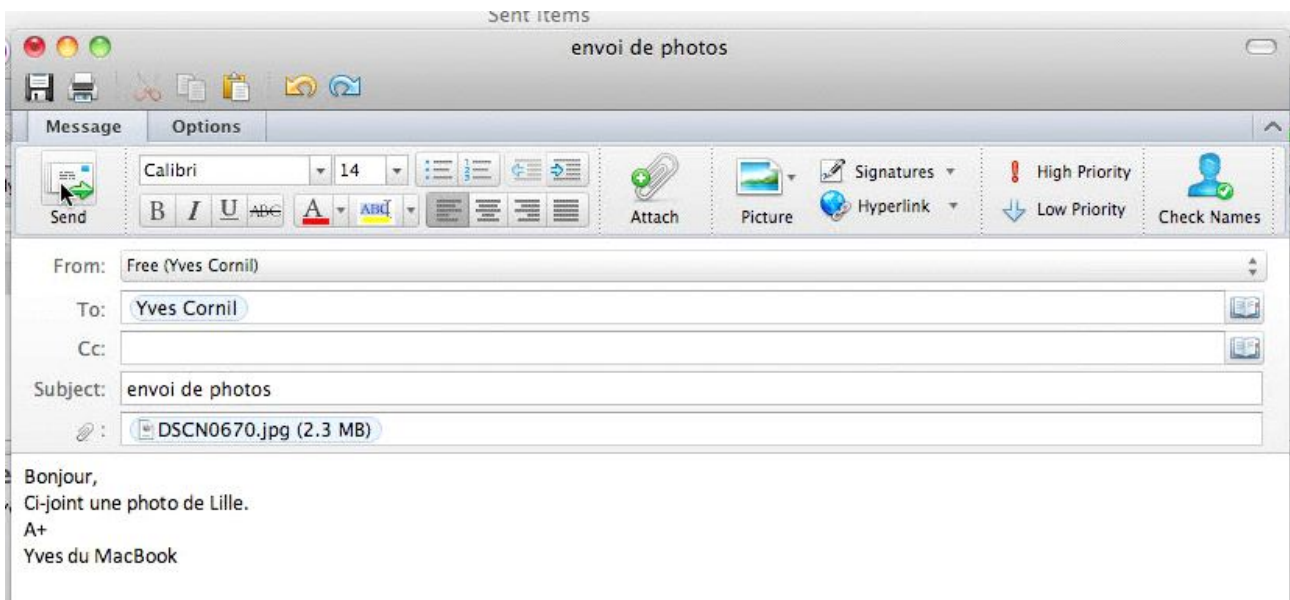
The DSCN0670.jpg file is attached to the message. Click on the send button.

Previewing the attached files.

You can preview the received photos ; select one or more photos, a right click, preview all.
One photo is displayed.
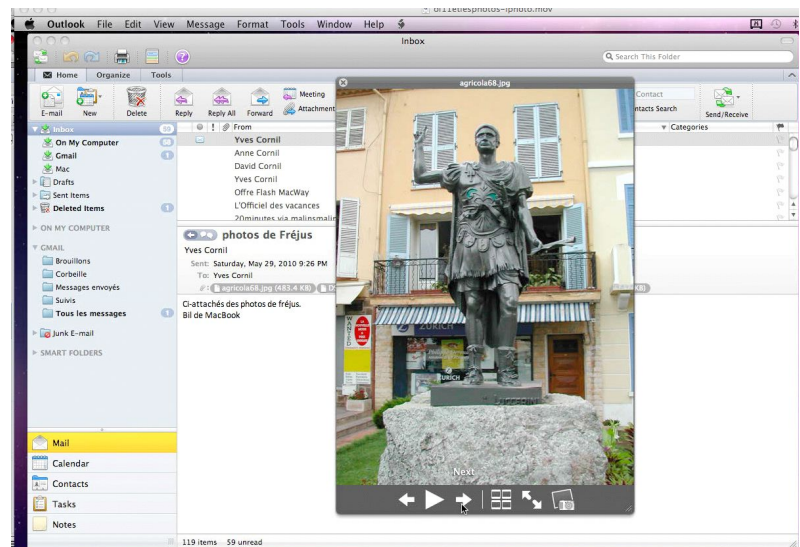
Click on the arrow to obtain the next photo.
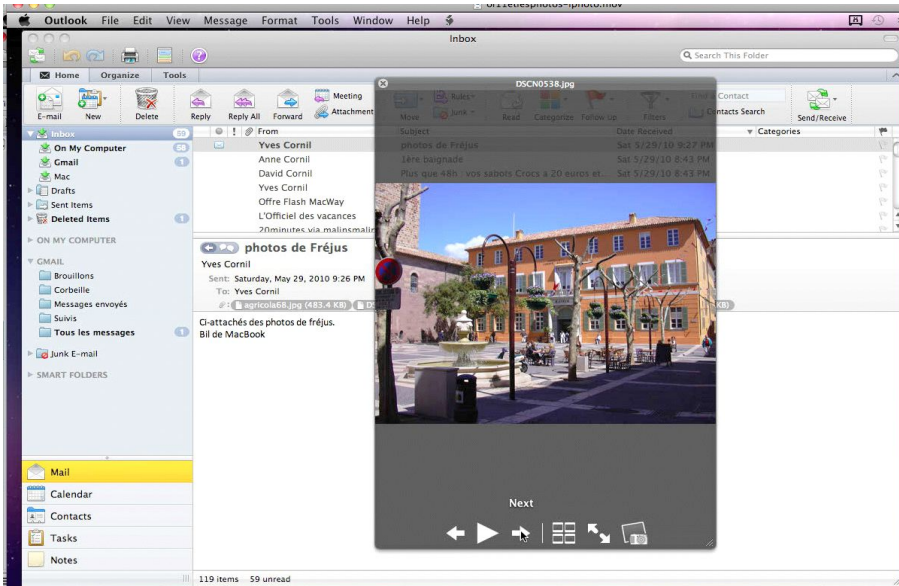
Click on the index sheet button.
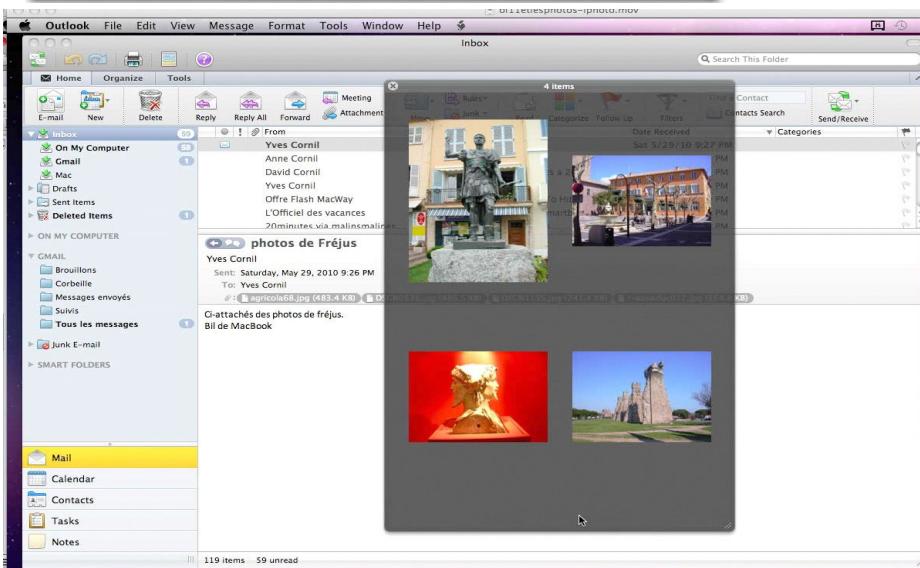
Outlook 2011 and iPhoto.

You can add a received photo to iPhoto; click on the **add to iPhoto** button.
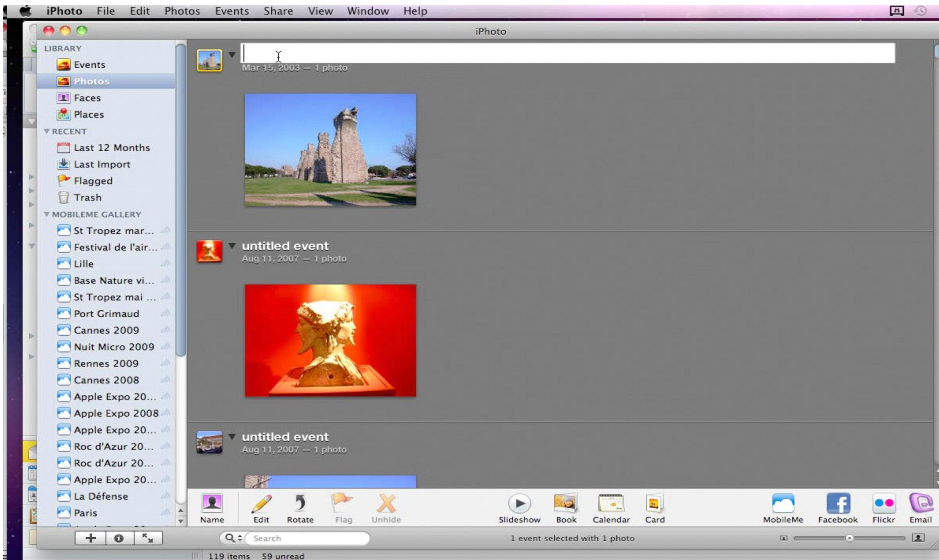
Insert a photo from iPhoto.
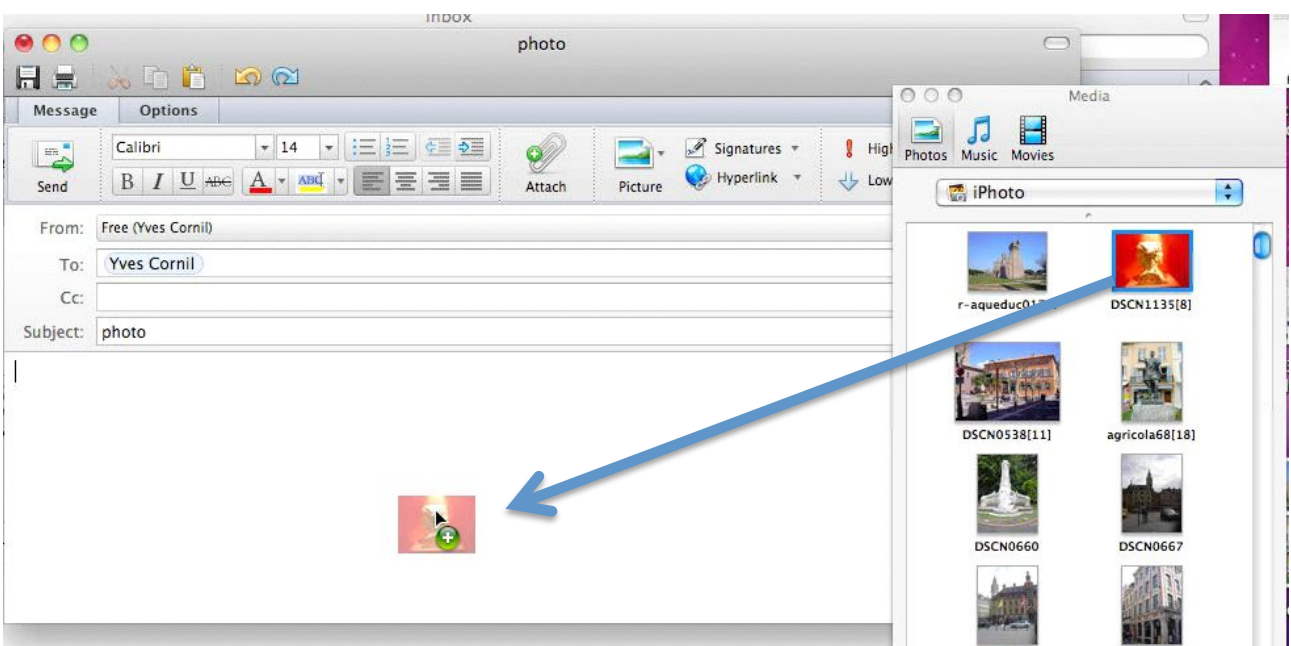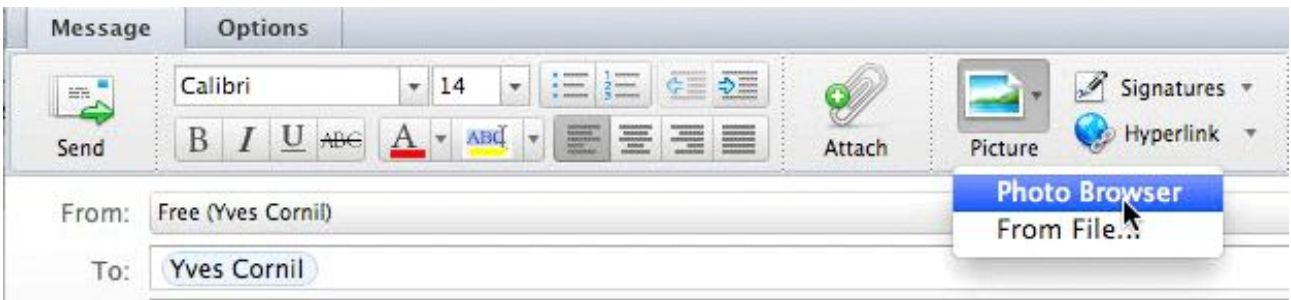
Outlook remembers.
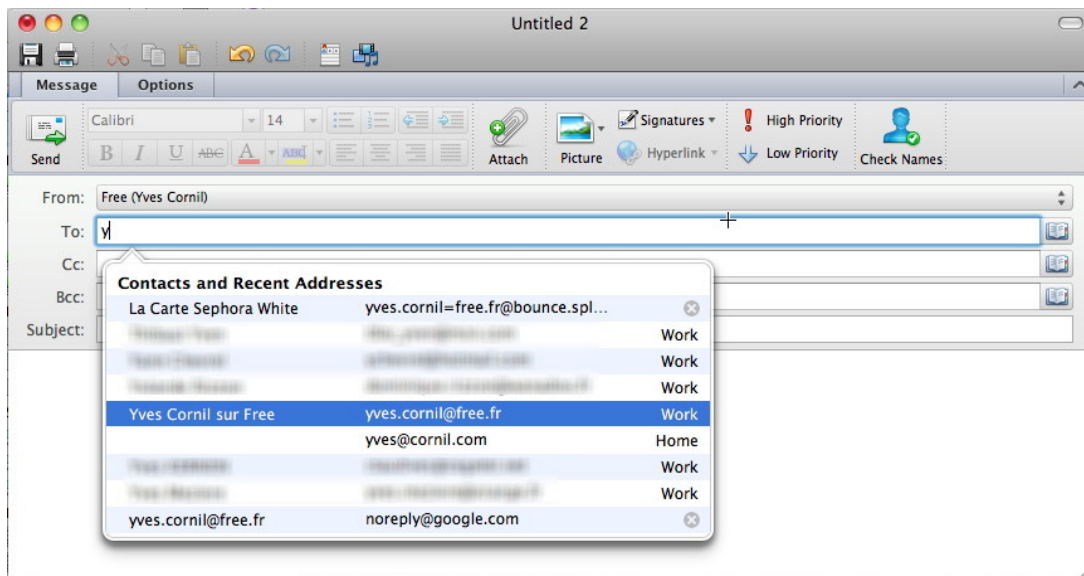
When you are entering an address, Outlook suggests several addresses using the first letters, from the address book or from addresses previously used.

The account name (from) is Free (Yves Cornil).
The recipient (to) is
yves.cornil@free.fr
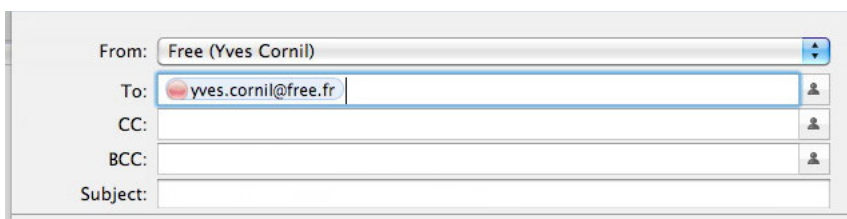
Using the address book.
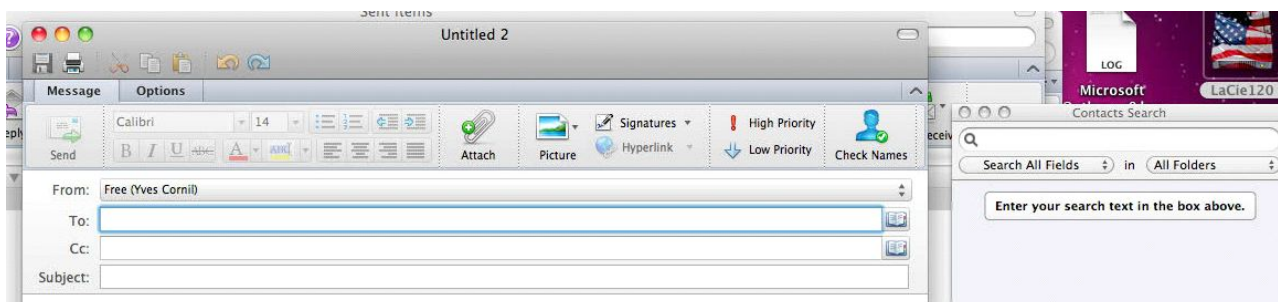
Refer to the Address book chapter.

Download the pictures.
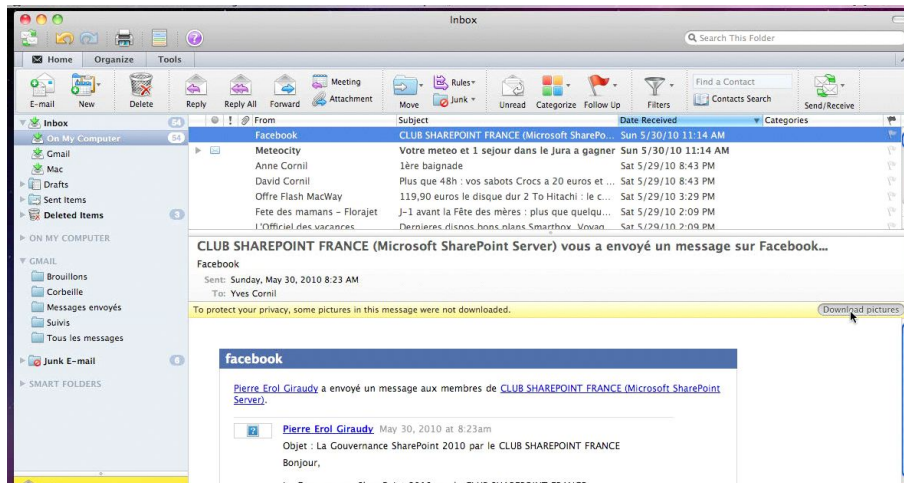
To protect your privacy, some pictures were not downloaded in this message.
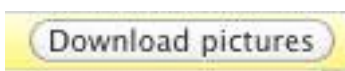
To download the pictures, click on the **download pictures button**
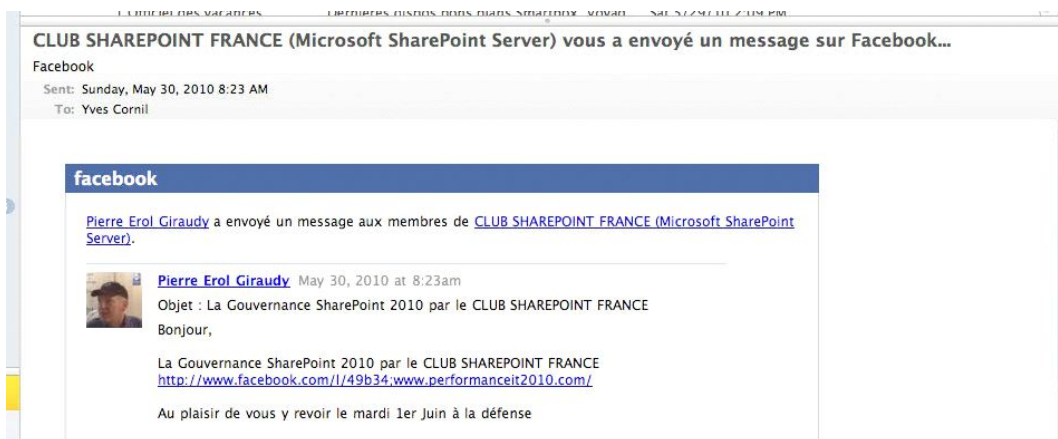
Forwarding a message.
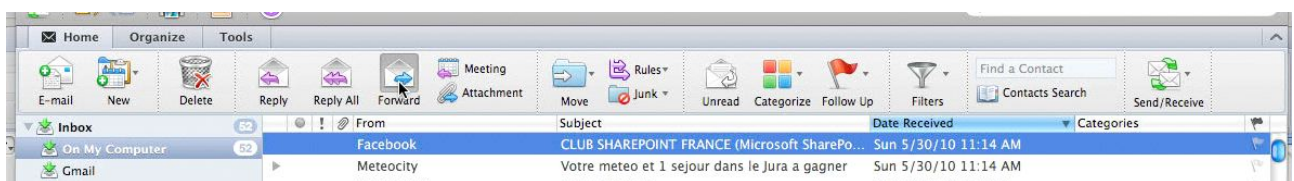
To send a received message to other persons, click on the **forward** button in the ribbon.
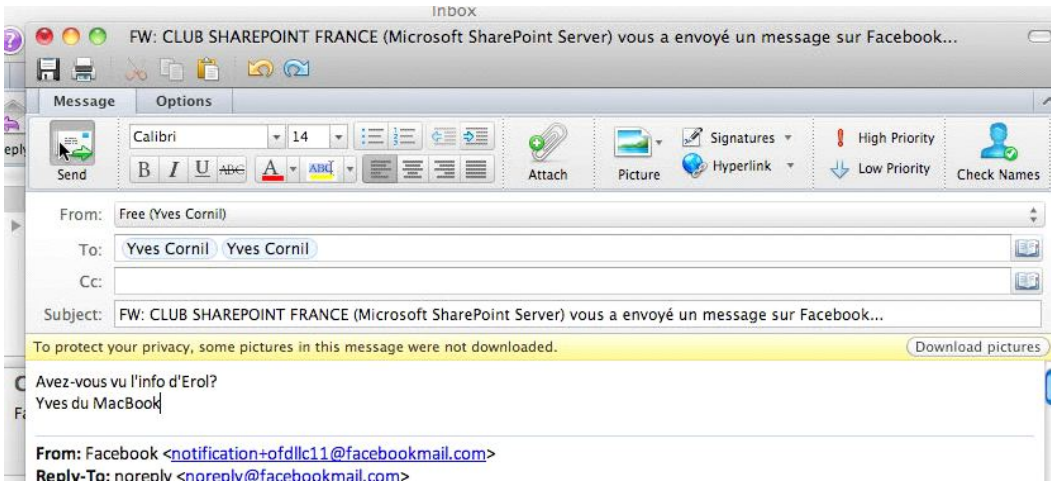
Write your message and click on the send button.

There is an arrow before the forwarded message; you can see the forwarded message when clicking on the show **forward button**.
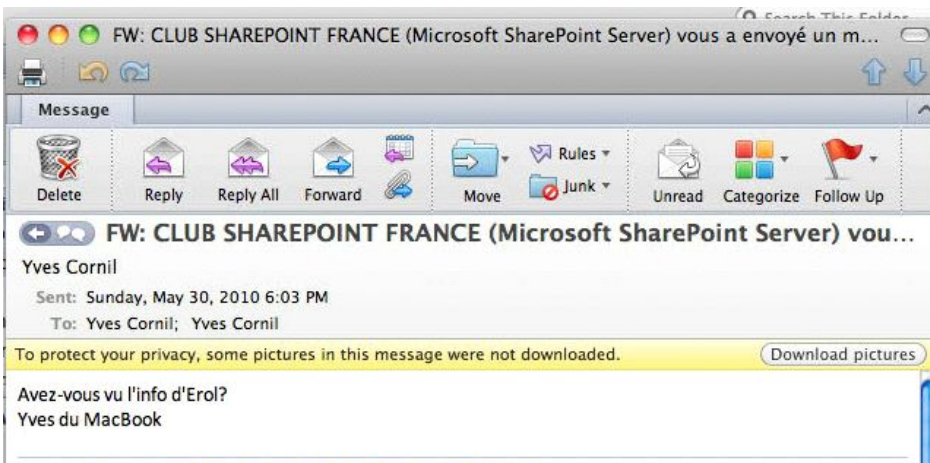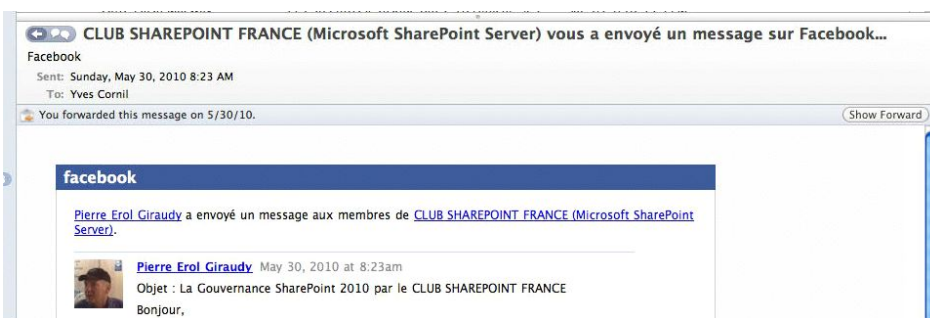
Replying all.
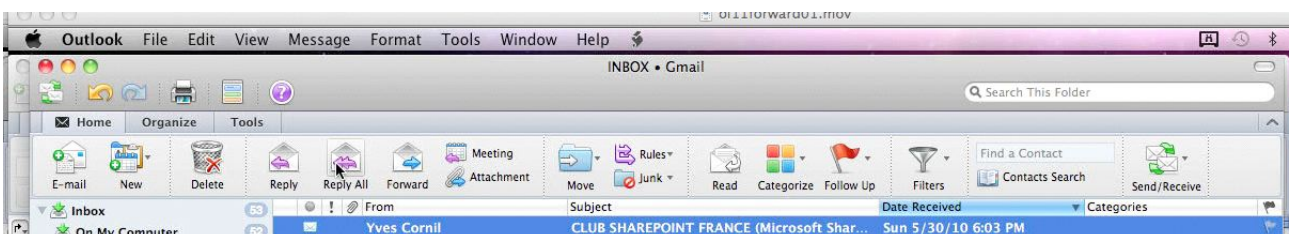
If you received a message with some recipient's copies, you can respond to the sender and the copies, when clicking on the **reply all** button.
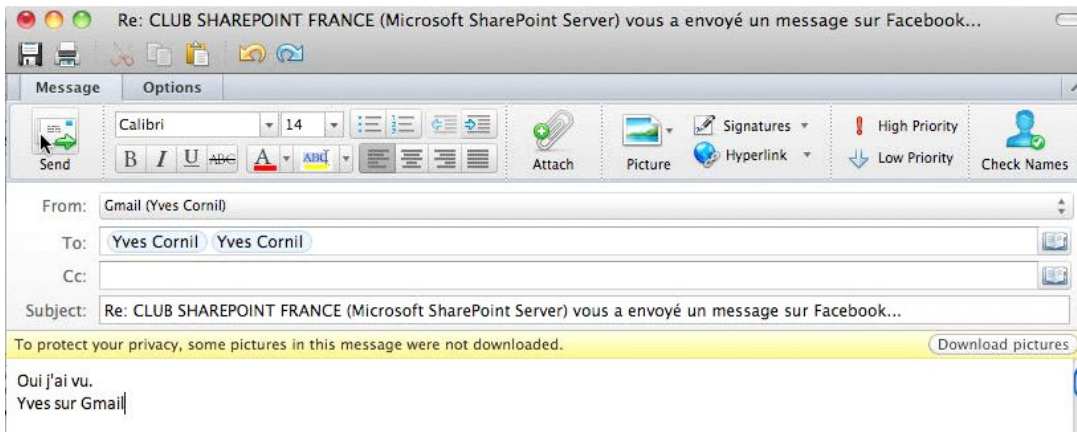
Write your message and click on the send button.

Following an Internet link.
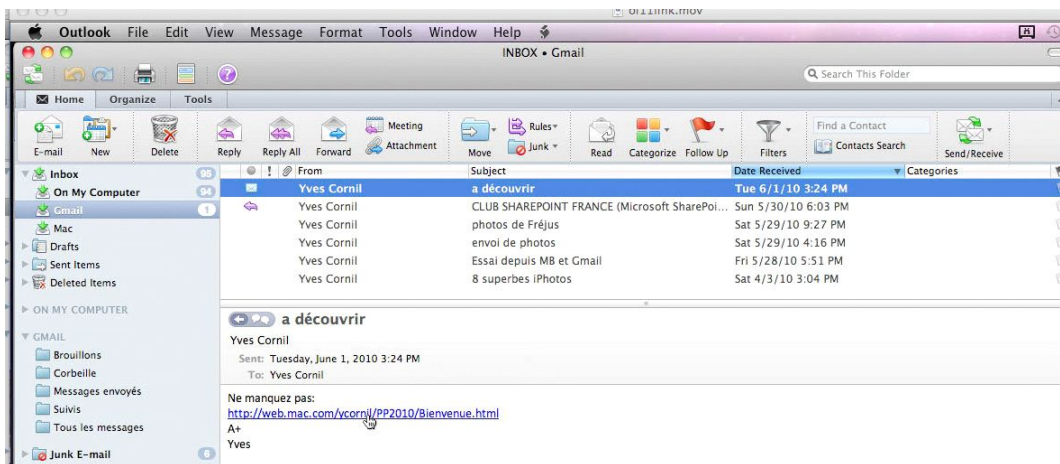
Sometimes your messages will contain Internet link.
Attention: for security reason, don't click directly on the link. Copy the link and paste it in your Internet browser.

On the right you can see the linked Internet site. *(This site is dedicated to Windows Live Devices).*

Following a conversation.

You can follow a conversation concerning a message. The messages with conversation are preceded by a little triangle. To develop the conversation, click on the triangle.

Return to sender.

If the address is unknown, the message will be returned to the sender.

Deleting one or more messages.
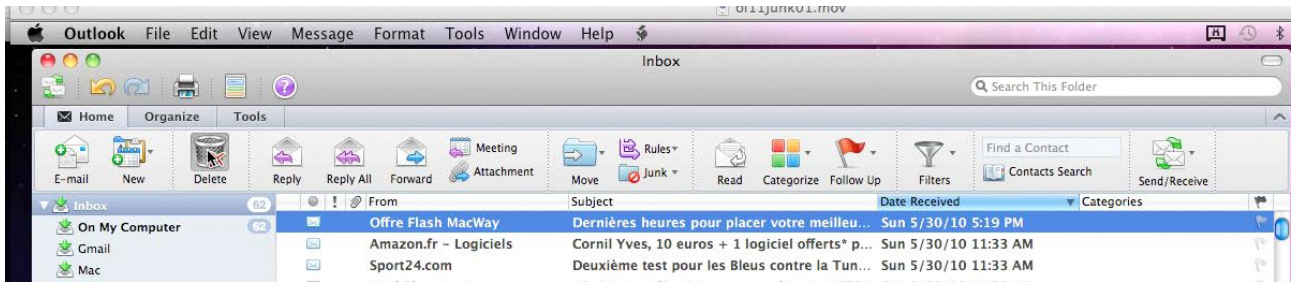
To delete one or several messages, select the message (or the messages), right click, delete message.
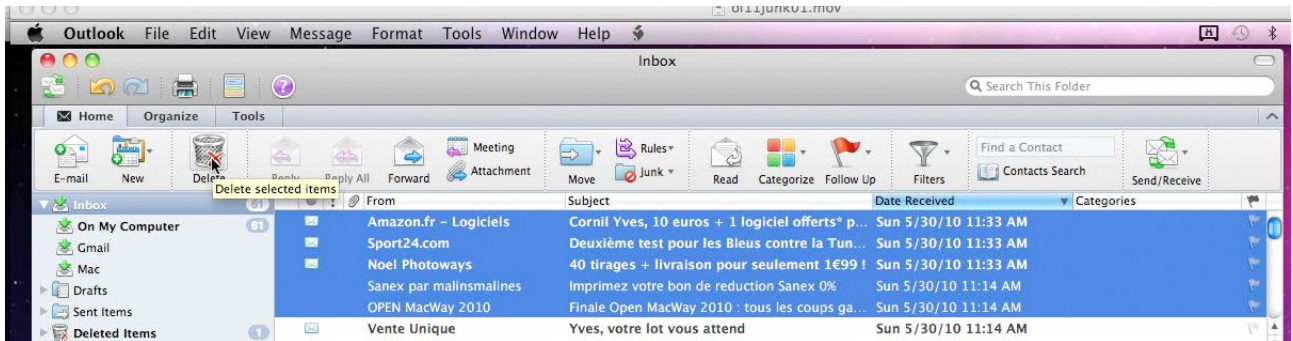
From time do time empty the deleted folder.
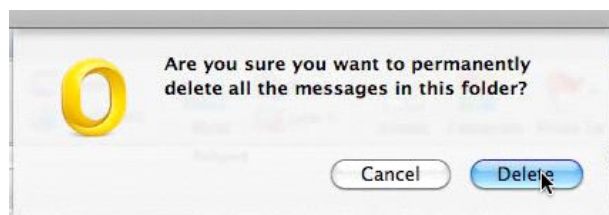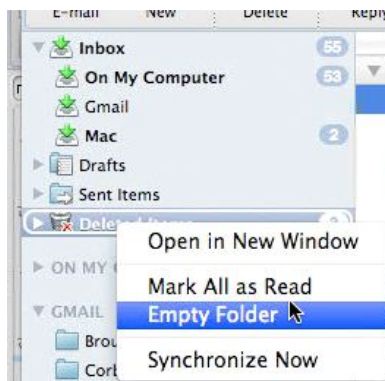
Click on the delete button to confirm.

Add a signature to your messages.

When you write a message, you finish, generally, by a complimentary close.
Outlook 2011 gives you the possibility of recording one or more complimentary closes, which can be supplemented of your postal address, of a telephone number, etc.
You will be able to also incorporate a logo or your photograph, by a copy and paste.
It is also possible to link a signature to a mail account.
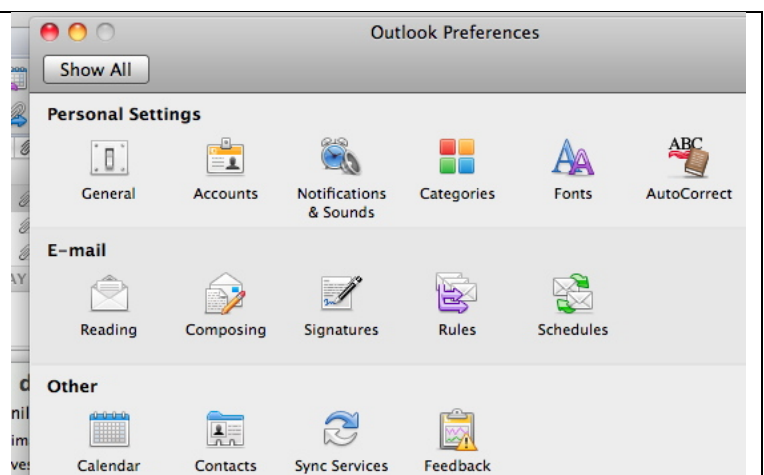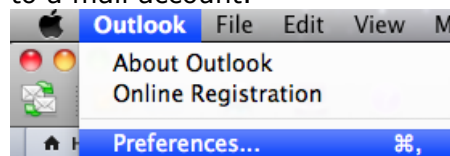
To create a signature, go to the preferences menu, **signatures**.

Click then on the **+** button to add a signature.

Here the box where you will enter your data.
Give a name and enter your text.

The recording of the signature is done automatically when you close the window signature.
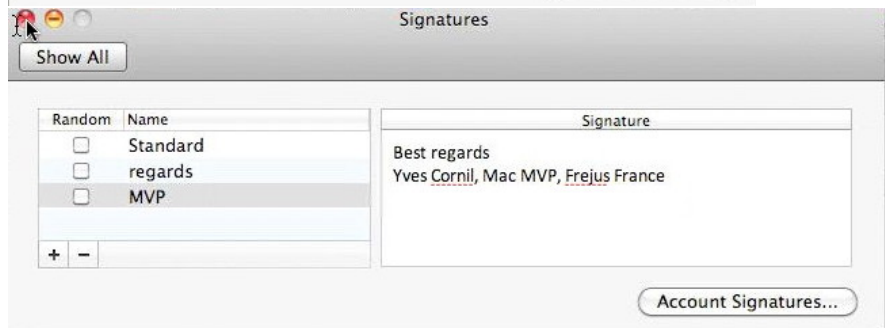
To add a signature, click on the signature button and choose the good one.

Deleting a signature.
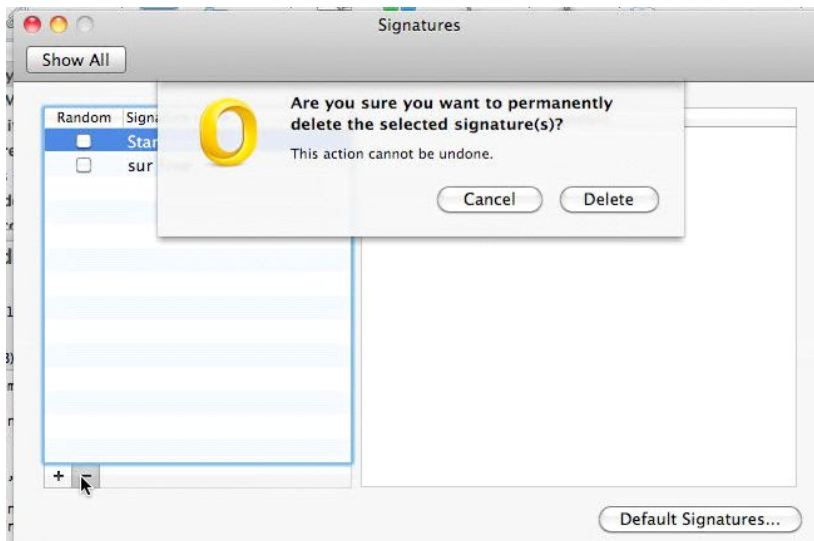
To delete a signature, select the signature and click on the **minus sign** (-).

Adding a picture.
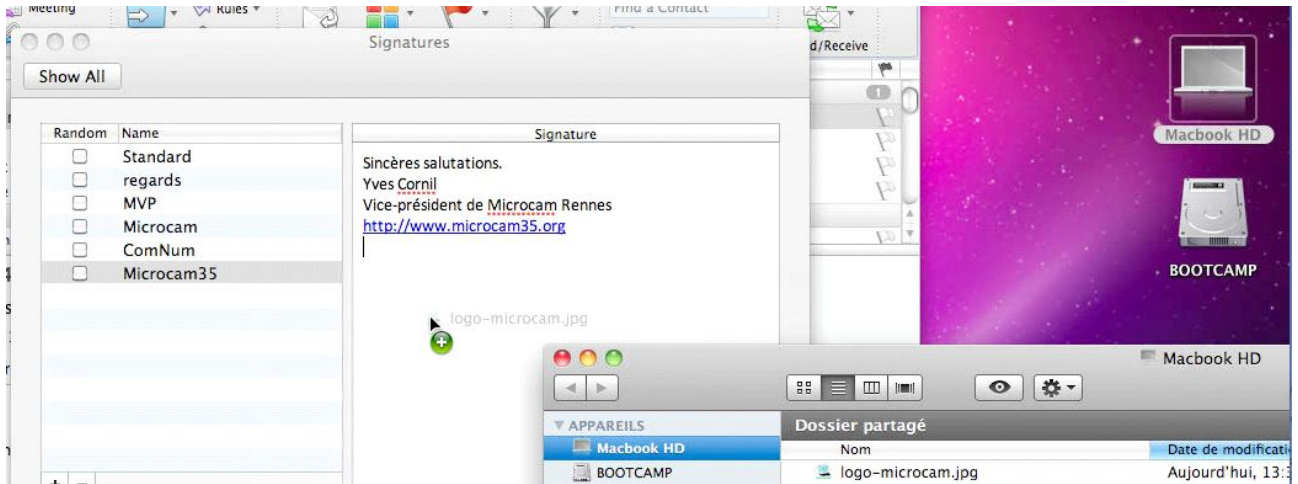
To add a picture, drag and drop the picture file to the end of the text.
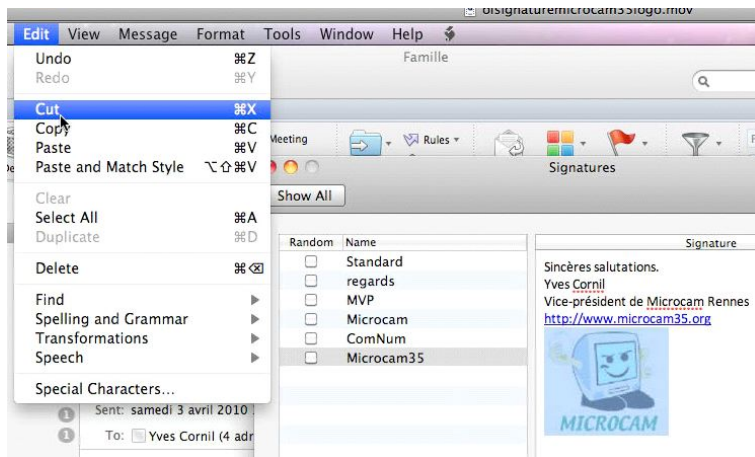
Close the window, the signature will be saved.

Adding a signature at a message.
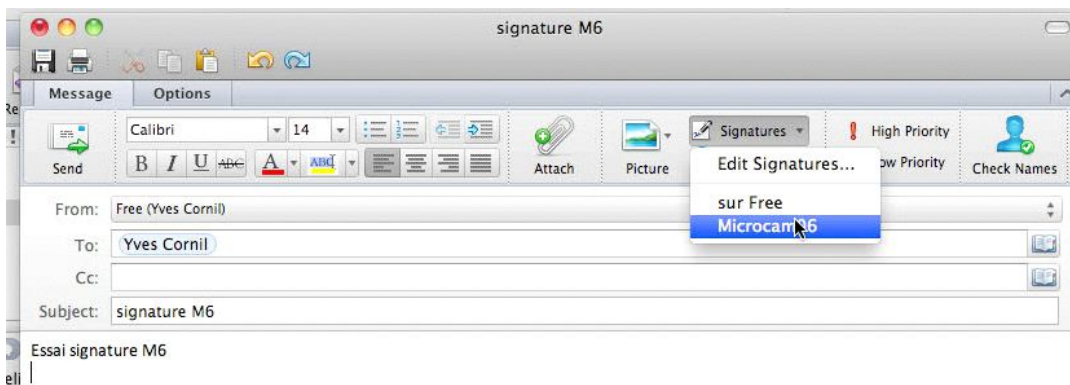
To add a signature, click on the signature tool and choose the signature in the list.
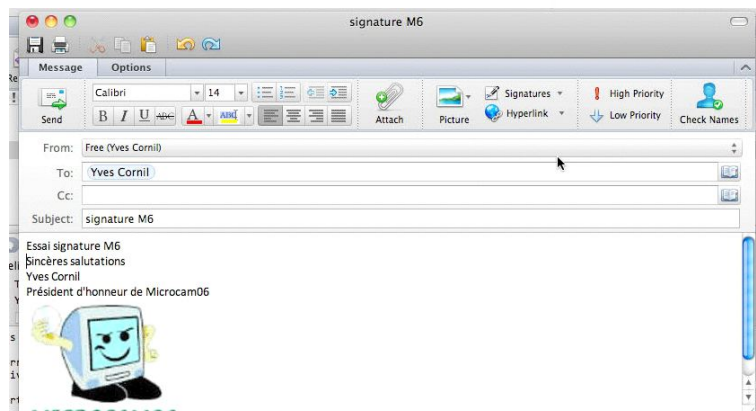
Modifier une signature. Modifying a signature.

To modify a signature, select the signature,
enter your text or the picture and close the
window.
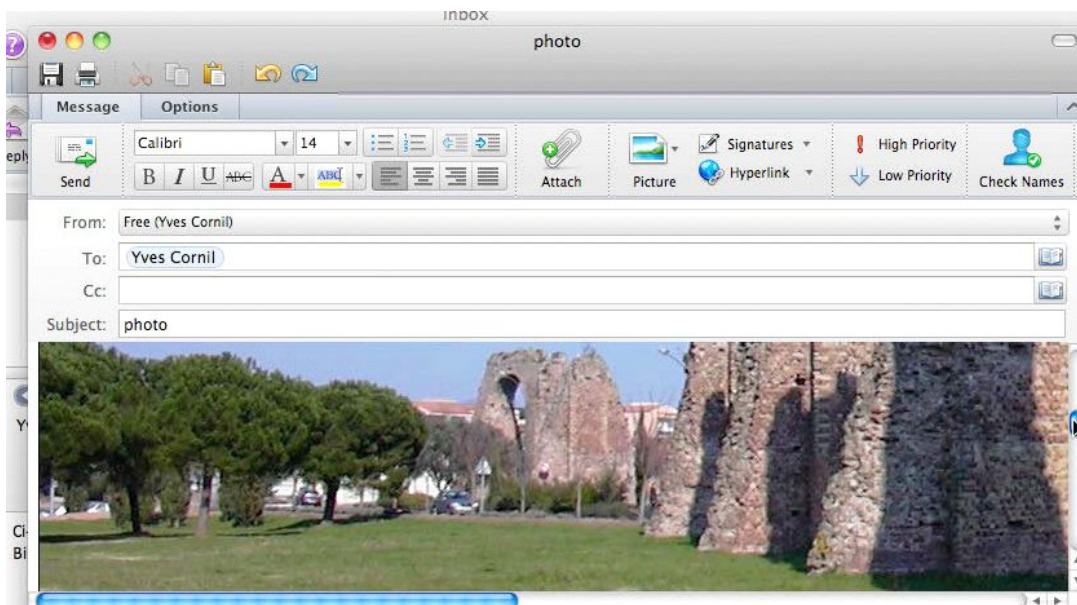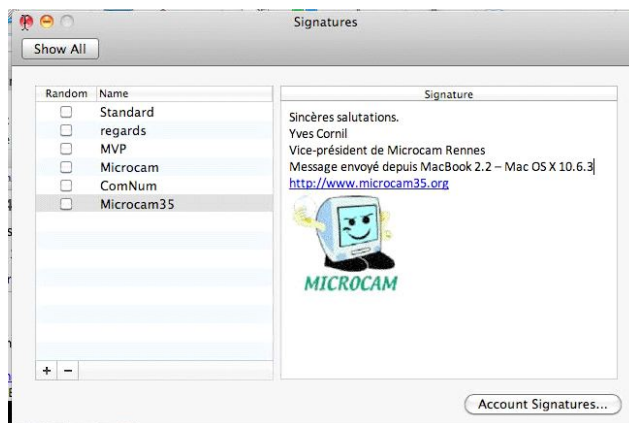
You can insert a photo from iPhoto to your message. Click on the picture photos browser ; se-
lect the photo and drag and drop to your message body.

The junk messages.

You will receive spam messages.
To protect your mail, go to the tools menu,
Junk E-mail protection.
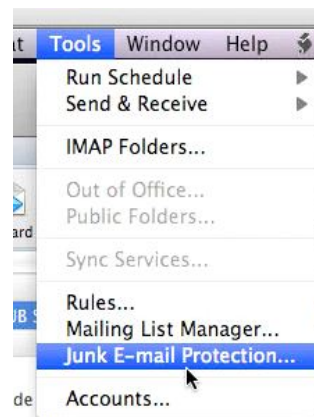
Outlook 2011 has a mechanism to
filter the junk messages that you
can settle.
You can implement your own
treatment to filter the messages by
writing some **rules**.
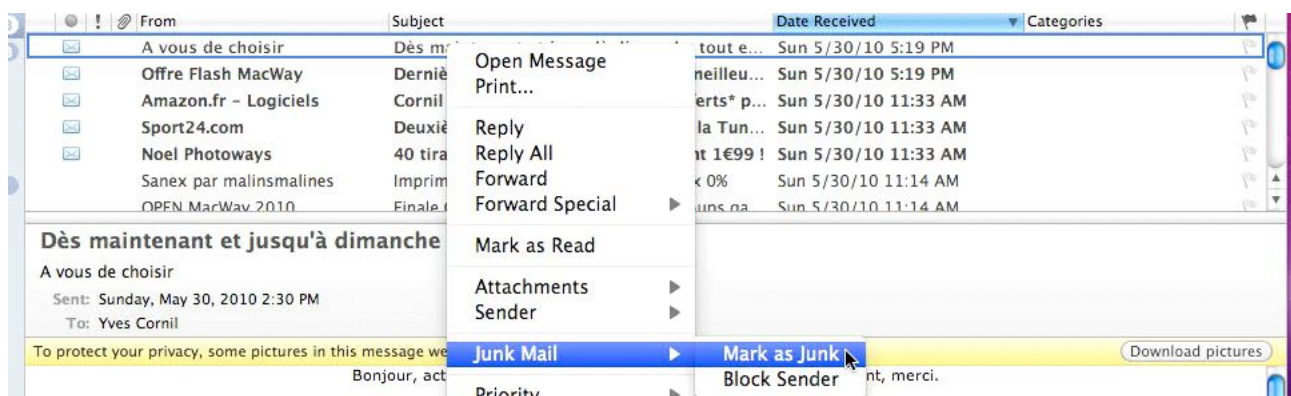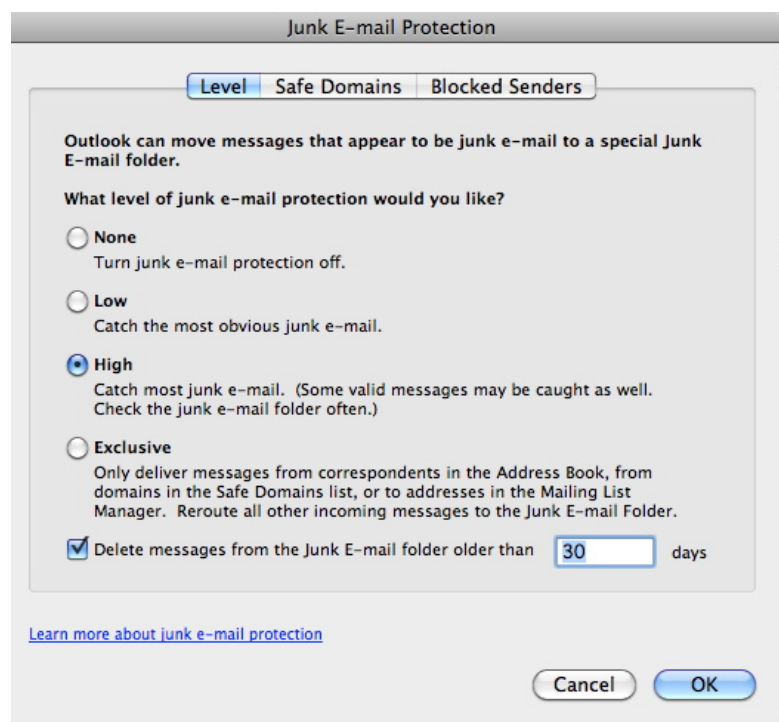
To put a message in junk status, select the message, a right click, Junk Mail, Mark as
junk.

You can also click on the junk button in the ribbon.

From time to time check the junk folder.
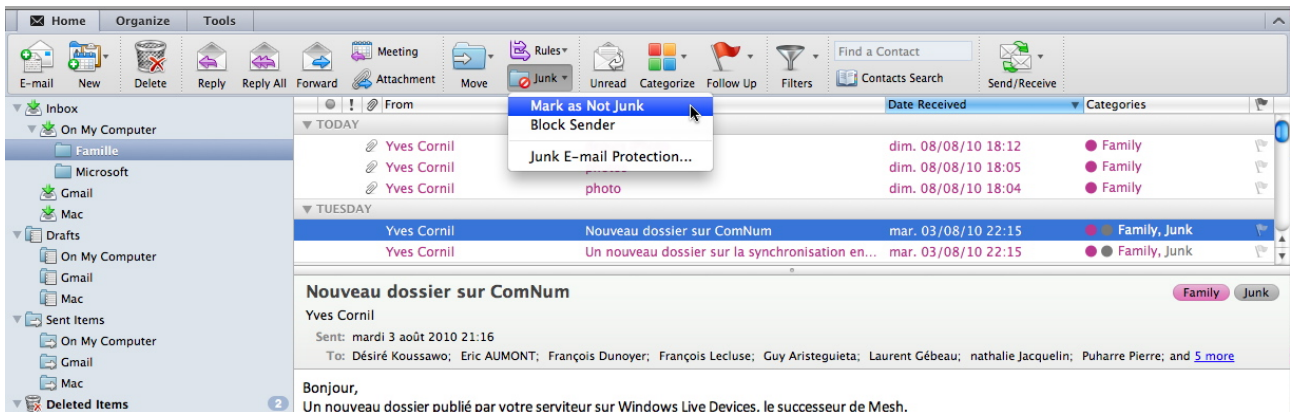
To legitimate a funk message, select the message and click on the Junk button and **Mark as not Junk.**

From time to time, empty the junk folder.
The messages will be moved in the deleted item folder.

Managing the E-mails.

Until now we received the messages in the inbox, with the Junk filter. We will now organize our mail by creating folders and some rules.

Creating a local folder.
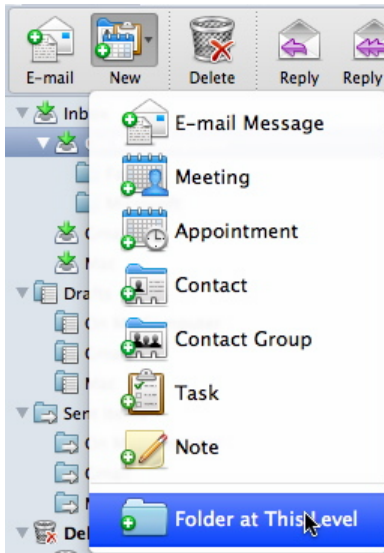
To organize your various mails, create folders.
To create a folder, click on the new button in the ribbon, **folder**.
The new folder name is Famille (Family).
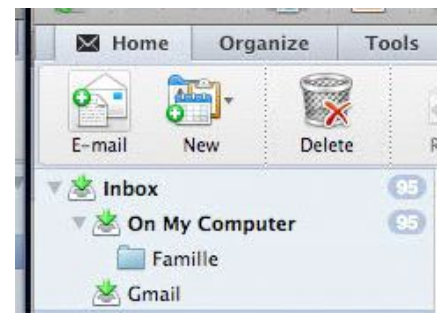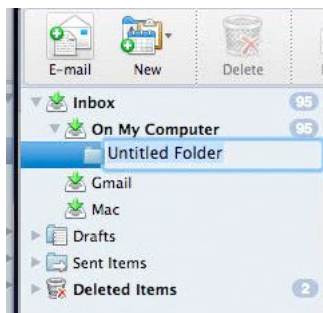
Creating rules.
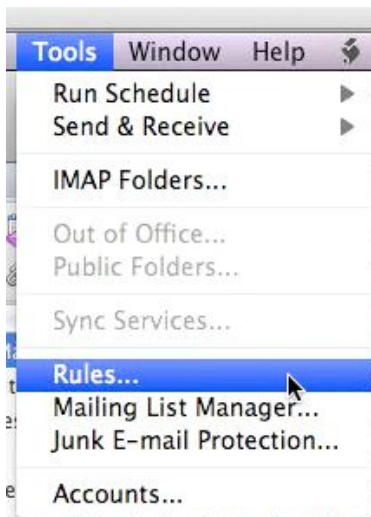
To create a rule go to the Tools menu and choose **Rules**; in the rule dialog box choose an account type (here POP) and click on the new button (**+**).
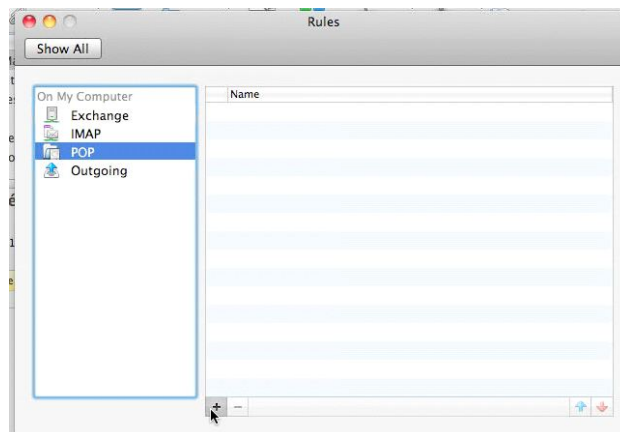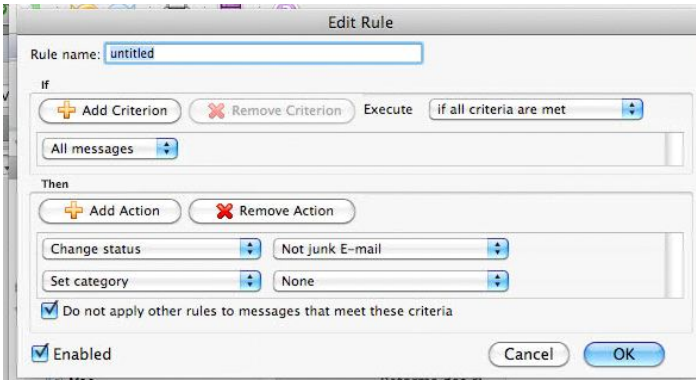
A rule contains:
- A rule name.
- A criterion part (**if**); the criteria can be multiple.
- An action part (**then**); the actions can be multiple.
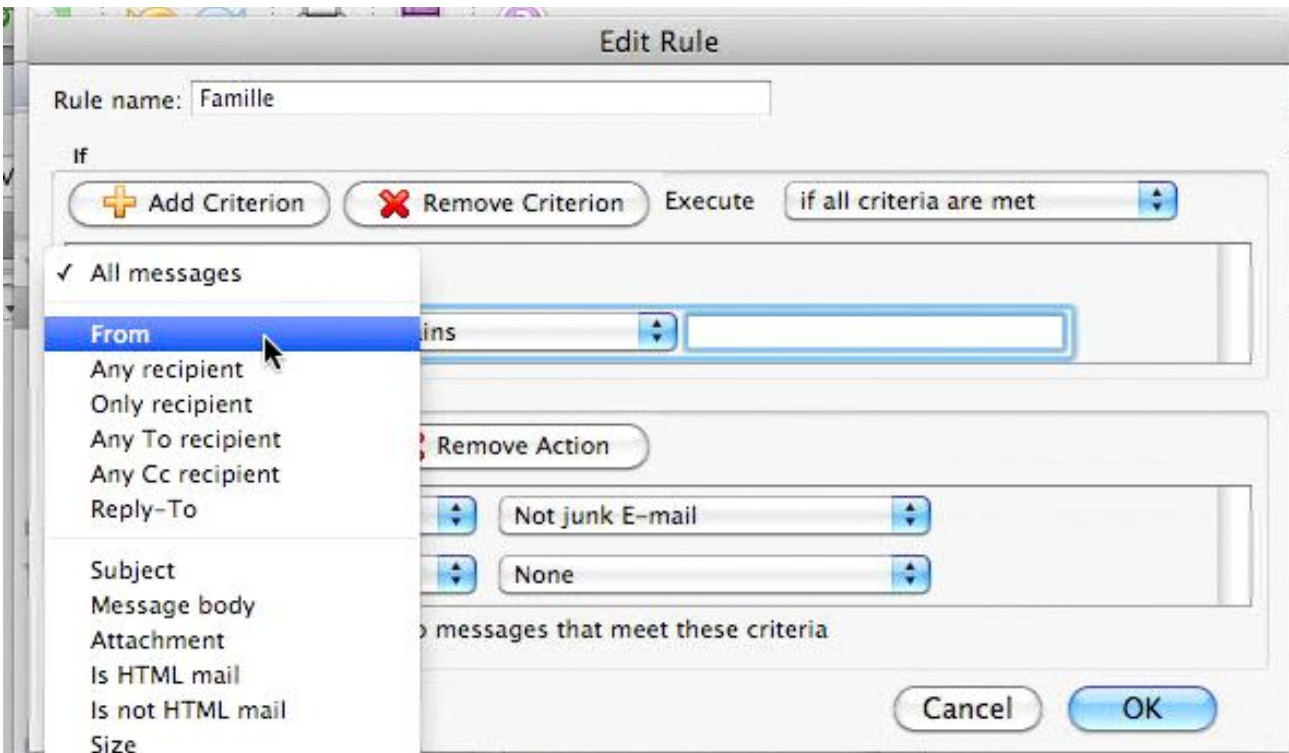
Here the rule name is Famille (Family). Choose a condition (**if**). The criteria choice list is long, see below.

The different criteria in Outlook 2011.
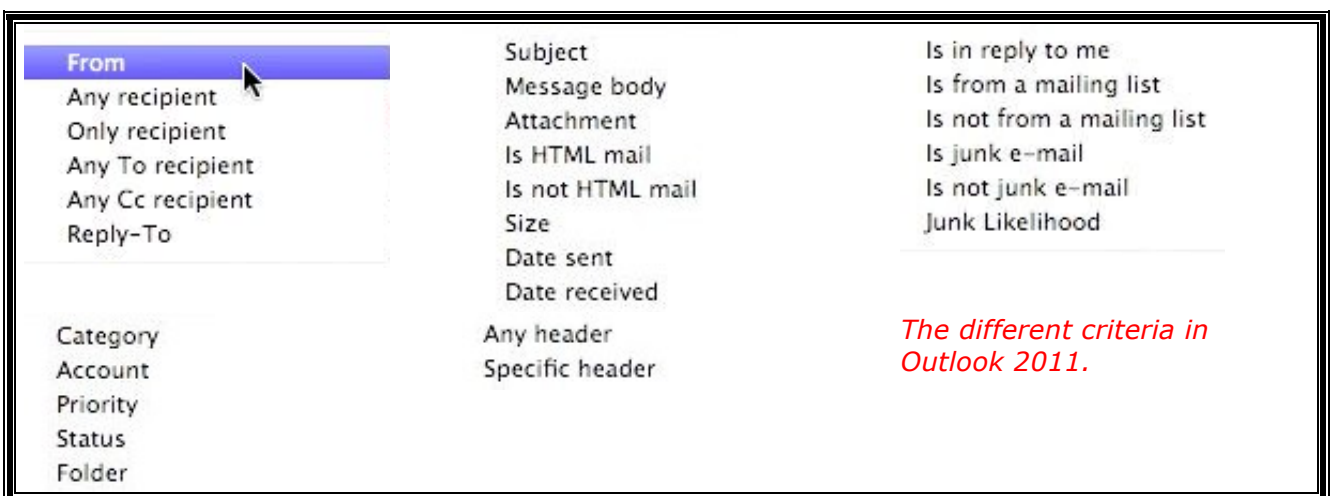
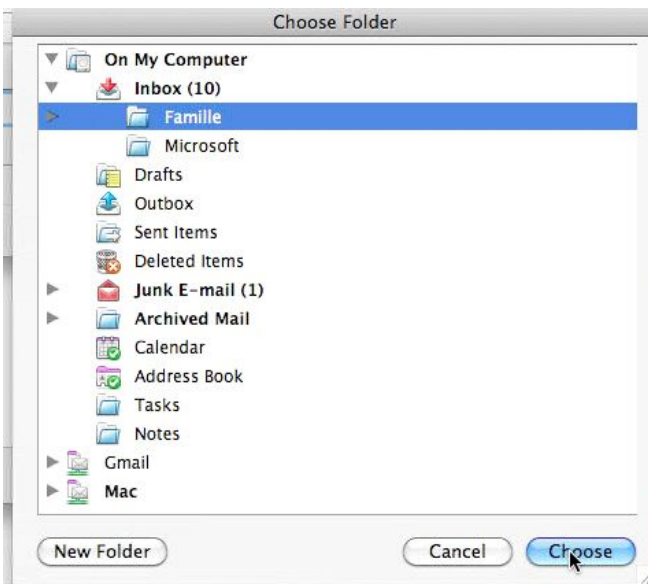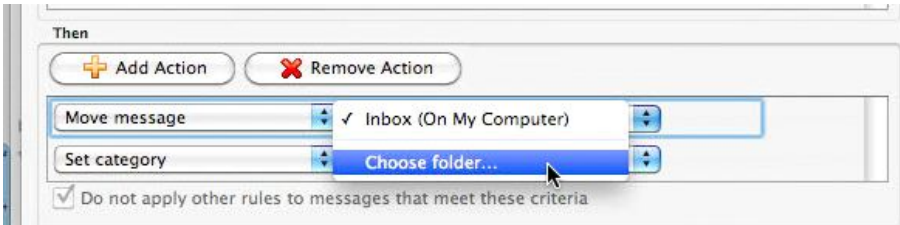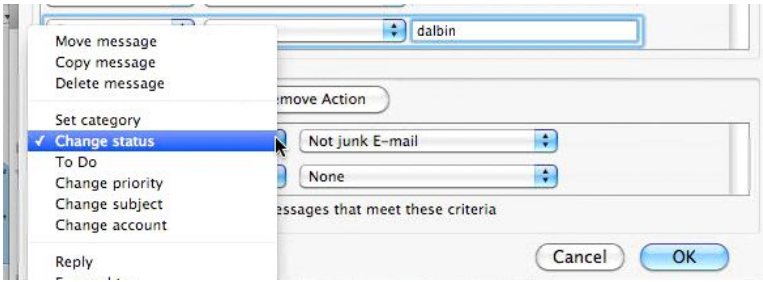*Now I am choosing the **if criteria**; I need 2 criteria for tests, I click on **the add criterion** button.*
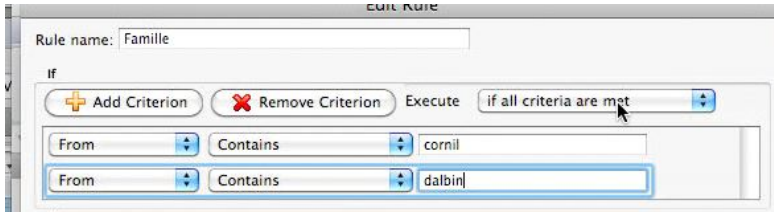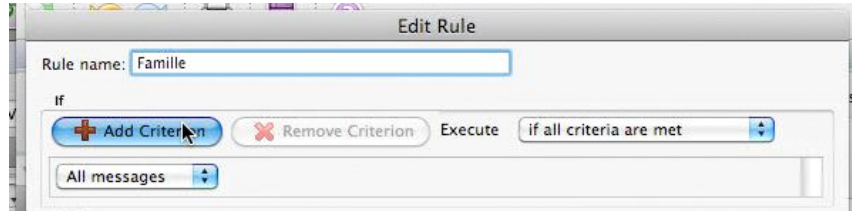
I am choosing the conditions. If the **from** area contains cornil or dalbin.
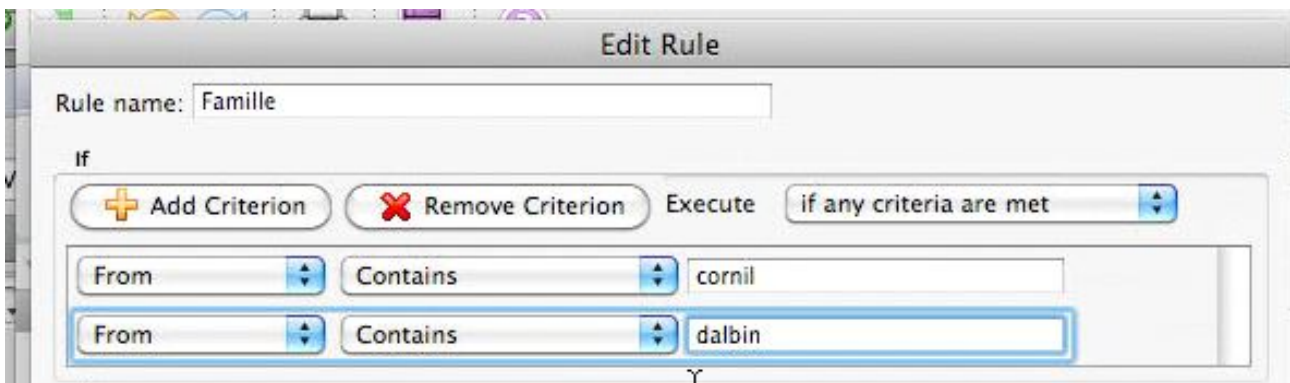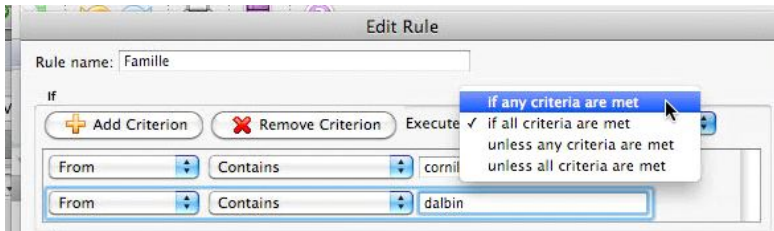
Then.
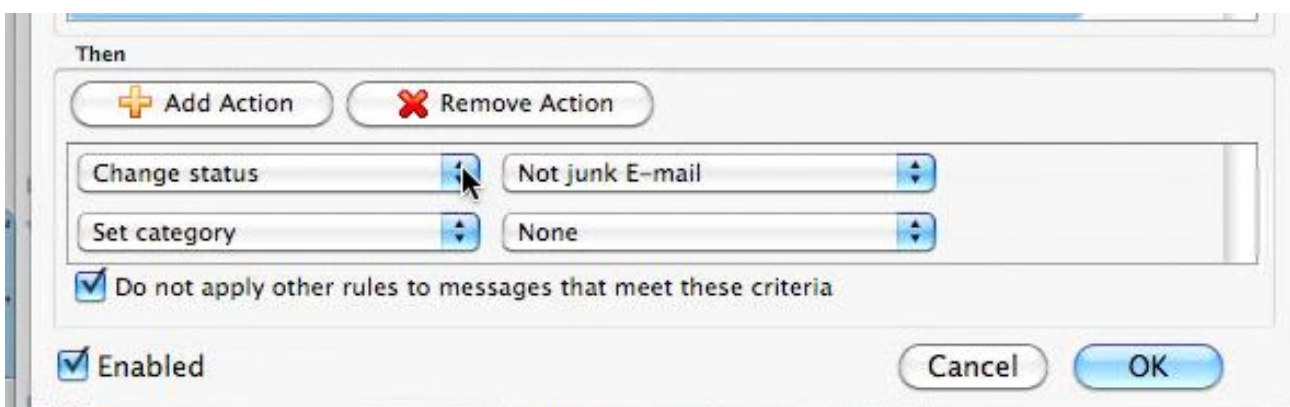
Now I am choosing an action to do. I want to move the message to a folder named Famille.

*I am now removing the **set cat-egory** action.* To suppress an action, select the action and click on the **remove action** button.
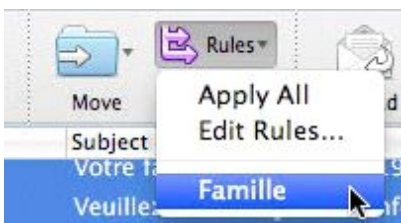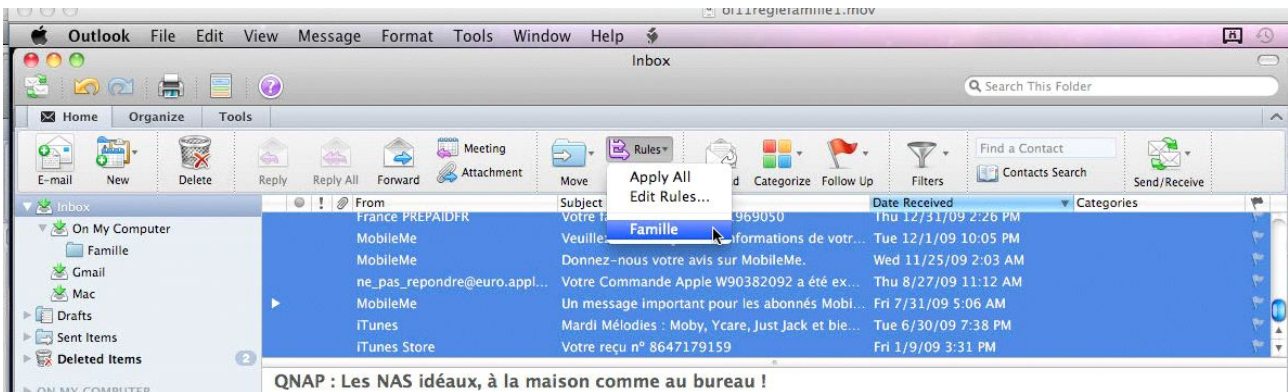

Click on the OK button.

The Famille rule is:

If from area contains
cornil or dalbin,
then move
the message
into the
Famille folder
on My Computer.

Rule name: Famille	

If

| ➕ Add Criterion | ❌ Remove Criterion | Execute | if any criteria are met ⬍ |

| From ⬍ | Contains ⬍ | cornil |
| From ⬍ | Contains ⬍ | dalbin |

Then

| ➕ Add Action | ❌ Remove Action |

| Move message ⬍ | Famille (On My Computer) ⬍ |

The actions.

✓ Move message	Reply	Do Not Notify
Copy message	Forward to	Play sound
Delete message	Redirect to	Animate icon
		Display dialog
	Save attachments	Display notification
	Remove attachments	
Set category	Add sender to address book	Change character set
Change status	Add sender to group	Burst
To Do	Remove sender from group	Run AppleScript
Change priority		
Change subject		
Change account		

Applying rules to the received messages.

It is possible to apply the rules to the received messages. Choose the folder (here the **Inbox**), select all the messages in the folder and click on the rule button in the ribbon. Choose the rule to apply, or apply all.
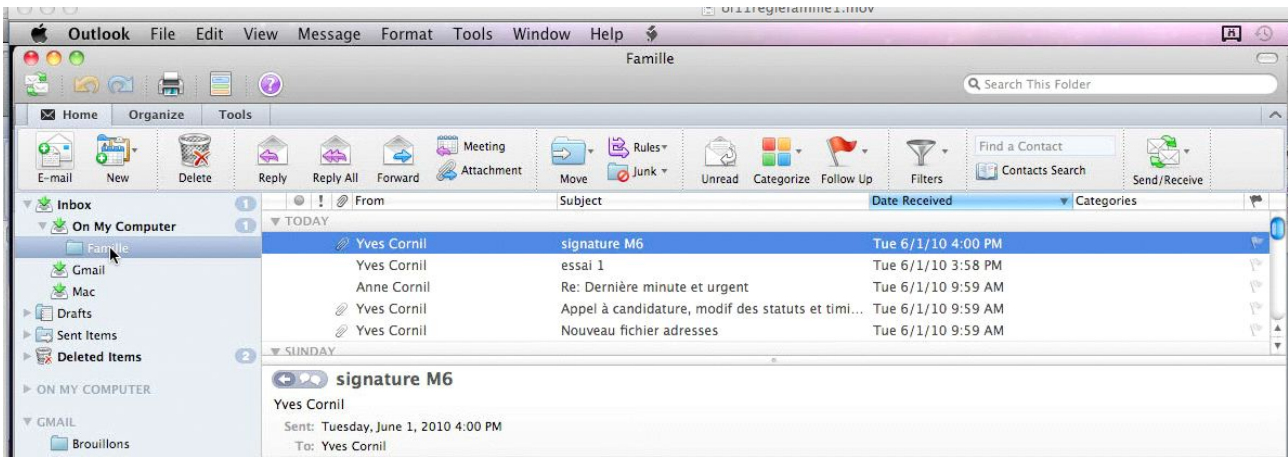
Modifying a rule.
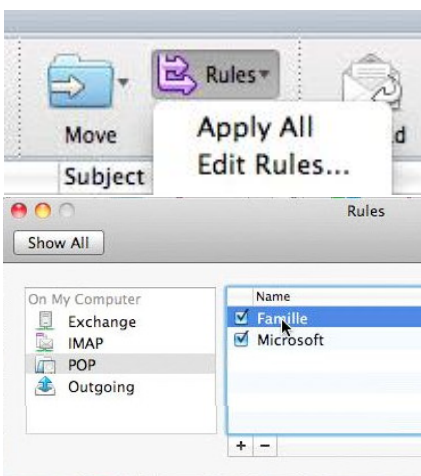
To modify a rule, go to the ribbon and click on **Edit Rules.**

Here I want to modify the Famille rule, I double-click on the rule.
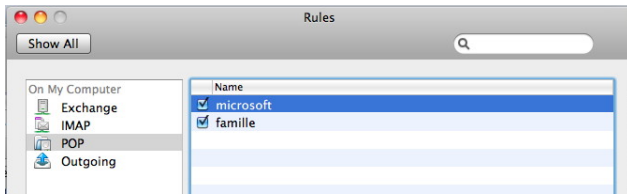

To add an action criteria, click on the **add action** button.

I added a set category action, Family.
To save the modifications, click on the OK button.
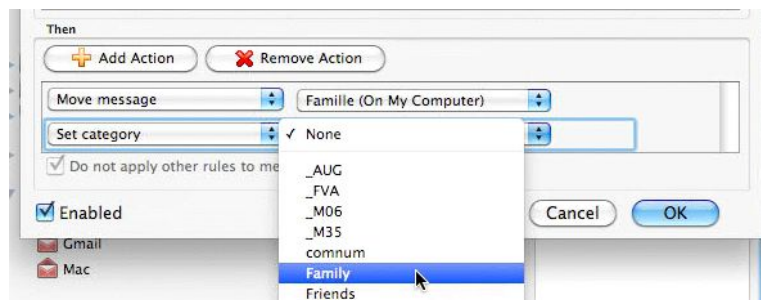
Modifying the rules order.

You can change the rules order.
Select a rule and click on the up or down button.

Sorting the messages in the inbox (or in the other folders).

Usually the inbox messages are sorted in descending order on the date to have first the more recent messages on the top. The sorted column is in blue and a little triangle indicates the sort order.
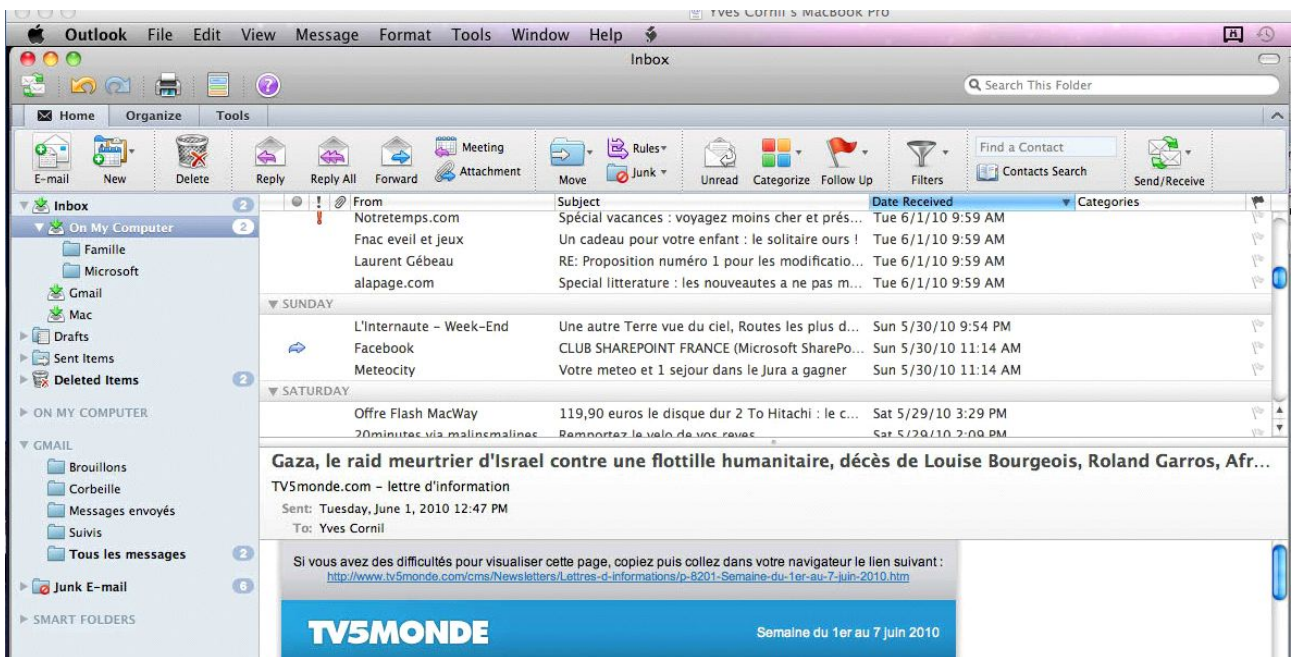
Sorting in descending order, from more recent to the oldest.

Sorting in ascending order, from the oldest to the more recent message.

Sorting on the sender.

To sort by sender, click on the **From column**.

Sorting on the flags.
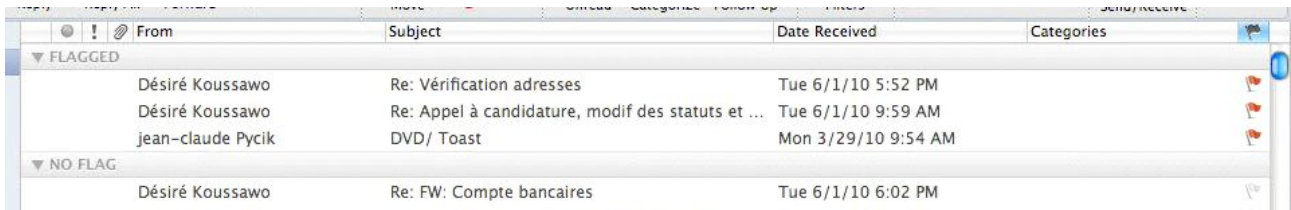
To sort on the flags, click on the flags column.

Sorting by priority.
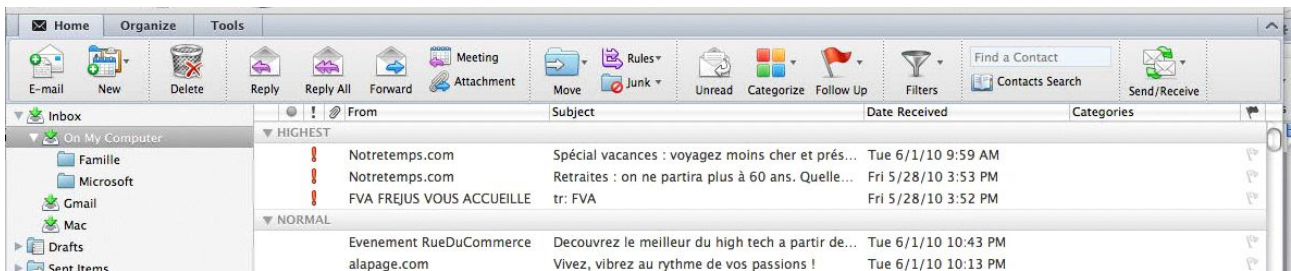
To sort by priority, click on the priority column (**!**).

Sorting by subject.
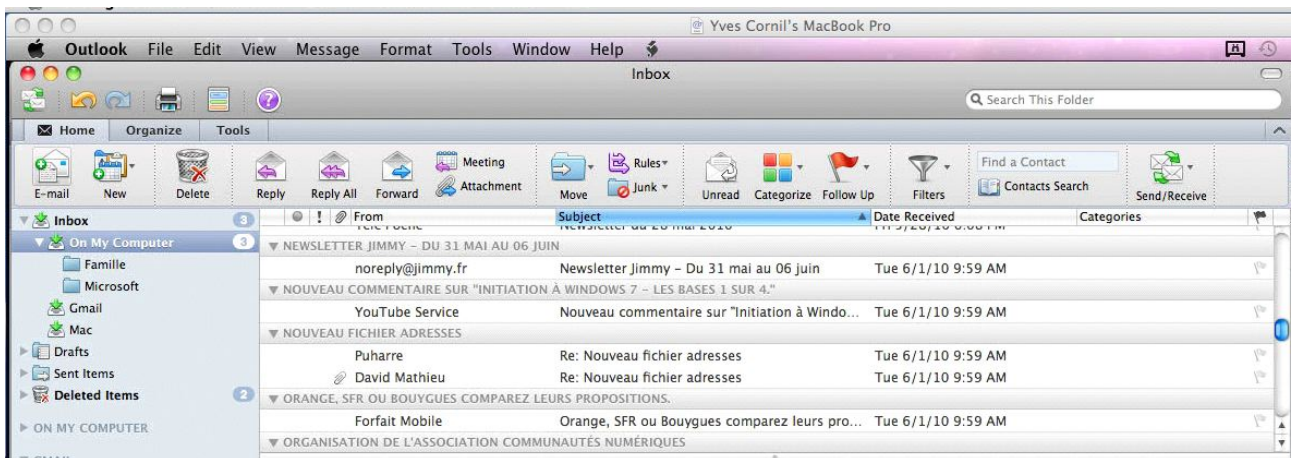
To sort by object, click on the subject column.

Flagging a message.

Vous avez reçu un message qui vous demande un peu de travail et vous ne pouvez pas répondre immédiatement, mettez un drapeau rouge et éventuellement un rappel pour ne pas oublier de répondre au message.
Sometimes you'll receive a message, but you are not able to respond immediately, put a flag to remember to respond to the message.
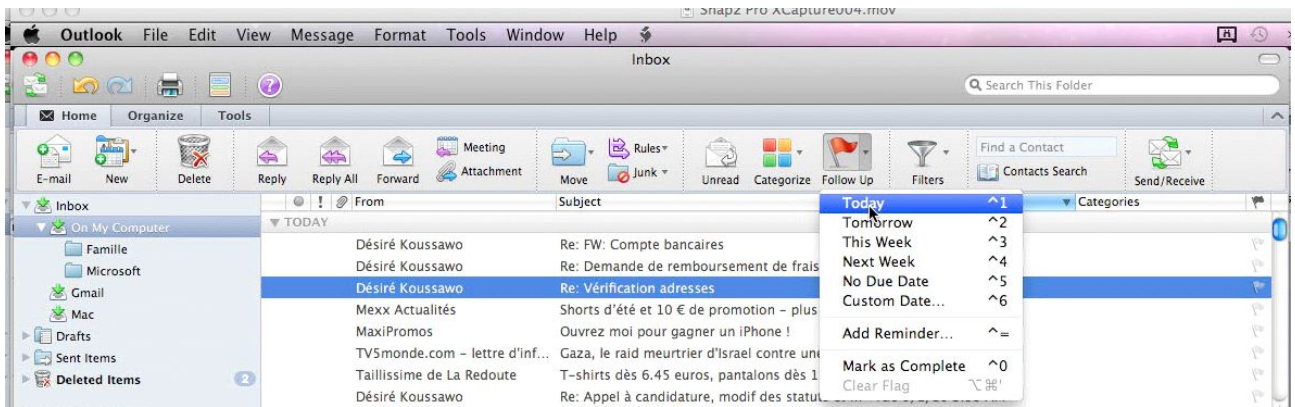
Clicking on the flag change the color (it becomes red).
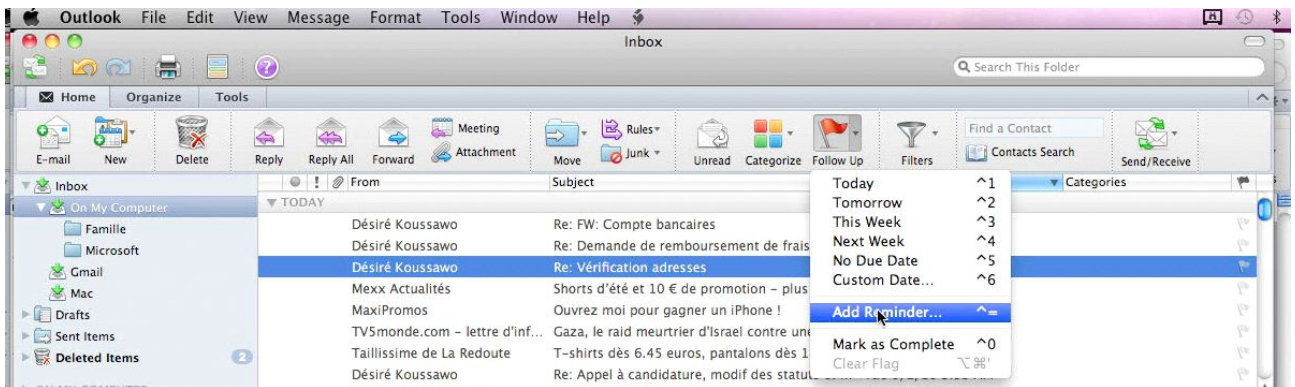
You can add a reminder.
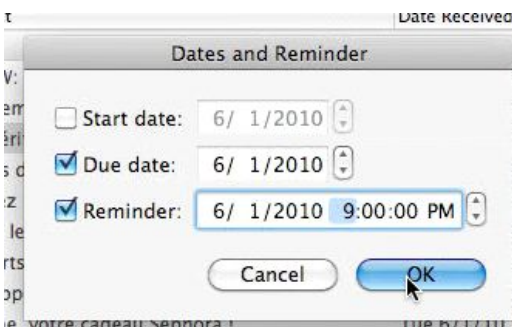
Enter the day and time.
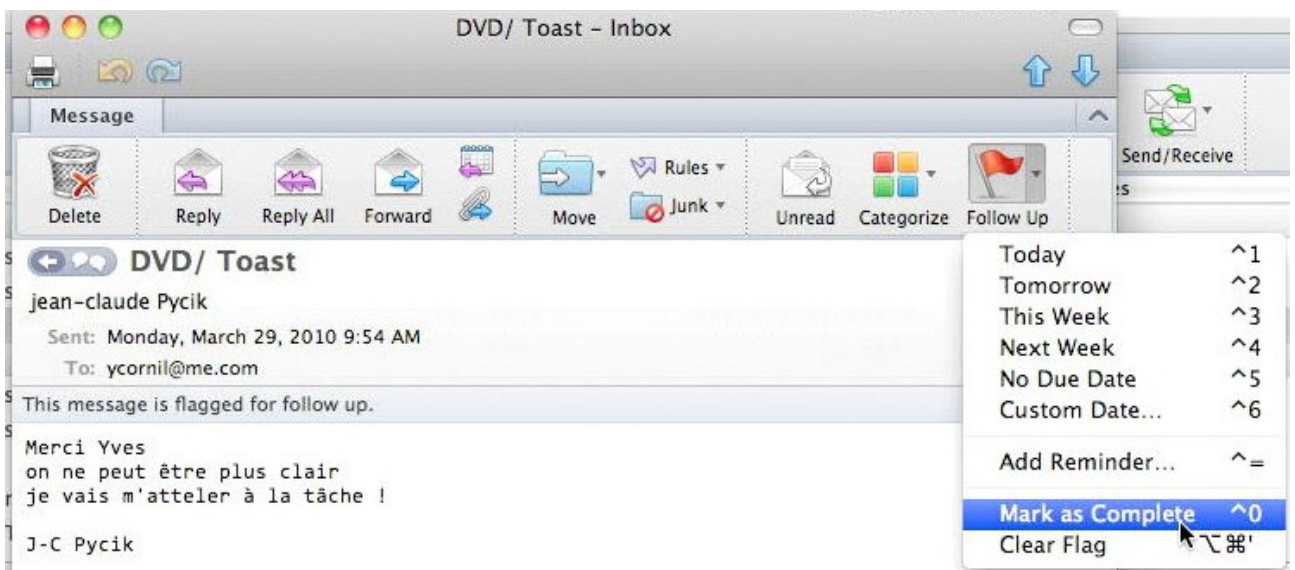
When the work is done, click on **Mark as complete**.

The work is done.

Searching.

Searching with Spotlight.
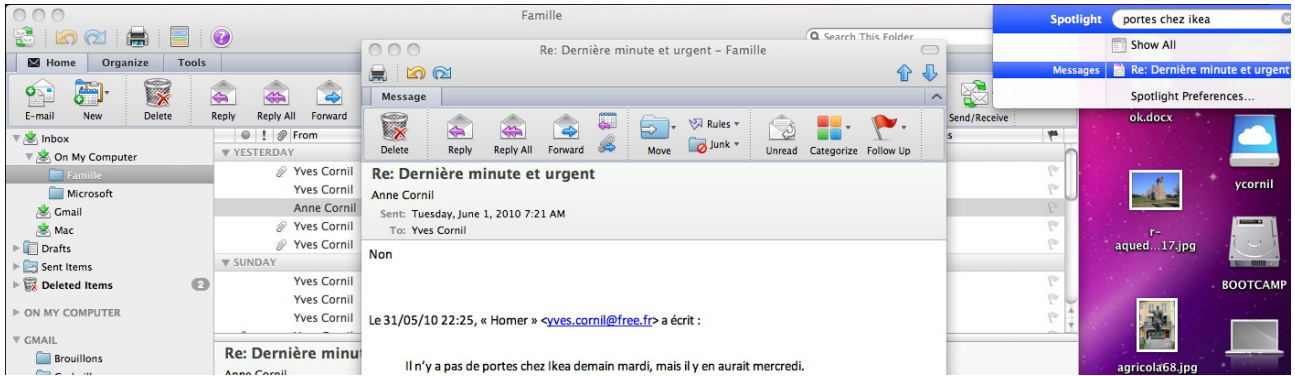
Enter your words to search in the Spotlight box.

Using the search tool.
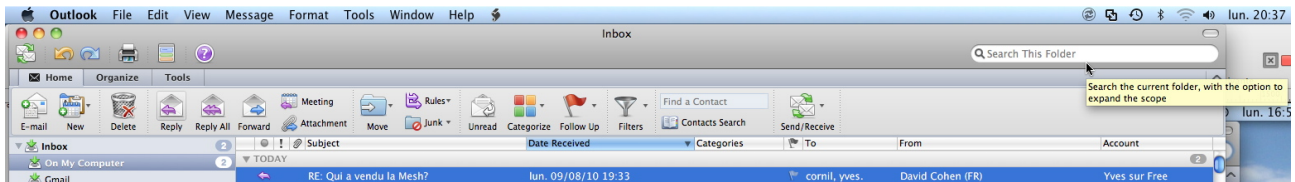
If you click in the search box, there is a search tab. You can do a quick search in the current folder or you can expand the search to include additional folders or item types and additional search criteria.
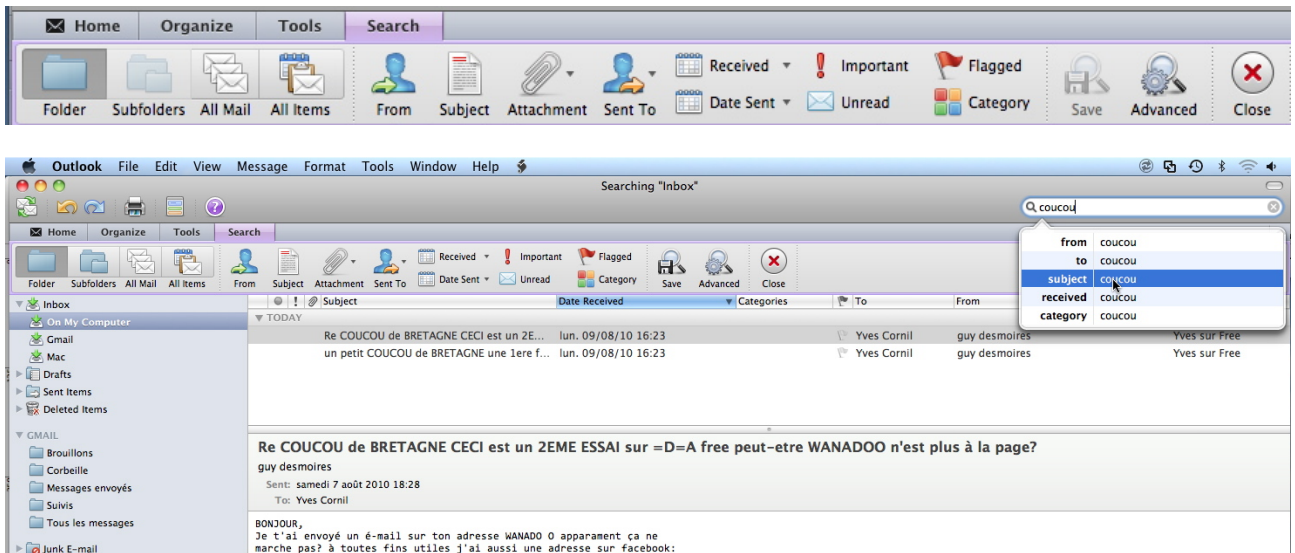
You can have basic searches from the search box, but you can have complex searches too.

You can search with several criteria.
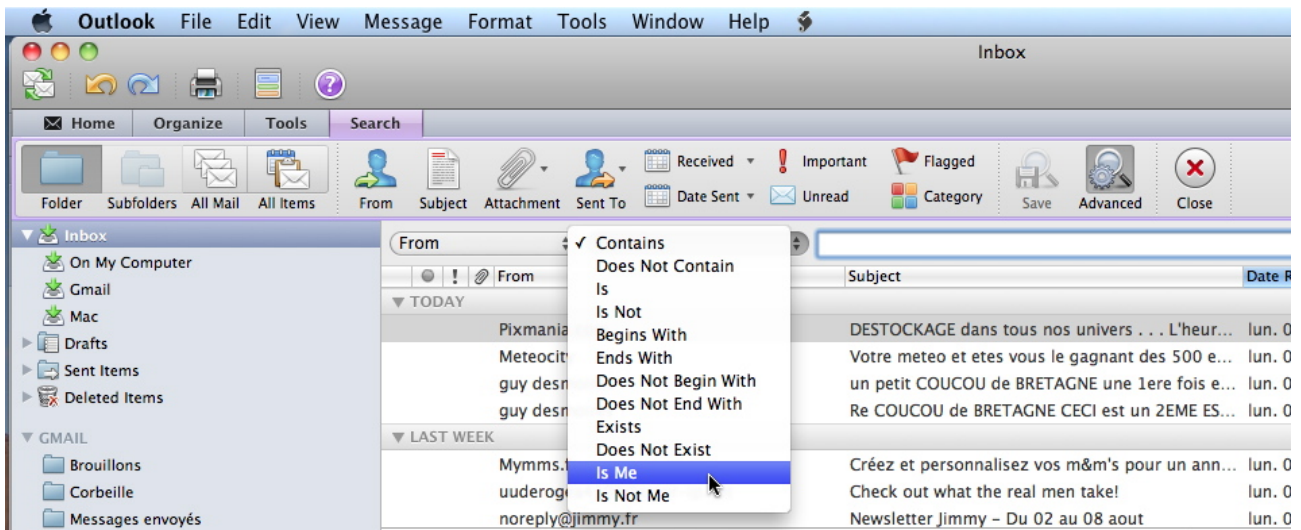
To specify additional search criteria, click on the **Advanced** button.
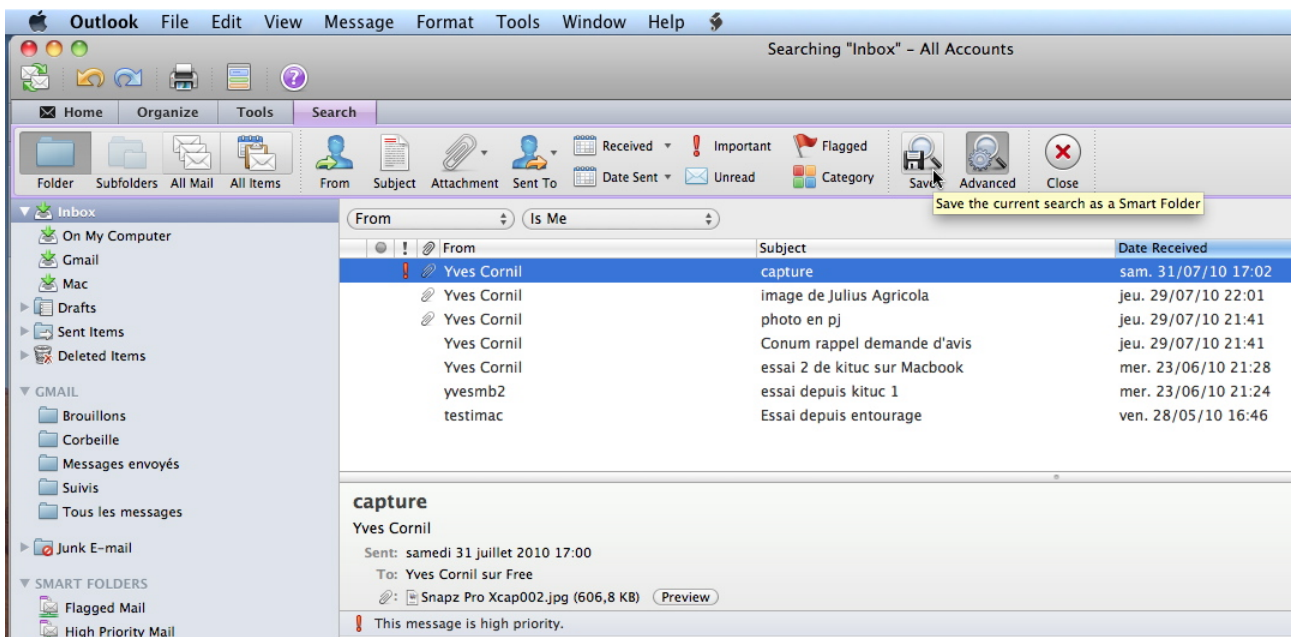
Search messages from Me (is Me).
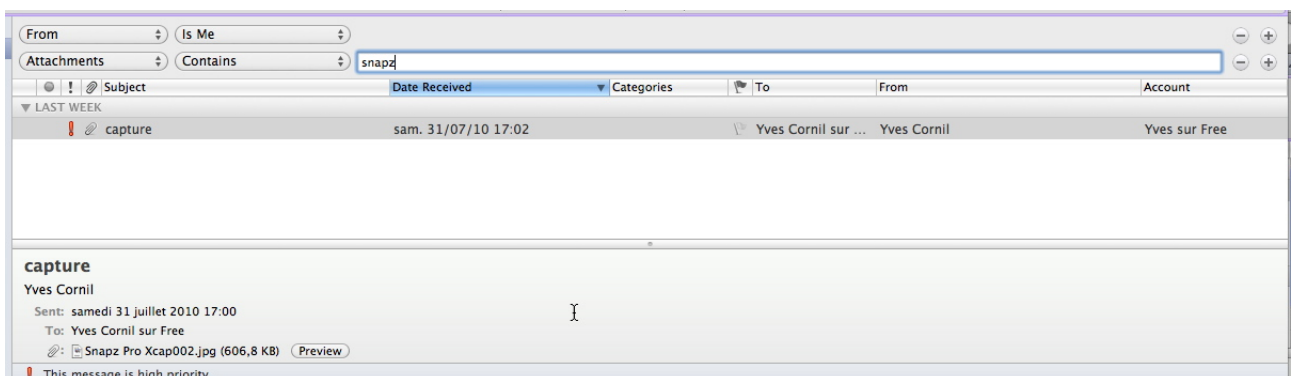
You can have additional criteria by clicking on the plus button (+) or delete criteria by clicking on the minus button (-).
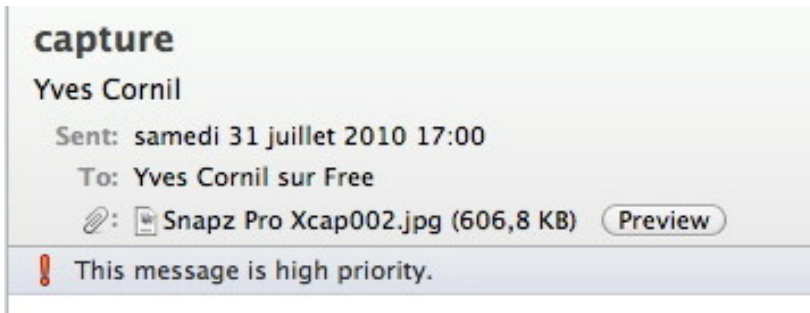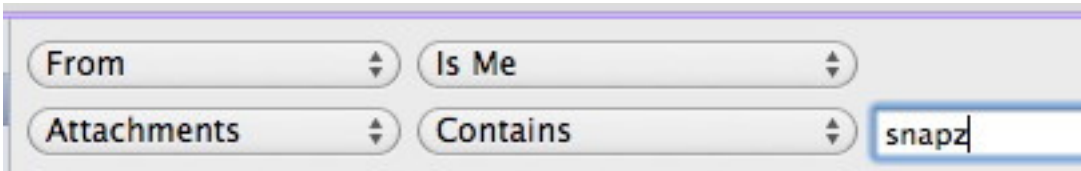
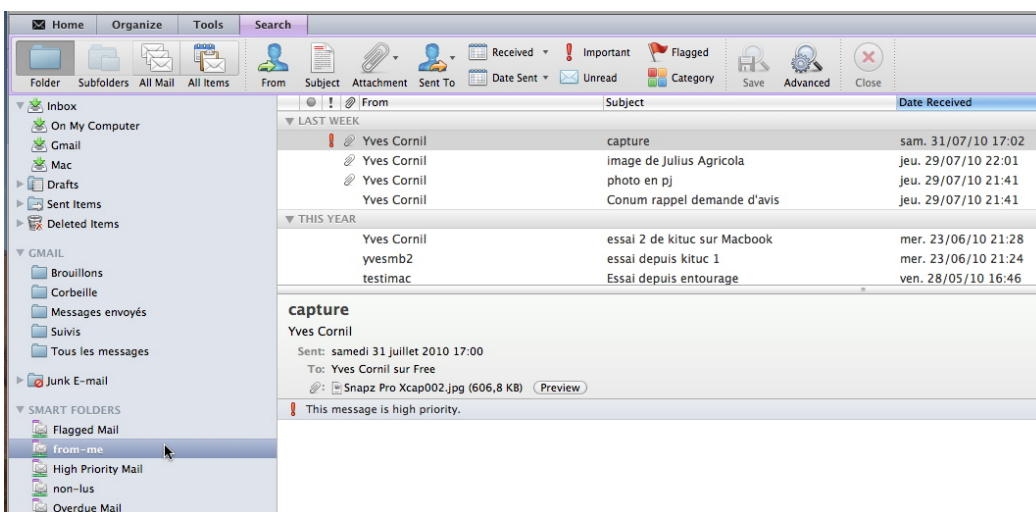*Search messages from Me with attachments containing snapz.*

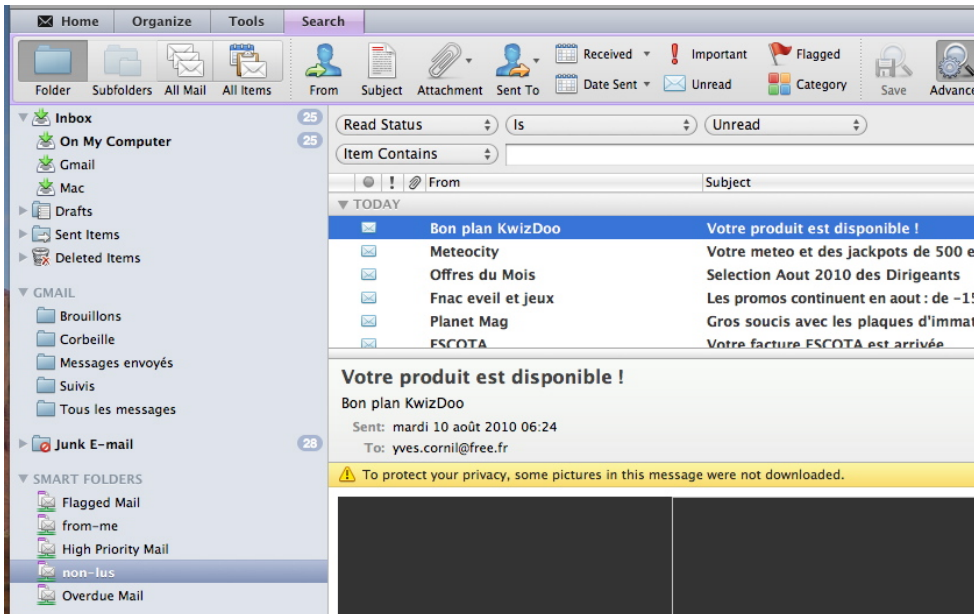# Recording the searches (or creating smart folders).
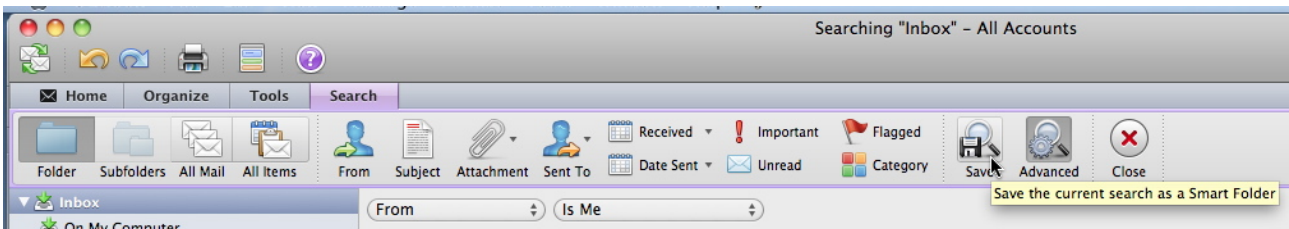
By clicking on the save button you can save your searches operations to use as smart folders.
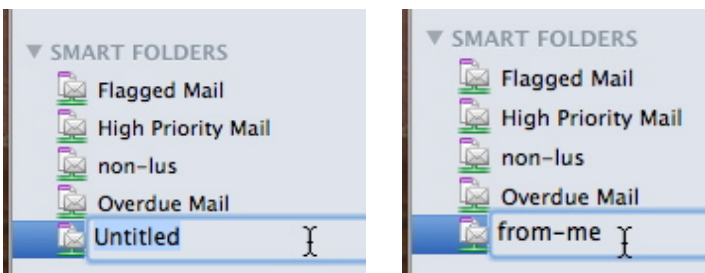
Give a name to the smart folder; *here the untitled is renamed as from-me.*

The from-me smart folder contains messages from is Me.

The non-lus (un-read) smart folder contains all the un-read messages. When a message is read, it disappears.

The smart folder (al-so known as saved search) is a virtual folder that dynami-cally displays a set of search results. It's a powerful tool avoid-ing, in some cases, to create folders and rules.
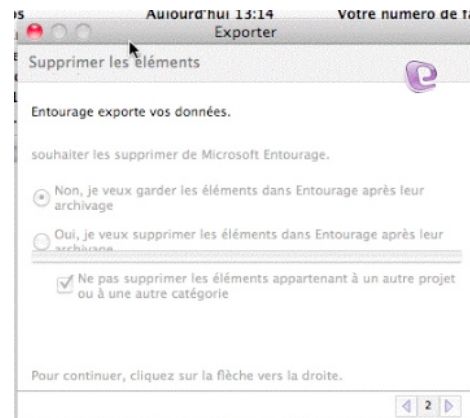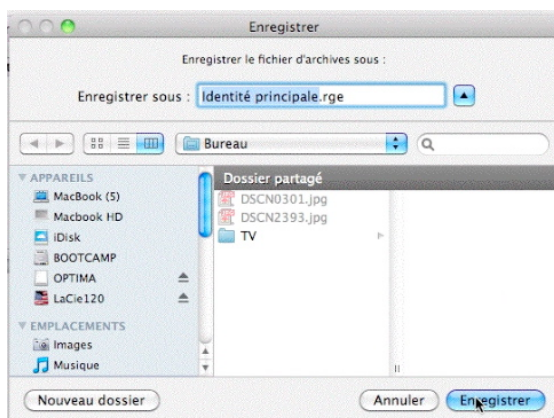
Import/export.

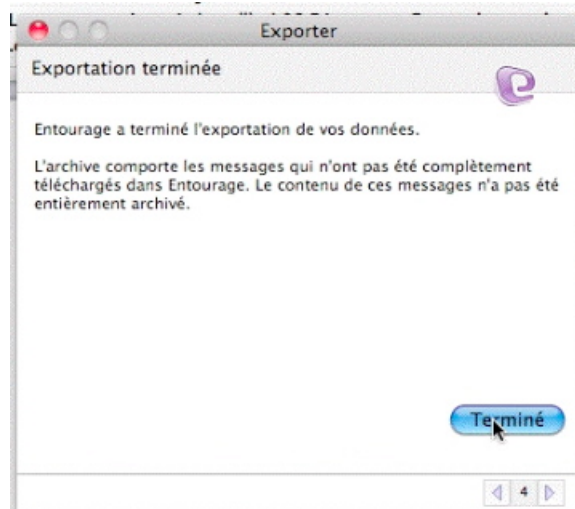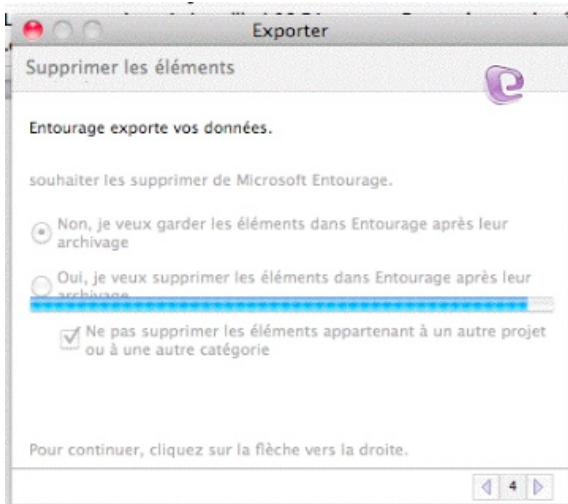## Exporting from French Entourage 2008 software.
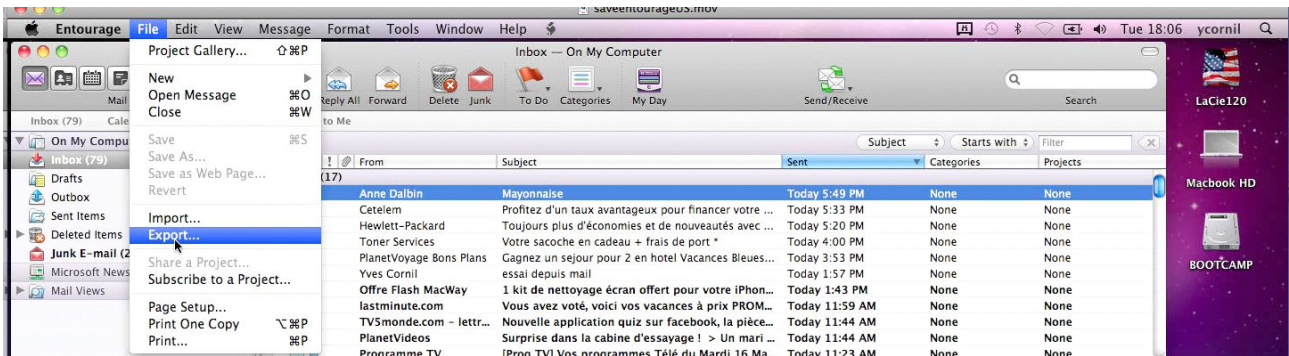
To save your Entourage environment, go to the **file** menu, **Export**.
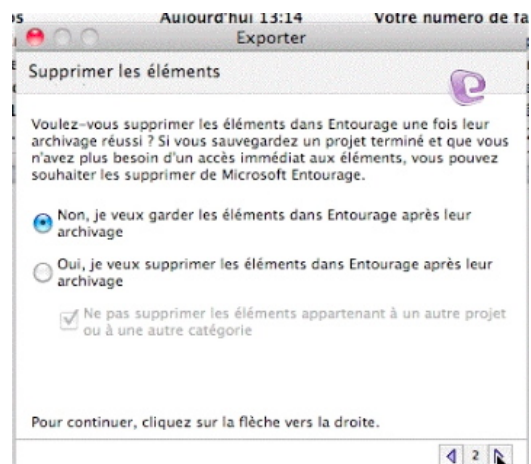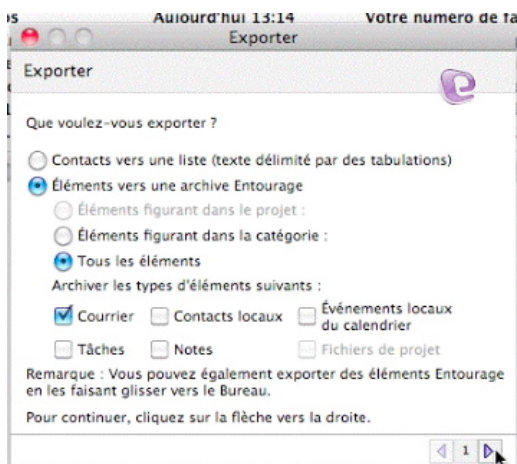
You can choose what you want to export: only contacts or items in an Entourage archive, all the items or you can choose the items to export.

Select a folder and click on the **save** button; the save file name is Main Identité Principale.rge
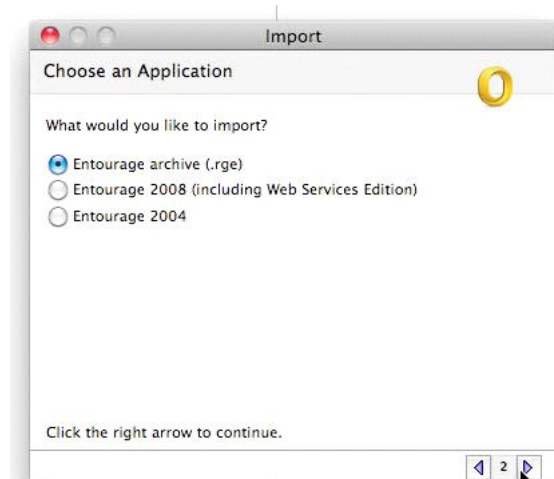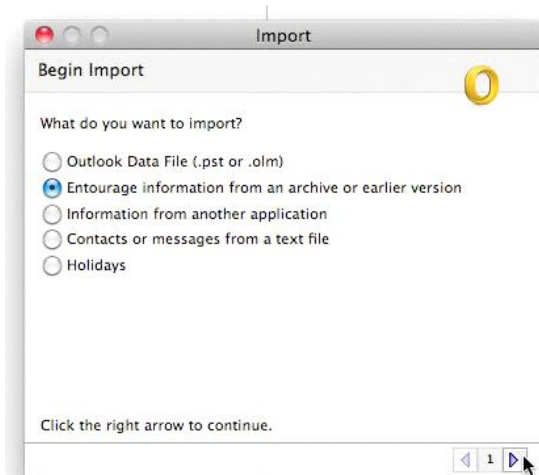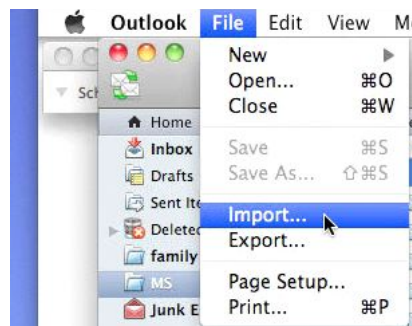
Entourage 2008 is saving your data (mail, contacts, calendar events).
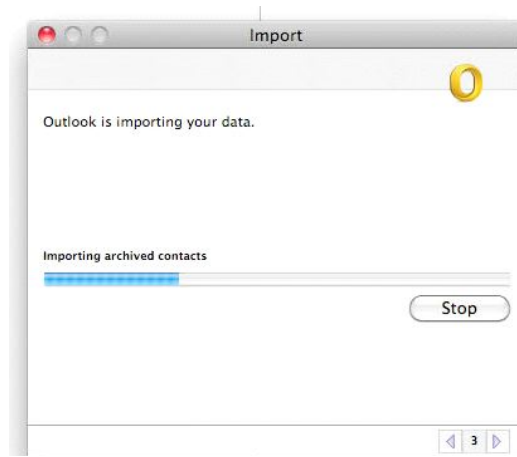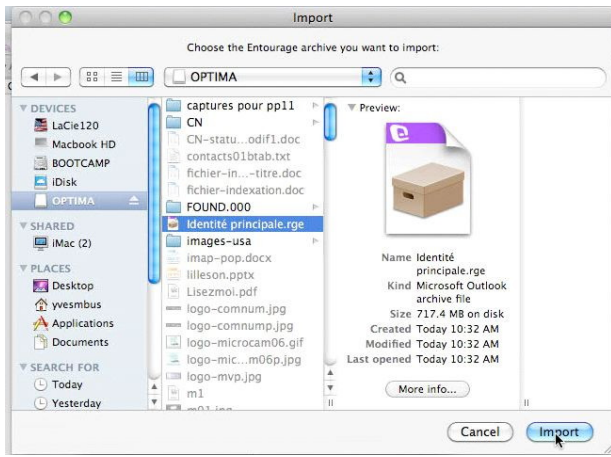
The export is completed.

Importing from an Entourage archive.

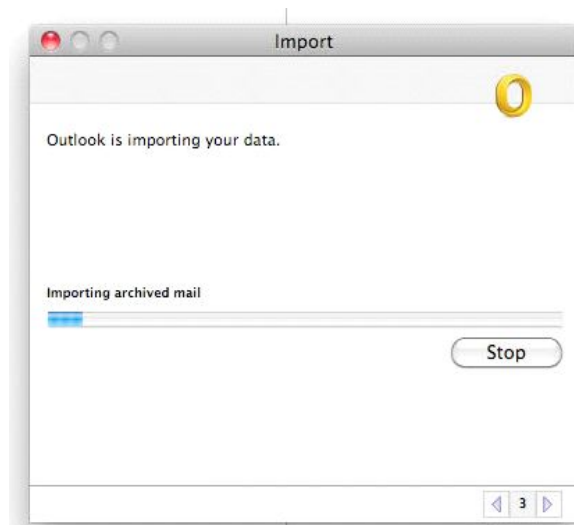With Outlook 2011 you can import an Entourage save (or archive) coming from Entourage 2004 or 2008.
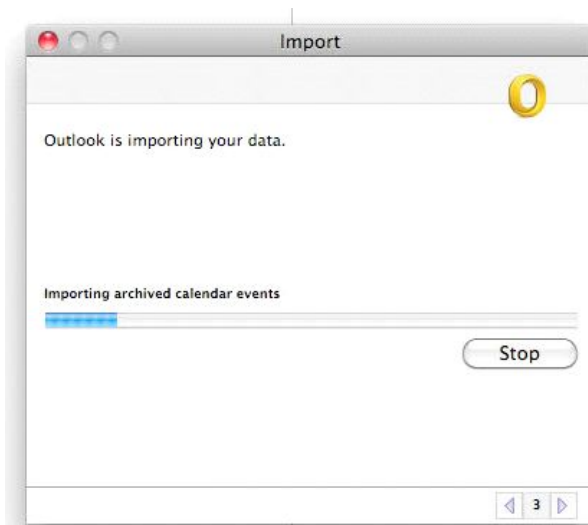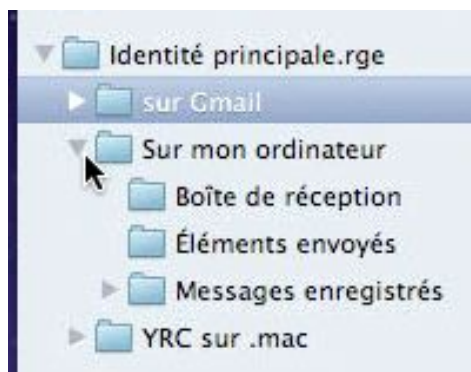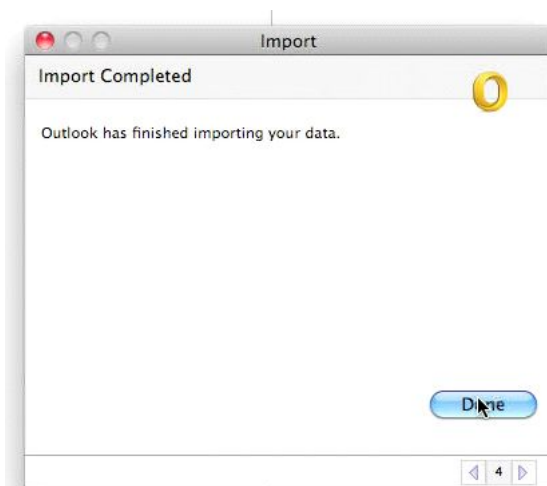Go to the **file** menu and choose **Import**.

Choose what you want to import: here Entourage archive.

Select the file to import; the file name is depending of your regional version used (here iden-tité principale, coming from a French Entourage 2008).
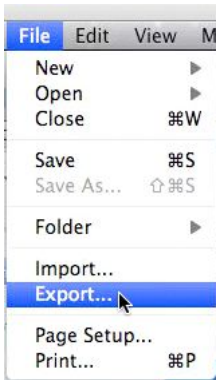

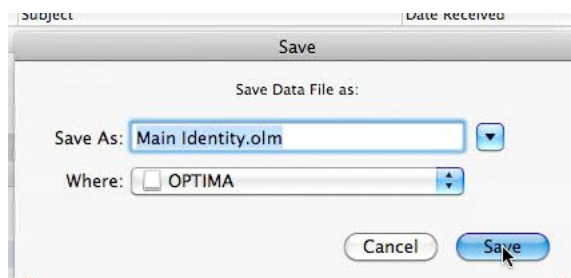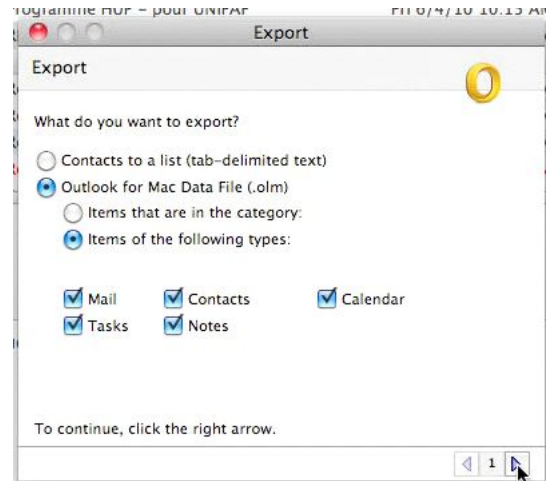Outlook is importing your data (contacts, calendar events, mail).

In the folder principale.rge you retrieve the mails in folders and subfolders coming from your imporrted archive.
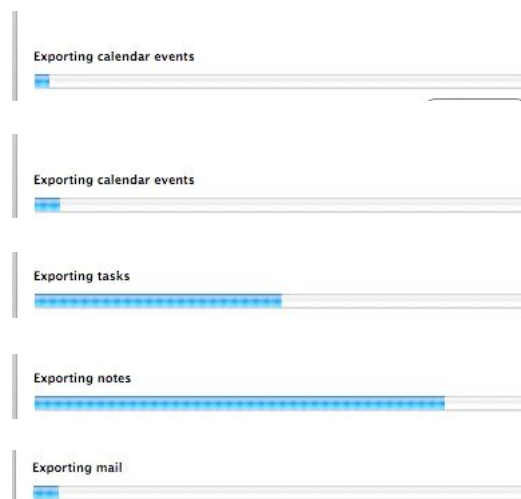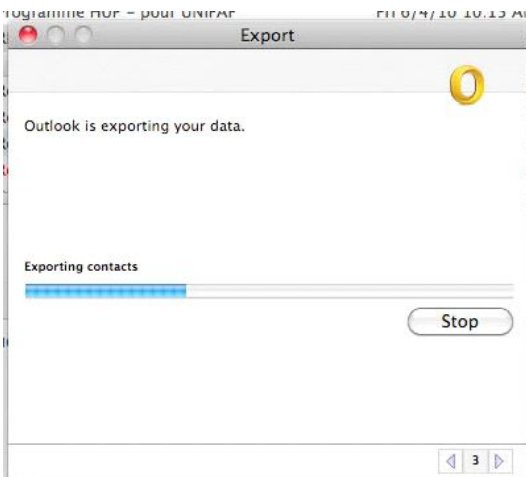
Exporting an Outlook 2011 environment.

After importing an Entourage archive, I am now exporting an Outlook environment.

Export

What do you want to export?

- ◯ Contacts to a list (tab-delimited text)
- ◉ Outlook for Mac Data File (.olm)
  - ◯ Items that are in the category:
  - ◉ Items of the following types:

☑ Mail ☑ Contacts ☑ Calendar
☑ Tasks ☑ Notes

To continue, click the right arrow.

◁ 1 ▷

Delete Archived Items?

Do you want to delete items from Outlook after they are exported?

- ◉ No, do not delete items
- ◯ Yes, delete items after they are exported
  - ☑ If exporting a category, do not delete items also belonging to another category

To continue, click the right arrow.

◁ 2 ▷

Save

Save Data File as:

Save As: Main Identity.olm

Where: OPTIMA

Cancel   Save

I am exporting all data from Outlook 2011, and I don't delete the items after they are archived.
The file name is Main Identity.olm

Export

Outlook is exporting your data.

Exporting contacts

Stop

◁ 3 ▷

Exporting calendar events

Exporting calendar events

Exporting tasks

Exporting notes

Exporting mail

Export Complete

Outlook has finished exporting your data.

To import the data into Outlook for Windows, you must install the Outlook for Mac Importer on your Windows computer.
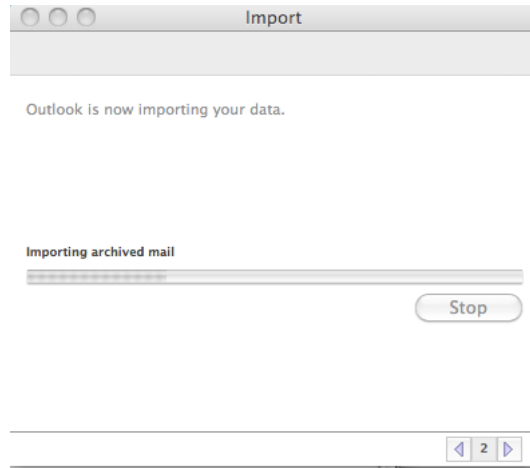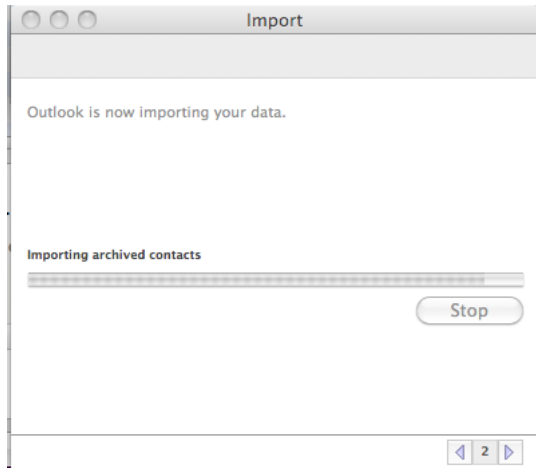
Learn about the Outlook for Mac Importer

Done

Importing from an Outlook 2011 export.

The process is the same as an Entourage import.

Now I am importing the data from my previous export.
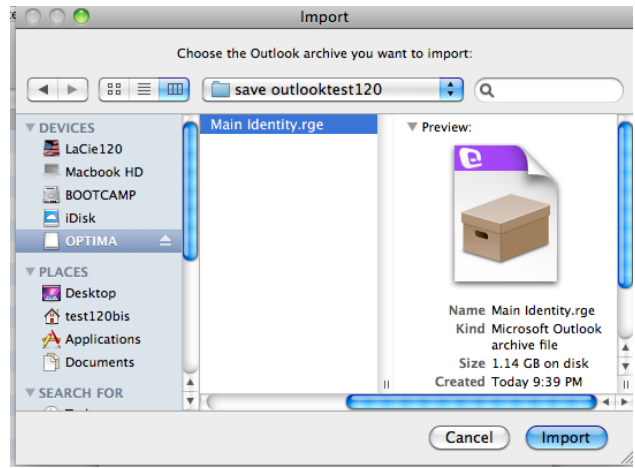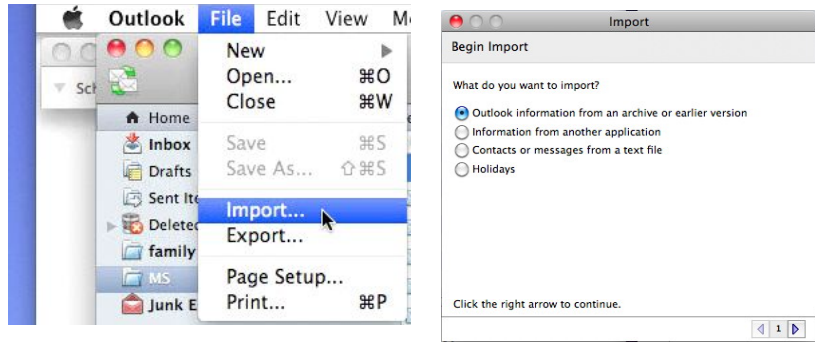
I select an Entourage archive to import, my Main identity.rge file.

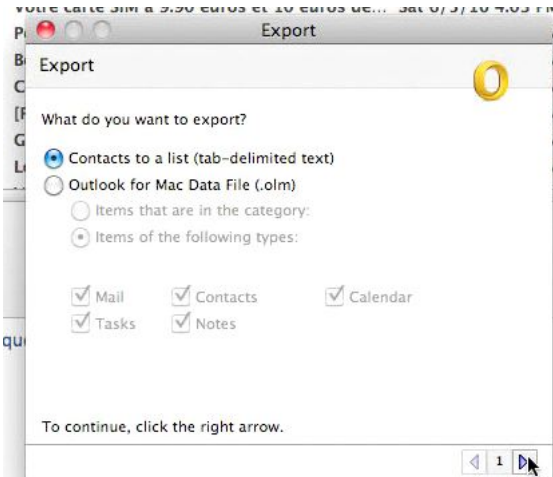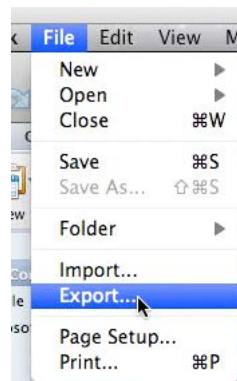The contacts are first imported, followed by the archived mail.

It's finished, click on the **Done** button.

Exporting only the contacts from Outlook 2011.

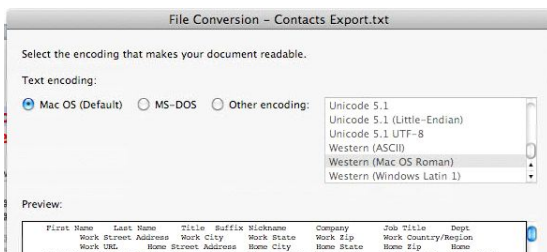You can export only your contacts, as a tab-delimited text file.
Go to **File** menu, **export.**

The contacts are saving in a Contacts Export.txt file; you can change the file name.

Which informations are contained in the contacts export file?

The number of fields contained in the exported file is important; you use probably less than 10 fields in your contacts book.


First Name→Last Name → Title→Suffix → Nickname → Company → Job Title → Dept → Work Street Address → Work City → Work State→Work Zip → Work Country/Region → Work URL → Home Street Address → Home City → Home State→Home Zip → Home Country/Region → Home URL → Home Phone 1 → Home Phone 2 → Home Fax → Work Phone 1 → Work Phone 2 → Work Fax → Pager→Mobile Phone → Main Phone→Assistant Phone → Custom Phone 1 → Custom Phone 2 → Custom Phone 3 → Custom Phone 4 → Email Address 1 → Email Address 2 → Email Address 3 → Email Address 4 → Email Address 5 → Email Address 6 → Email Address 7 → Email Address 8 → Email Address 9 → Email Address 10→Email Address 11→Email Address 12→Email Address 13→Instant Messaging 1 → Instant Messaging 2 → Instant Messaging 3 → Instant Messaging 4 → Instant Messaging 5 → Instant Messaging 6 → Instant Messaging 7 → Instant Messaging 8 → Instant Messaging 9 → Instant Messaging 10 → Instant Messaging 11 → Instant Messaging 12 → Instant Messaging 13 → Custom 1 → Custom 2 → Custom 3 → Custom 4 → Custom 5 → Custom 6 → Custom 7 → Custom 8 → Custom date 1 → Custom date 2 → Spouse → Birthday → Anniversary→Notes→Age → Astrology sign → Bloodtype → Furigana Company Name→Furigana First Name → Furigana Last Name → Furigana Spouse Name → Interests → Furigana Home Address line 2·Furigana Home Postal Code→Name→Category¶

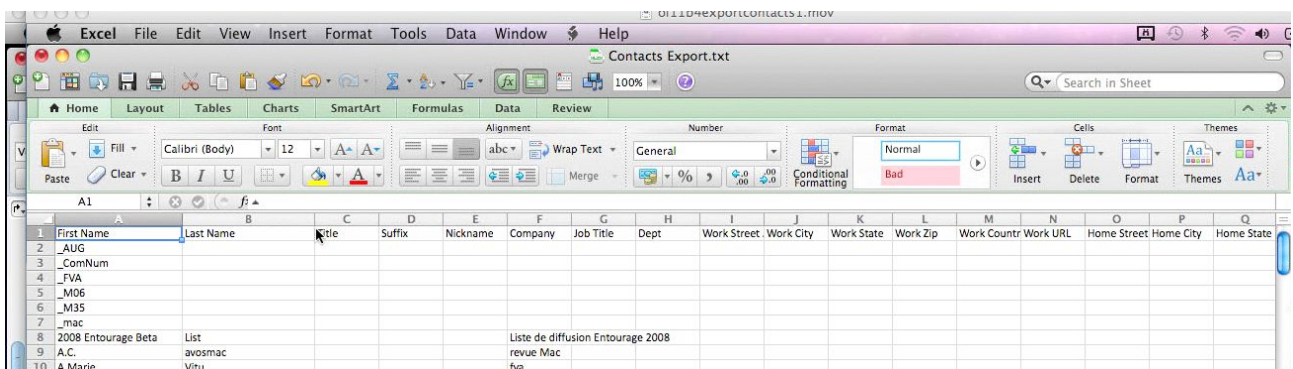## Opening the contacts text file in Excel 2011.

If you want modify your saved contacts txt file, you can use Excel to modify the fields names or to modify, suppress some fields or data.
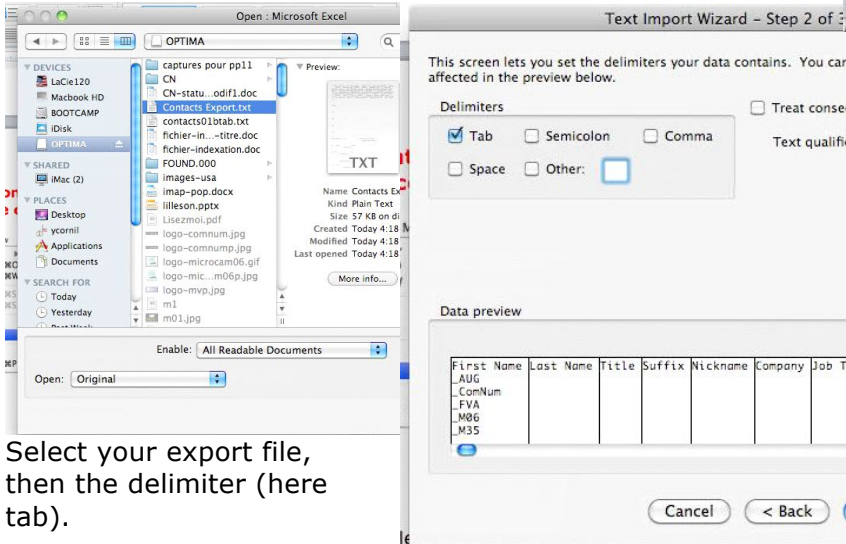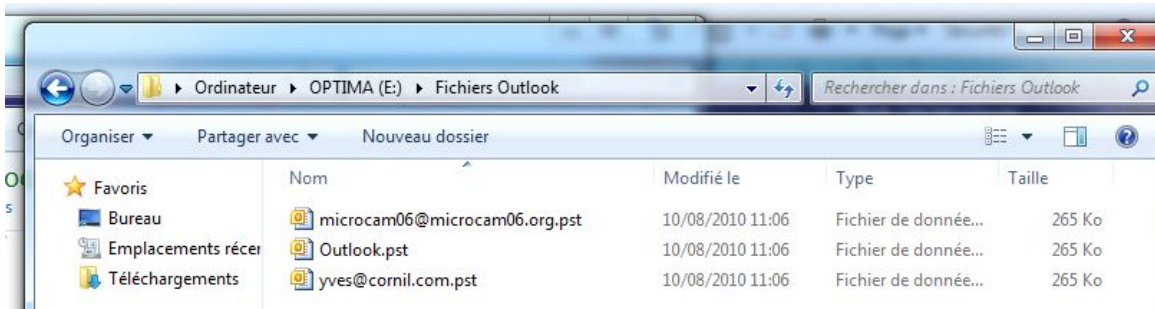
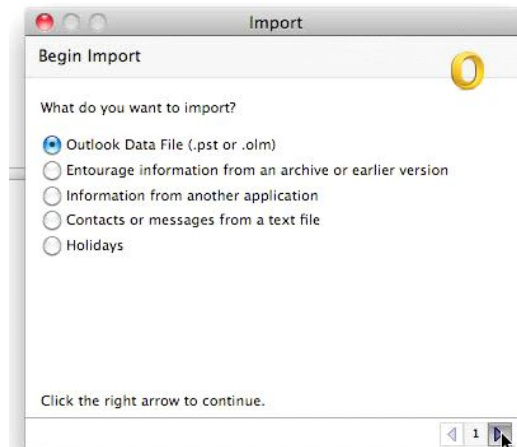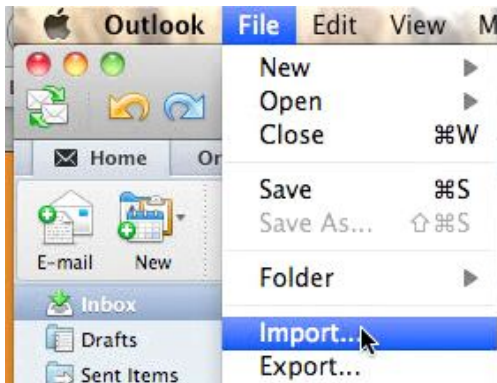Select your export file, then the delimiter (here tab).
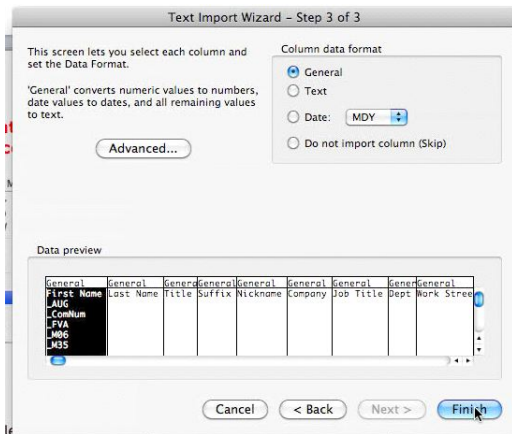
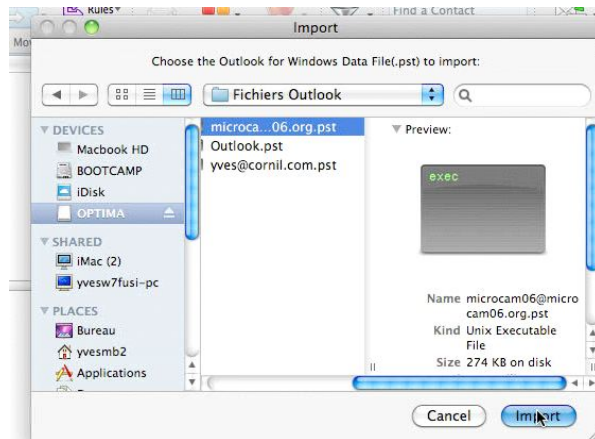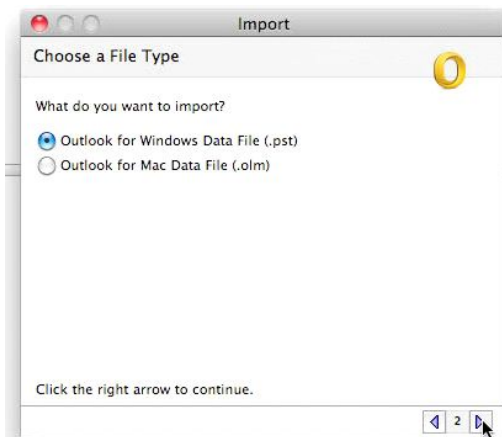If necessary, you can modify the data and save the file in Excel format or in text file format.
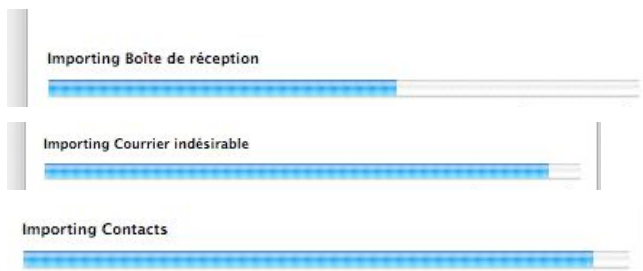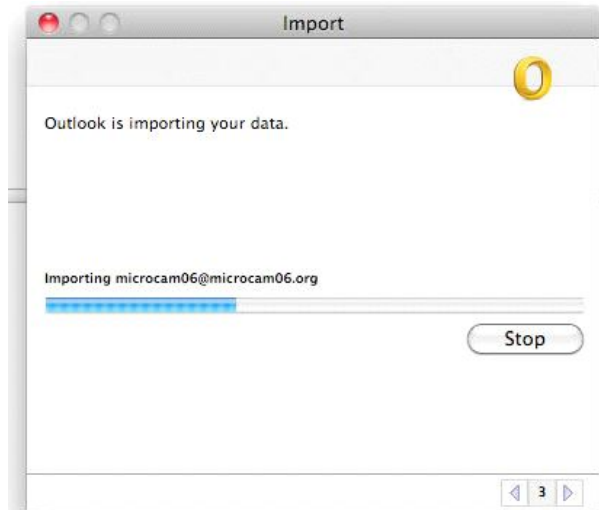
Importing from a .pst file.

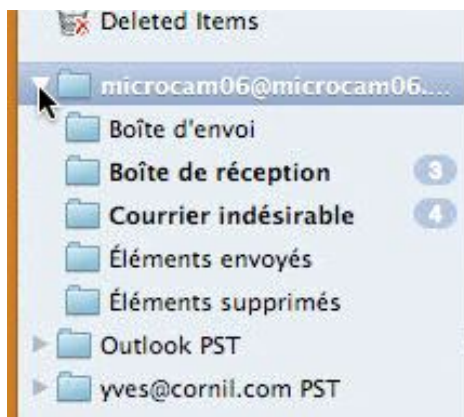With Outlook 2011 you can import the data from a .pst file, coming i.e. from Outlook 2010.

Go to the File menu, import.

Choose the options to import from a .pst Windows file. Select the file to import.

Outlook is importing your data.

Importing microcam06@microcam06.org

Stop

3

Importing Boîte de réception

Importing Courrier indésirable

Importing Contacts

When the import is finished, click on the Done button.

Import

Import Complete

Outlook has finished importing your data.

Done

4
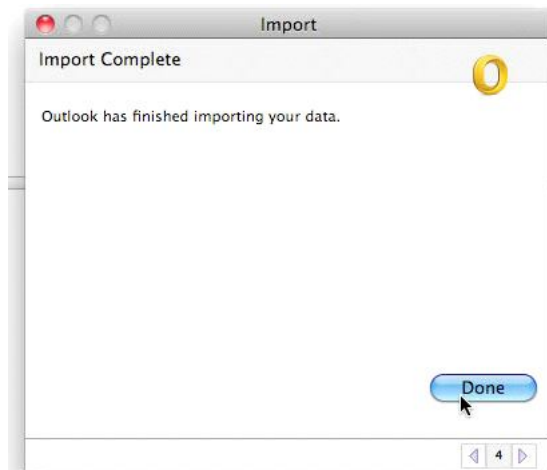
Importez les autres fichiers .pst, si nécessaire.

Import, if necessary the other .pst files.
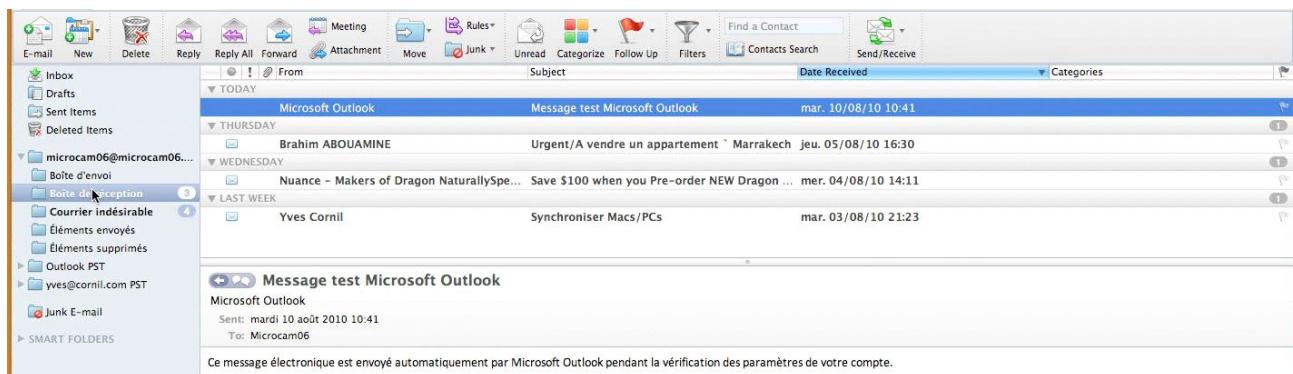
Here the import messages for microcam06@microcam06.org

Importing a contacts txt file from a PC mail software.
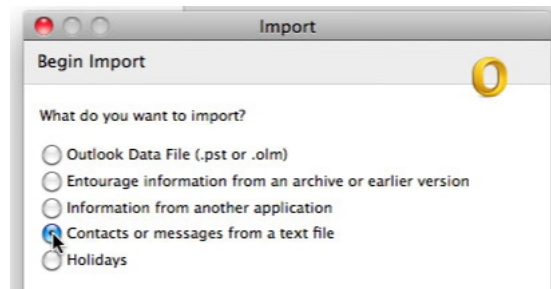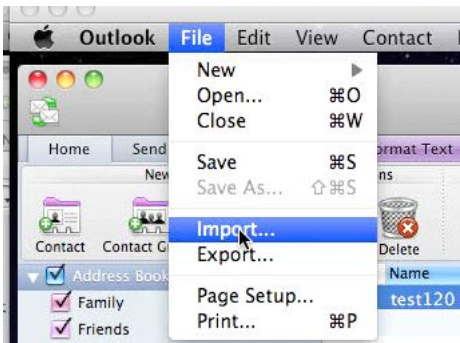

You can import contacts coming from software other than Entourage or Outlook.
It is enough to have software which exports the contacts in tab or comma delimited file.
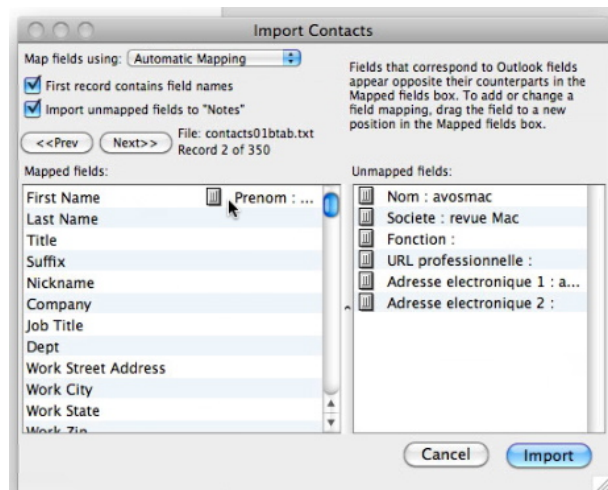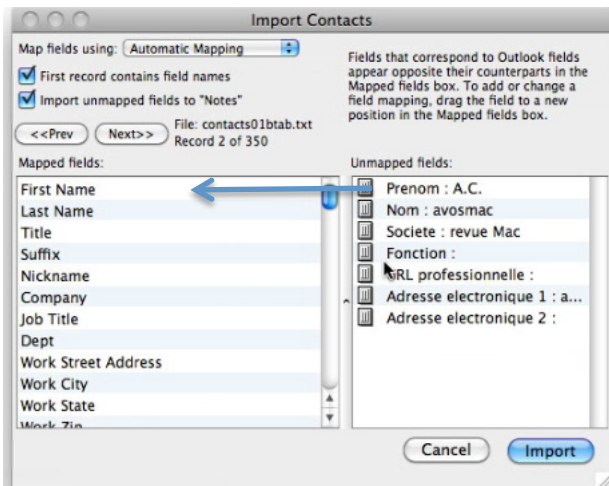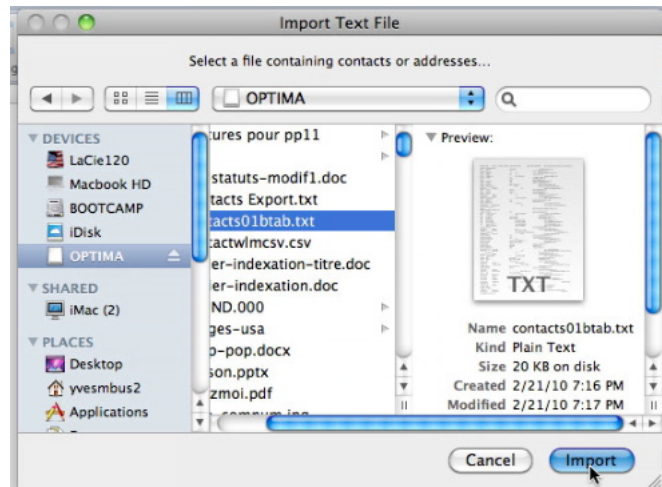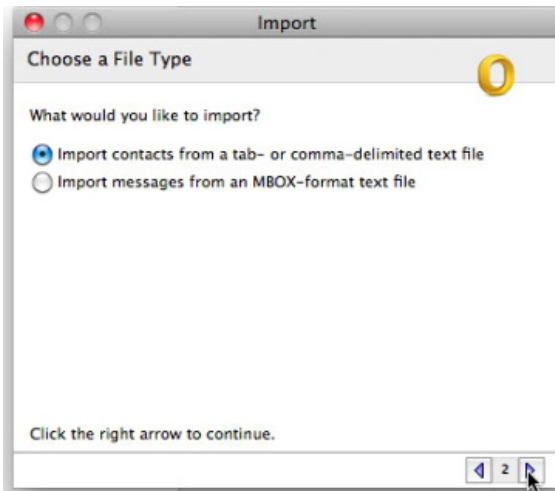
You must map the field coming from your file with the corresponding field of Outlook.

On the left, the Outlook address book fields. On the right, the import file fields.
Drag the unmapped field to the Outlook field. First Name = Prenom
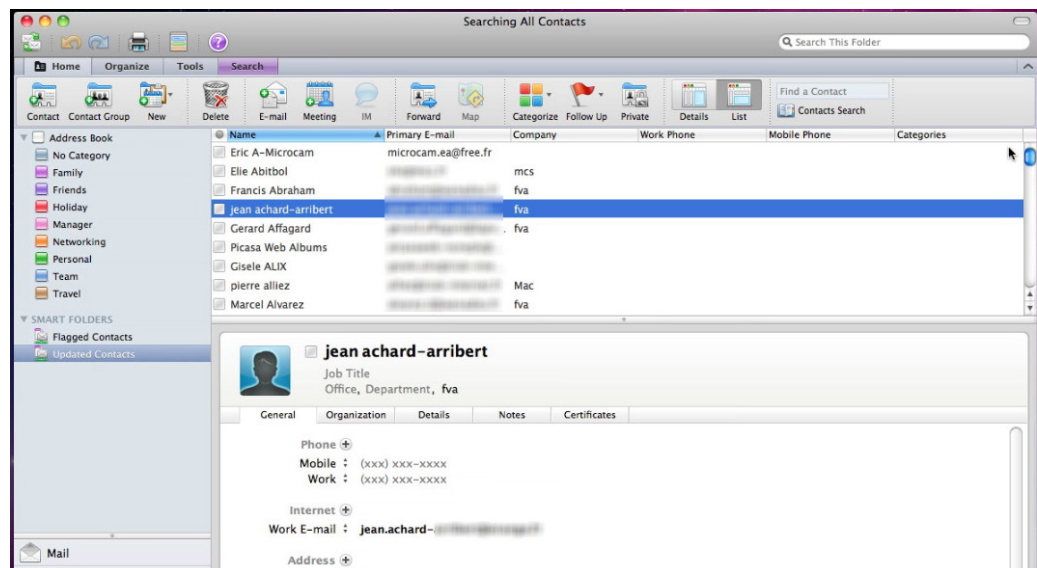The first Name is Prenom ; the last Name is Nom.
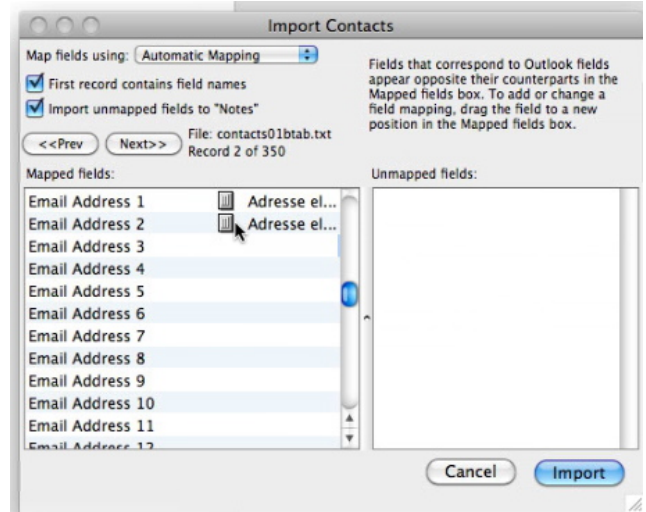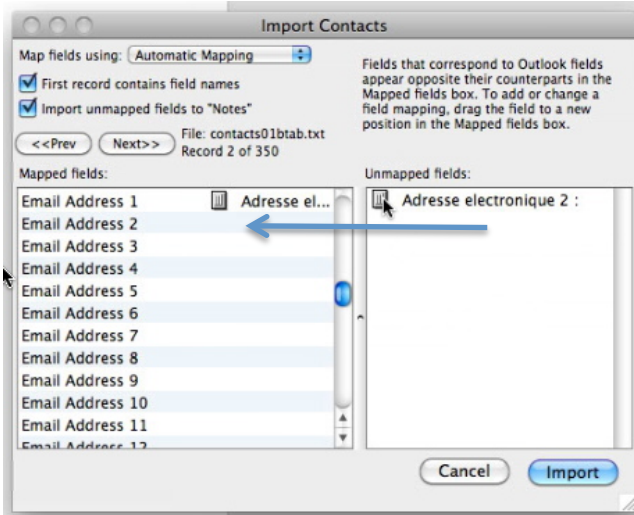
Here, the last field to import is the Email address 2 = adresse électronique 2.
Click on the import button.
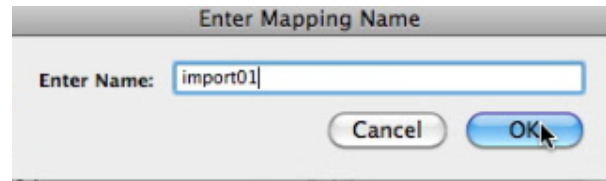
You can save the current field mapping settings; give a name and click on the Finish button.
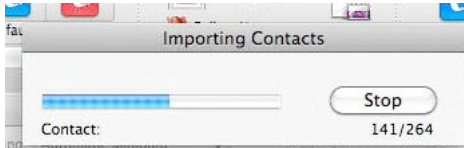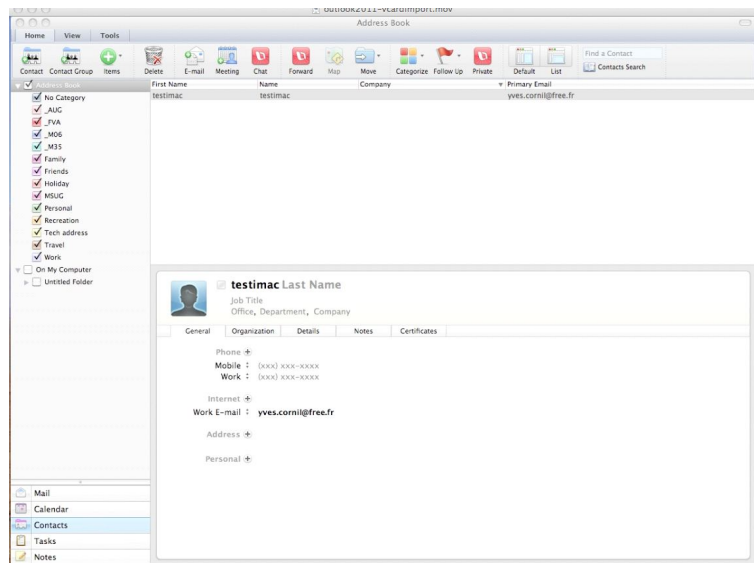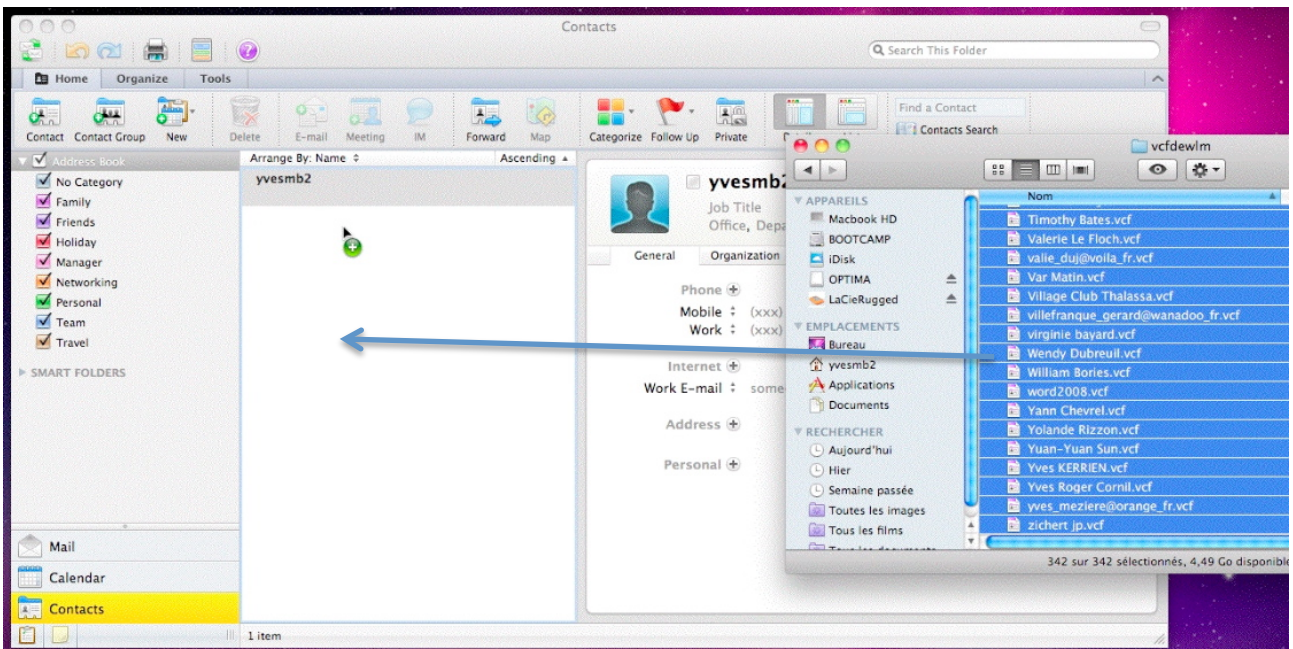
The import is complete.

The address book.

The address book is empty.
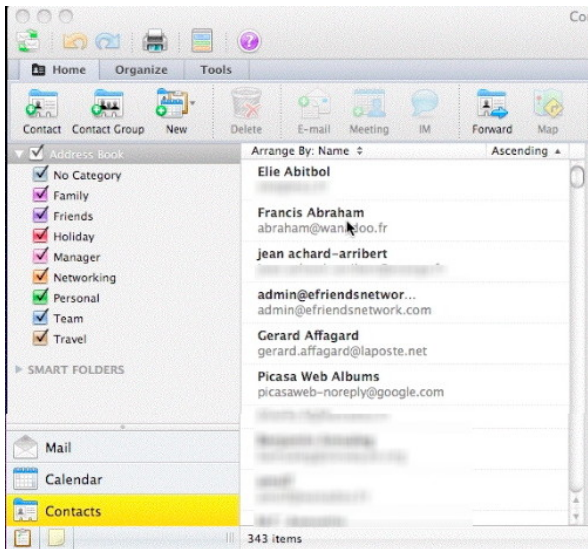
The address book contains your mailing address.

Importing Vcards from Windows Live Mail.

To fill your Address book you can use a Vcards file.
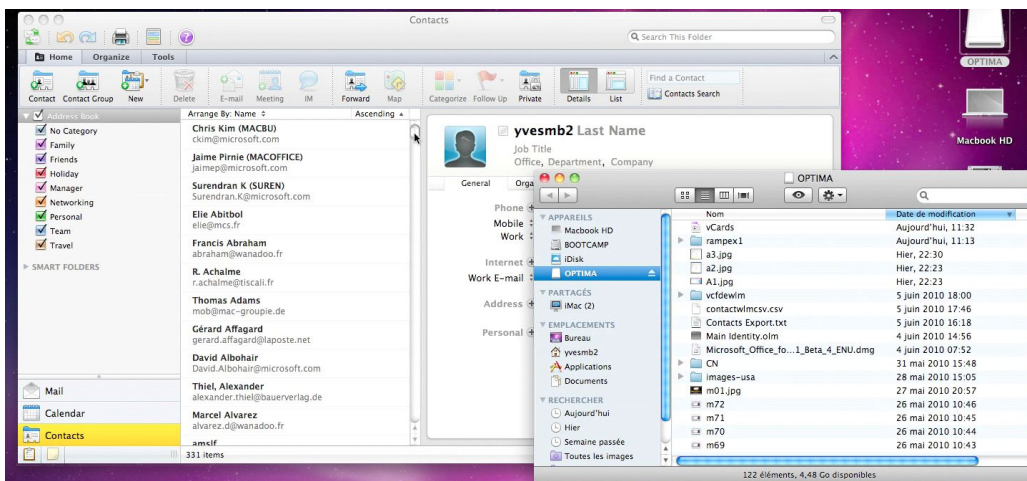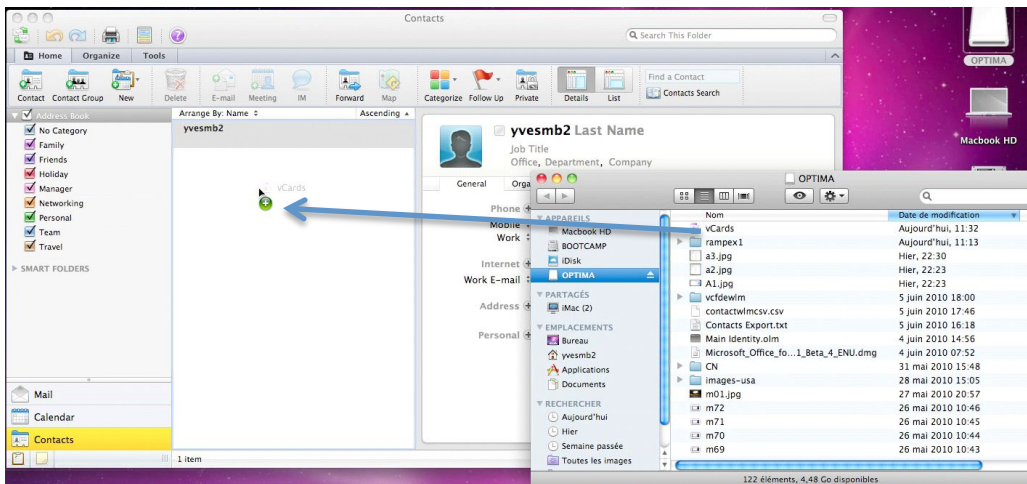We are using the Vcards file created by Windows Live Mail.

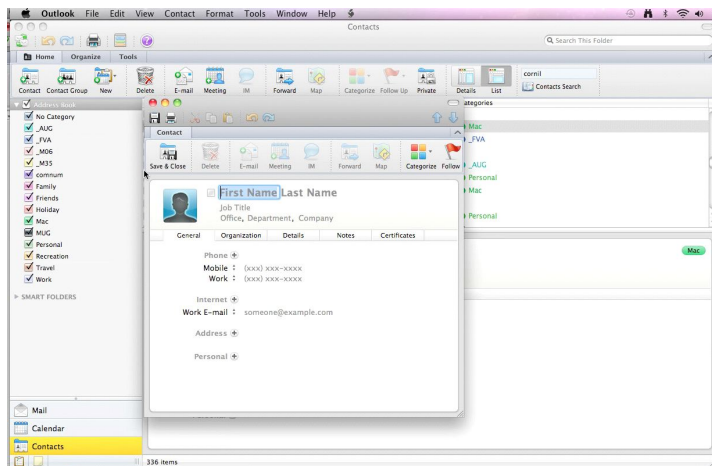

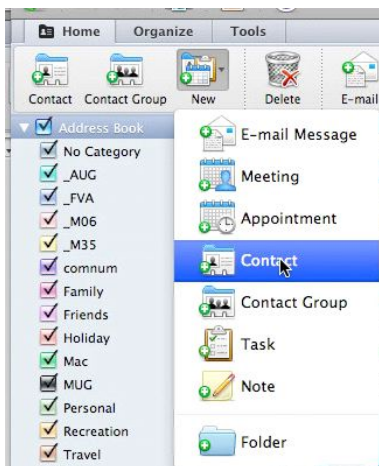Drag and drop the Vcards file to the address book.

The address book contains now e-mails coming from imported vCards
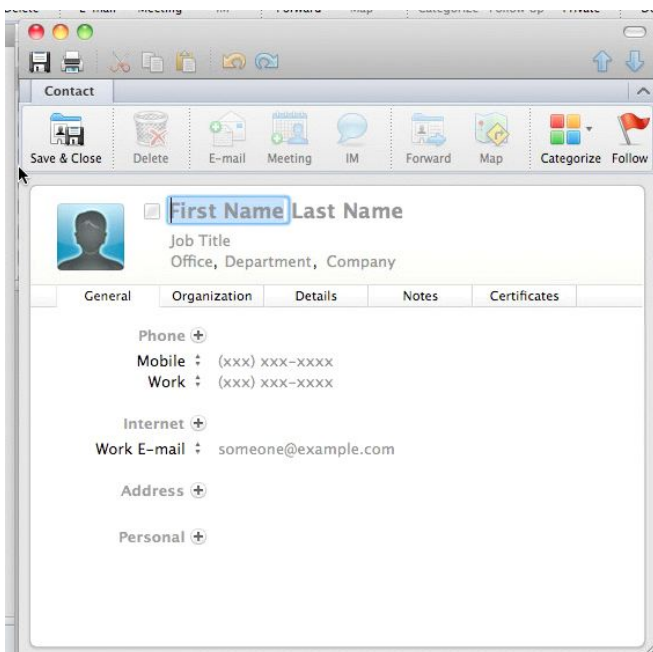
Import vCards from Apple Address Book.

Yon can also import by the Sync services from the system address book

Adding a contact.
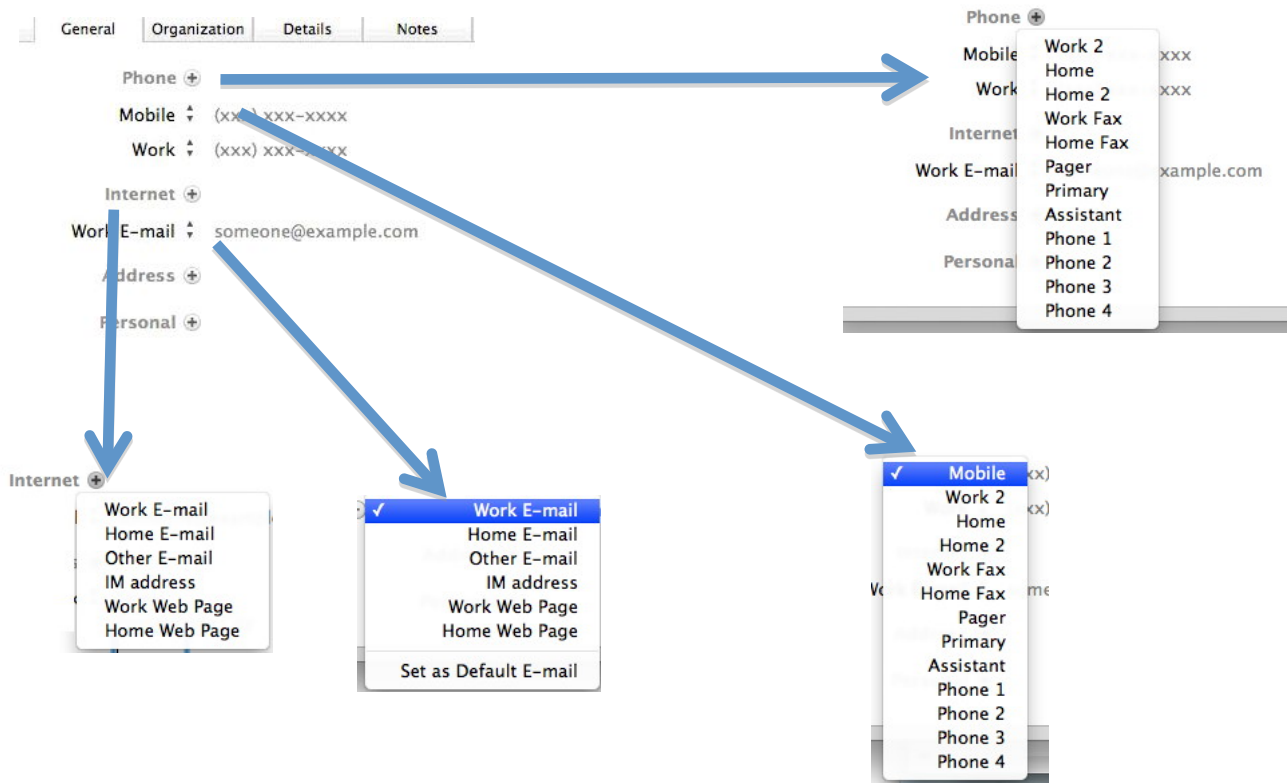

To add a contact, click on the new button, contact in the ribbon.


Here is a contact card.
The main fields are :
- First Name.
- Last Name.
- Job title.
- Department.
- Company.
- Phone.
- Mobile
- Work E-mail (adresse électronique du travail).
- Address
- Personal (personnel).

It's possible to have several phone numbers, several e-mails.

General Organization Details Notes

Phone ⊕

Mobile ↕ (xxx) xxx-xxxx

Work ↕ (xxx) xxx-xxxx

Internet ⊕

Work E-mail ↕ someone@example.com

Address ⊕

Personal ⊕

Phone ⊕

Mobile   Work 2   xxx
          Home
Work   Home 2   xxx
          Work Fax
Internet Home Fax
          Pager
Work E-mail Primary   xample.com
          Assistant
Address   Phone 1
          Phone 2
Personal Phone 3
          Phone 4

Internet ⊕

Work E-mail
Home E-mail
Other E-mail
IM address
Work Web Page
Home Web Page

✓ Work E-mail
   Home E-mail
   Other E-mail
   IM address
   Work Web Page
   Home Web Page

   Set as Default E-mail

✓ Mobile   (xx)
   Work 2
   Home   (xx)
   Home 2
   Work Fax
   Home Fax   me
   Pager
   Primary
   Assistant
   Phone 1
   Phone 2
   Phone 3
   Phone 4

Adding an e-mail in a contact card.

You can have several e-mails (your recipients too).
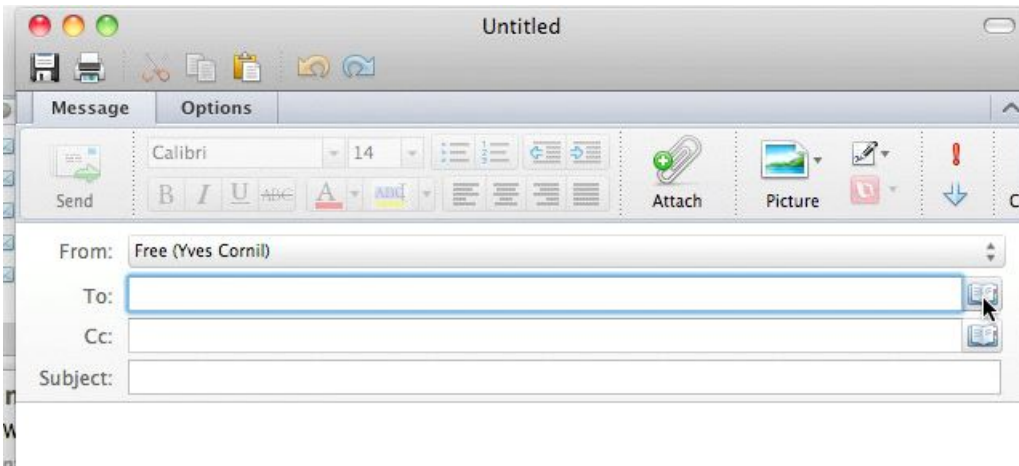To add an e-mail, click on the **+** Internet button.
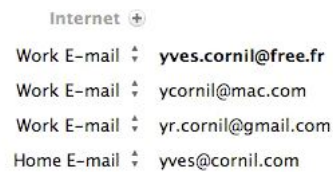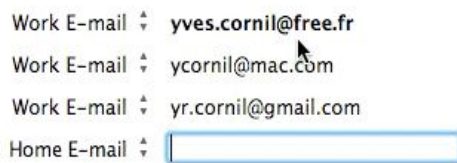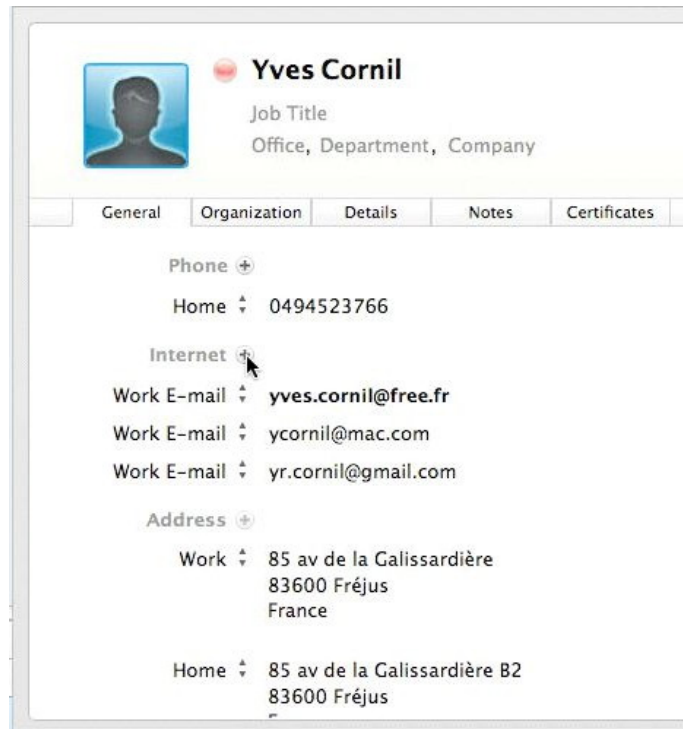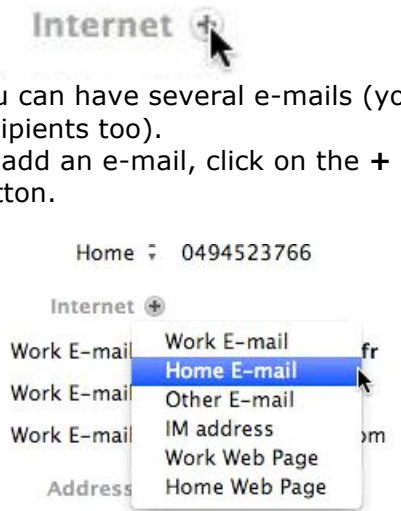
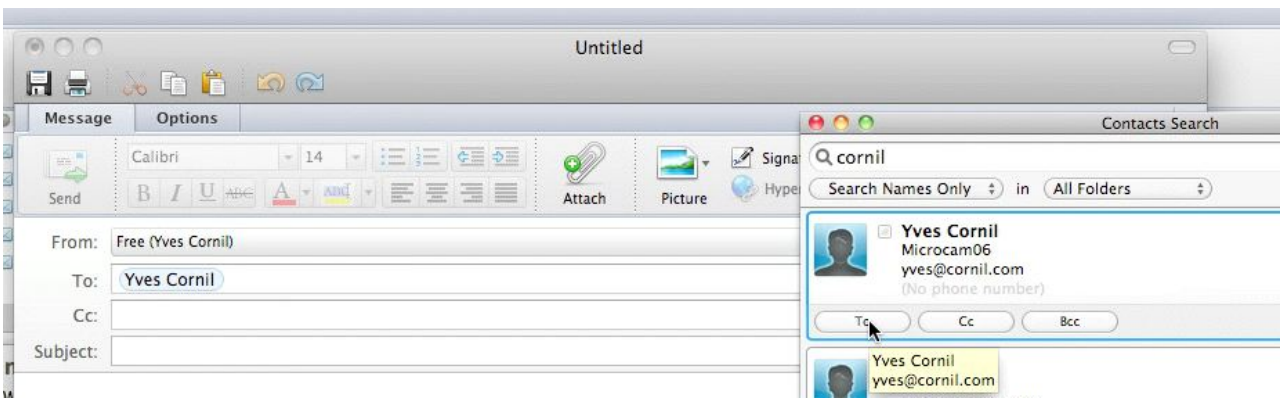You can choose the address type : home or work address.
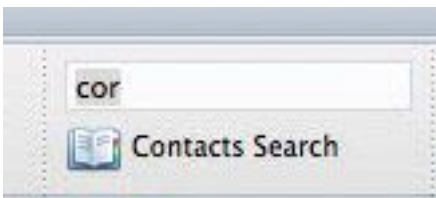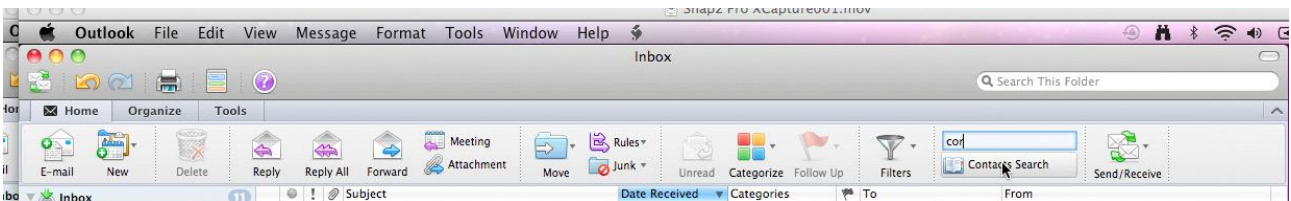
Adding an URL.
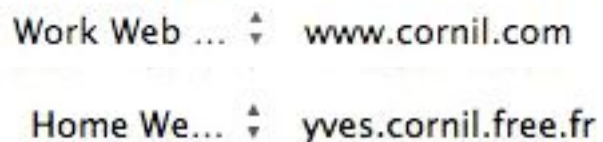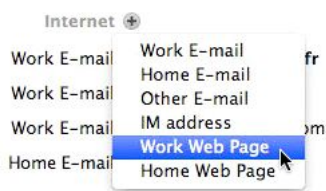
Searching a contact.

To find an address when you are writing a message: click on the **search address** figurine.

Type out the first letters of the first name or the name in the **search** box.
Select the good address and click on To or CC or BCC button.
The selected address is filled in the **To** area.

You can search your contacts from the contacts rectangle in the Outlook ribbon; enter the first letters and click on **en-ter.**

Deleting a contact.

To suppress a contact, select it, right click and delete.
Confirm, or not the delete operation.
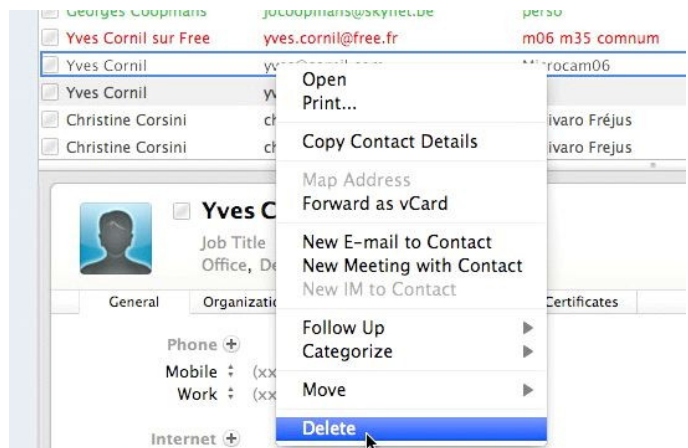
Managing the contacts groups.

If you send usually messages to persons in a group (association, club, etc.) it is interesting to create contact groups. Click on the **Contact Group** button in the ribbon.
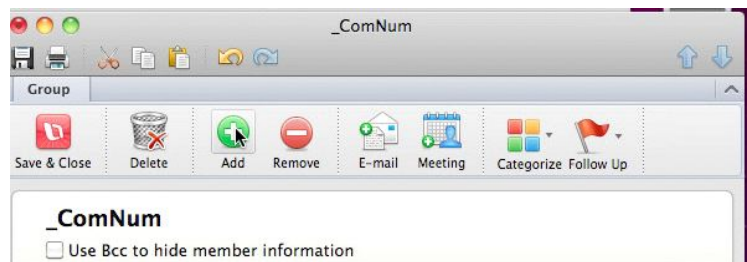Outlook proposes an **Untitled Group** name; enter your group name.
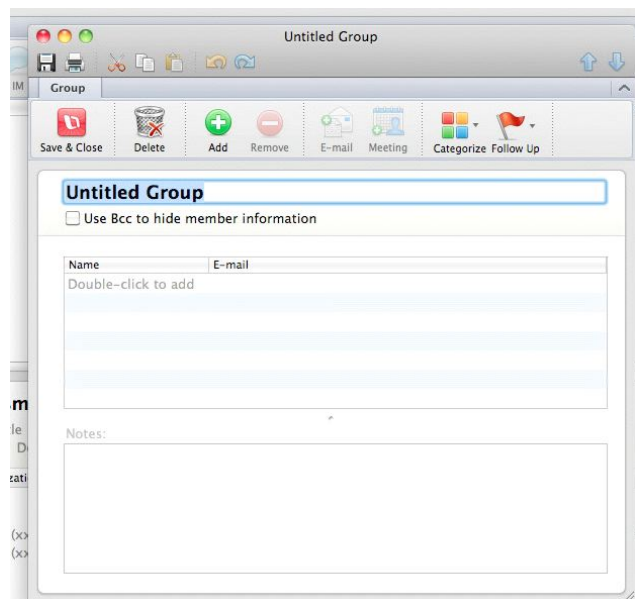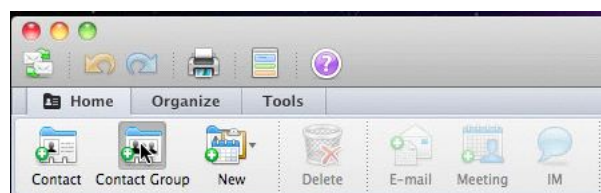
Tip: add an underscore (_) before your group name; when you will sort your contacts, the groups will be on the top of the list.
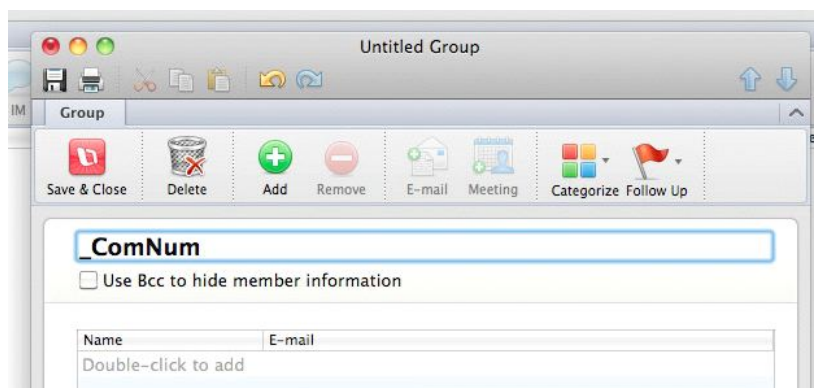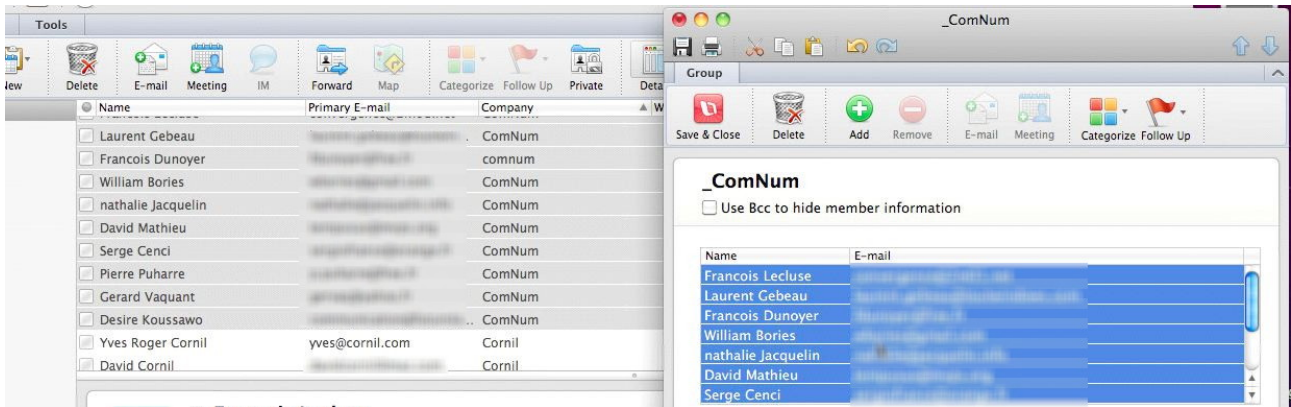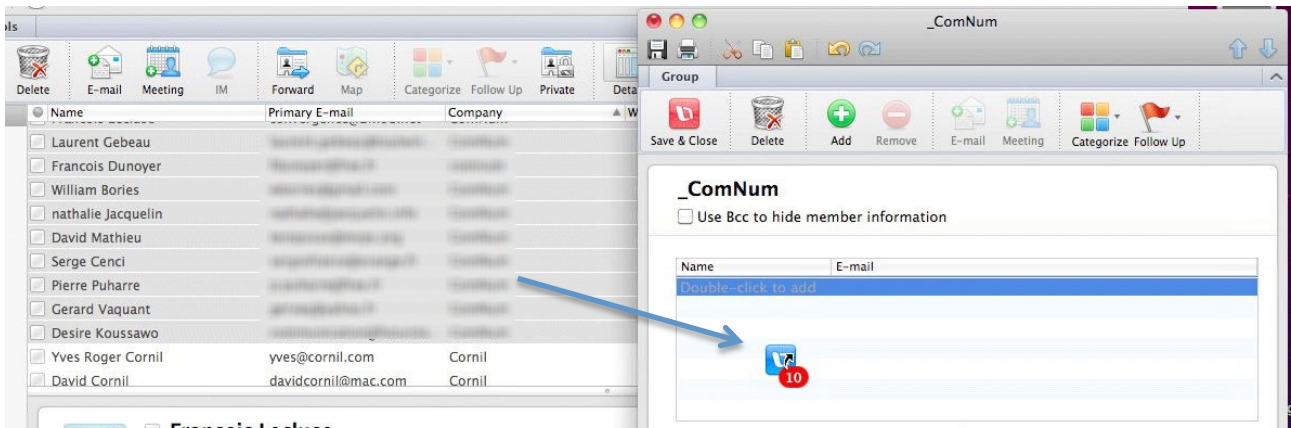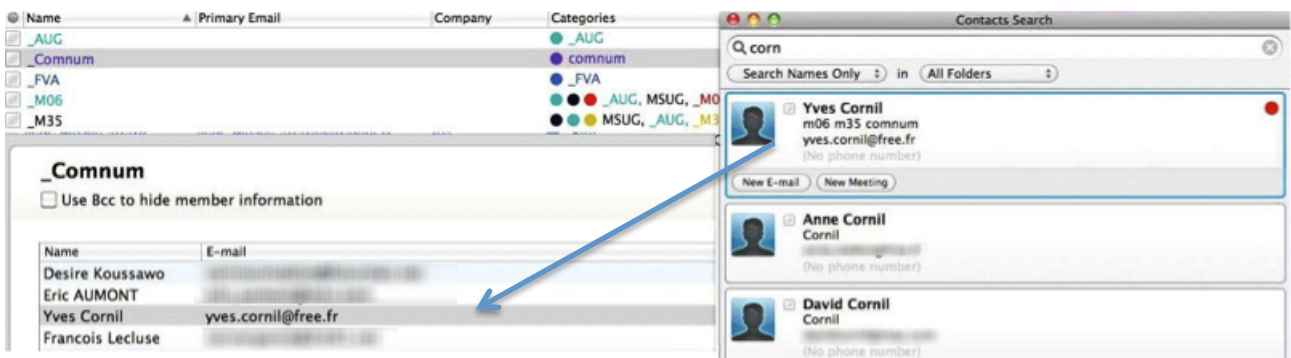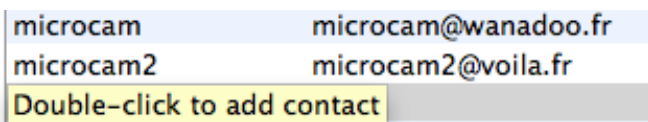
To save your group, click on save and close button; the group will be saved when you are closing the window.

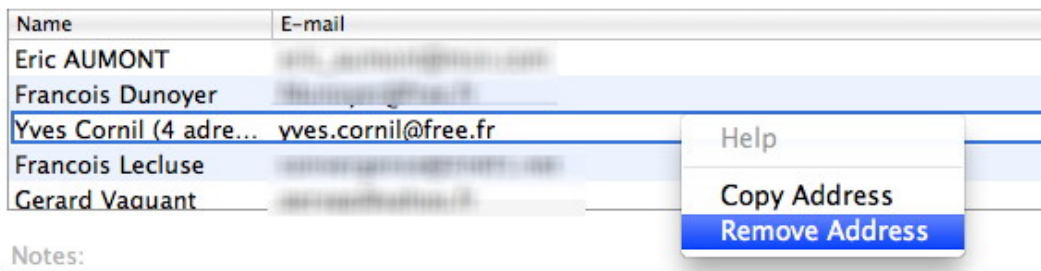## Adding contacts in a contact group.

Select the contacts in the contacts search and drag and drop the contacts found in the group box.

You can enter the contacts address by double clicking at the end of the group contacts.

# Deleting a contact in a contact group.

To delete a contact in a group contact, select the contact, a right click with the mouse (or ctrl click), **remove address**.

Sending a message to a contact group.

To send a message to a contacts group, enter the first letters of the group and choose it. Outlook proposes several groups; choose your group and write your message.
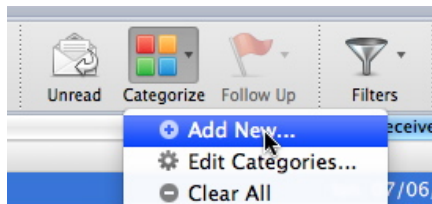
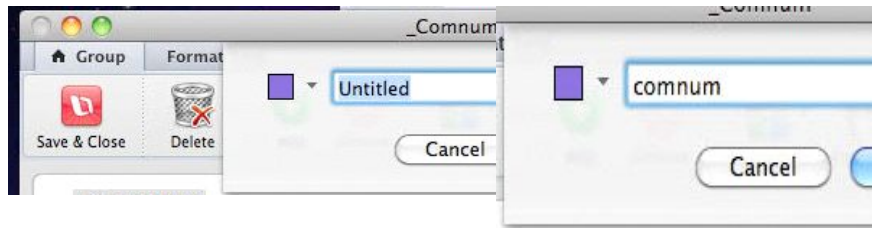It's better to choose the BCC area to enter the group.
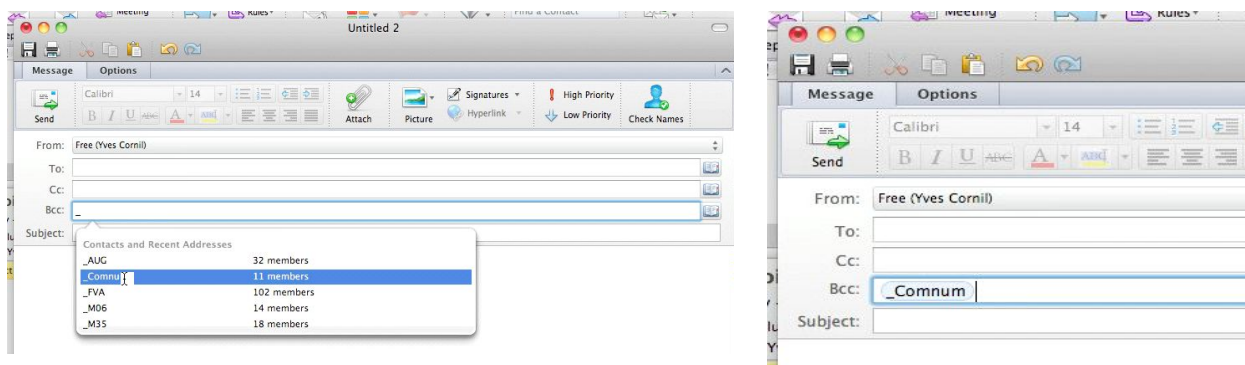
Adding a category to your contacts.

You can class your contacts and groups by categories and you can attribute a color to each category.
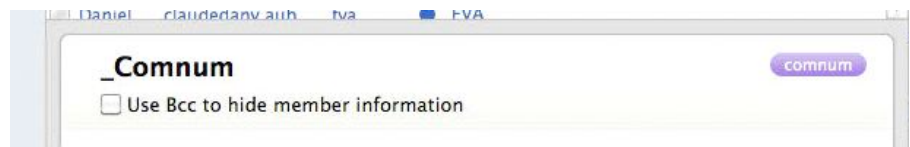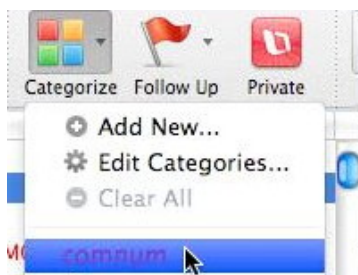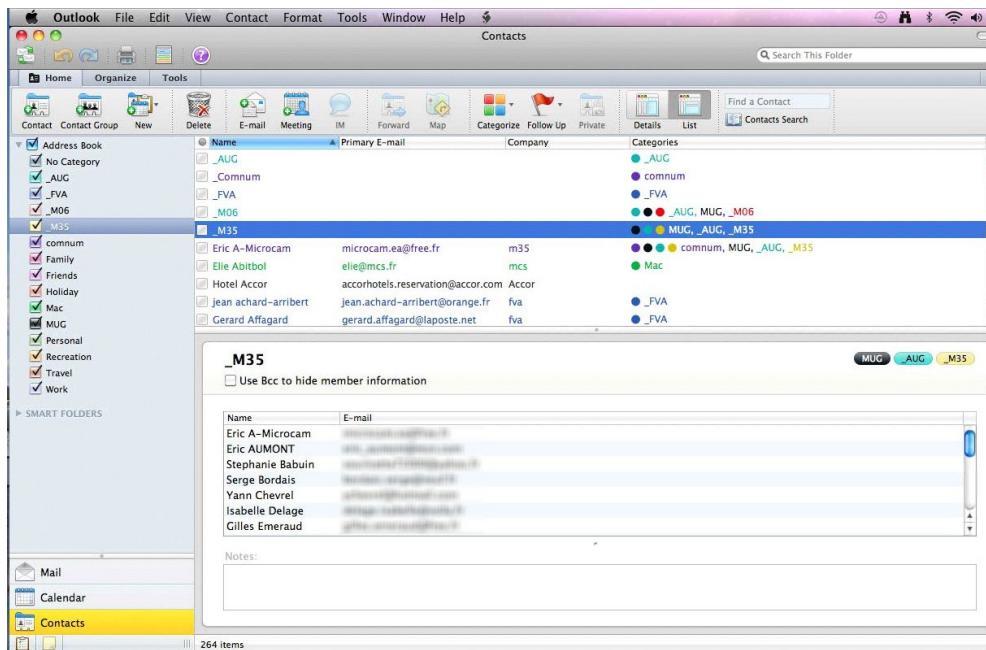
Creating a new category.

To create a new category, click on the categorize tool in the ribbon. Give a name to the new category and choose a color.
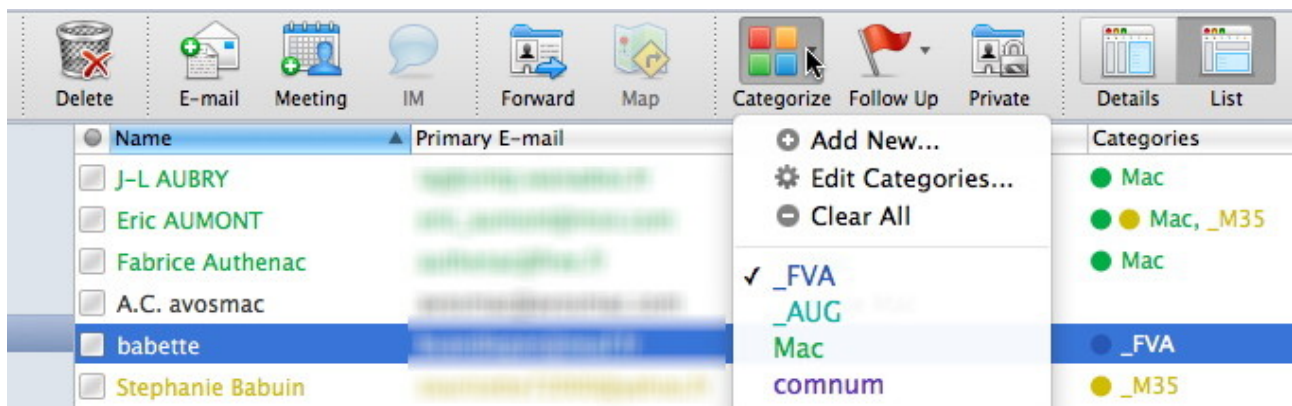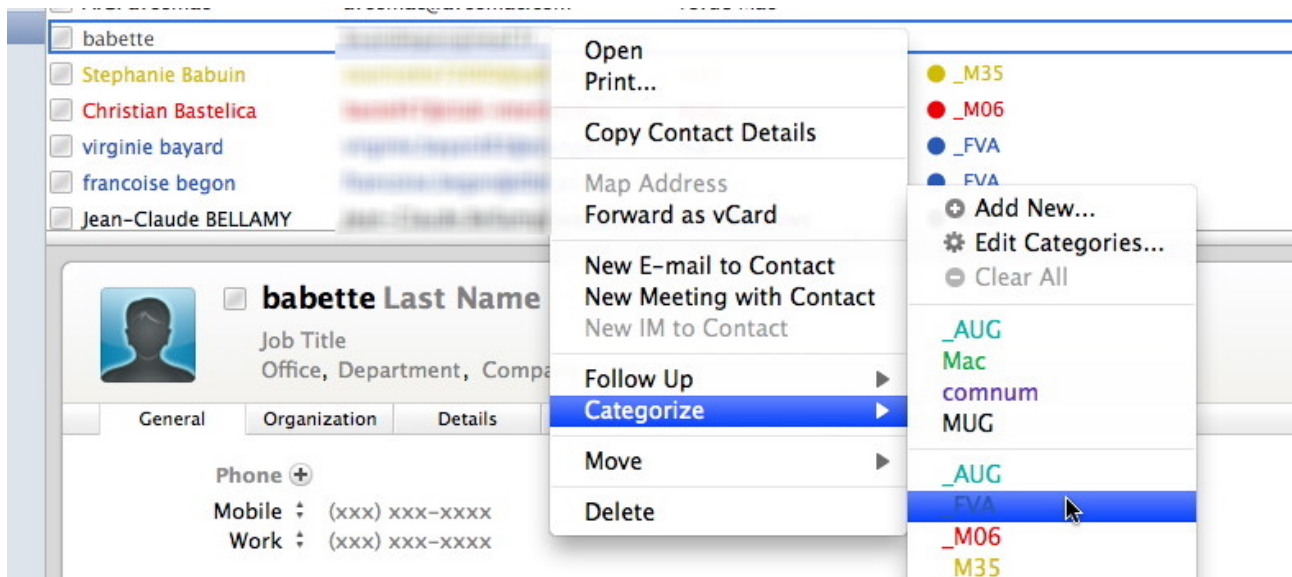
Attributing a category to a contacts group.

To affect a category to a group, select the group, and click on the **categorize** tool in the ribbon and choose the category. You can have several categories for a group.

Assigning a category to a contact.

To assign a category to a contact, select the contact, right click, categorize, category (here FVA); you can also click on the categorize tool in the ribbon and choose the category. You can assign several categories to a contact.
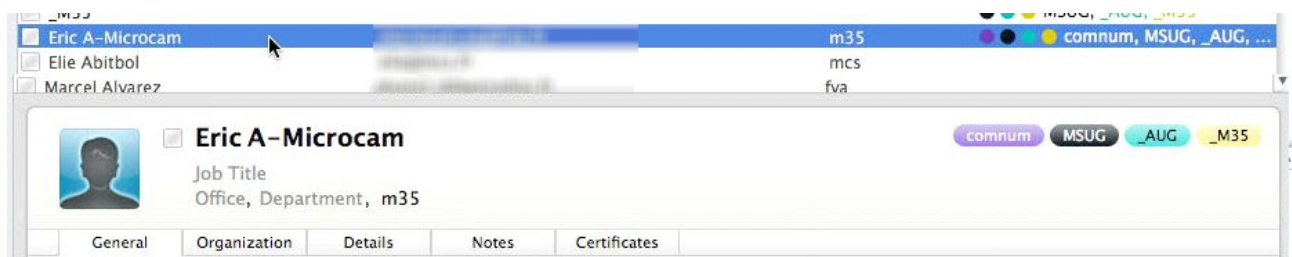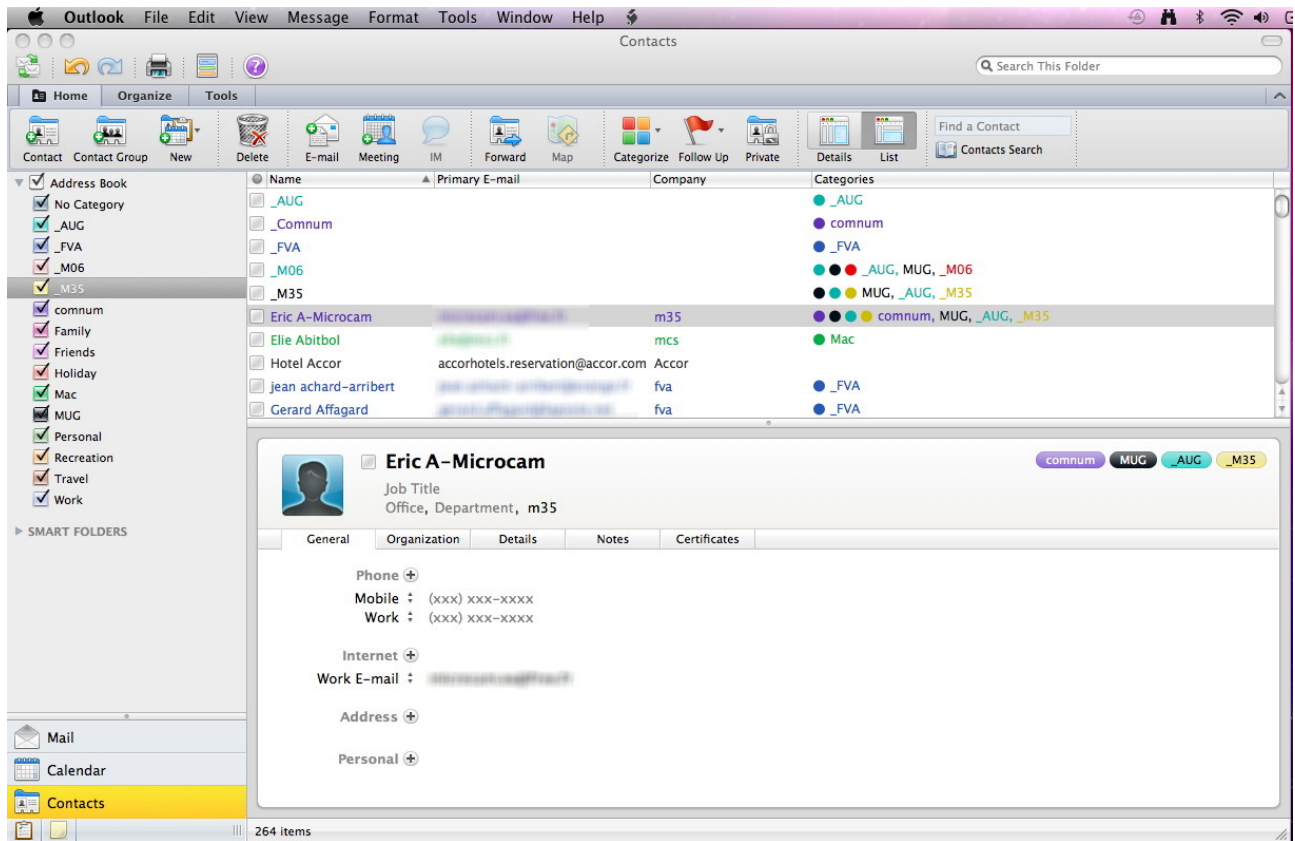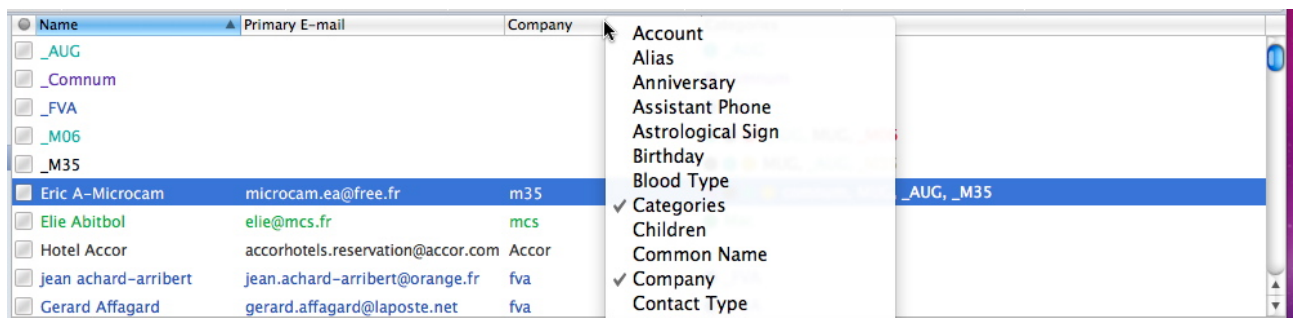

Eric is a very active user!!!.

Assigning a category to contacts.

To assign a category to several contacts, select the contacts, click on the **categorize** button in the ribbon and choose the category.
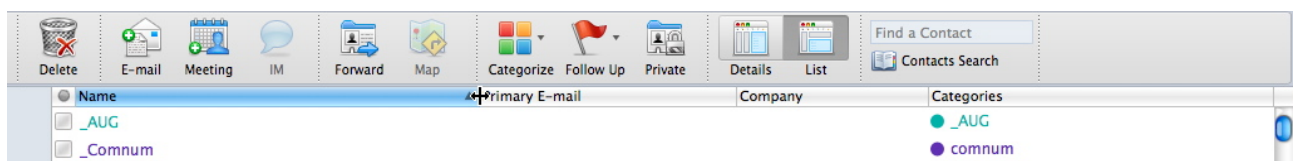
Your contacts at a glance.

You can organize your contacts as lists and choosing the displayed fields.

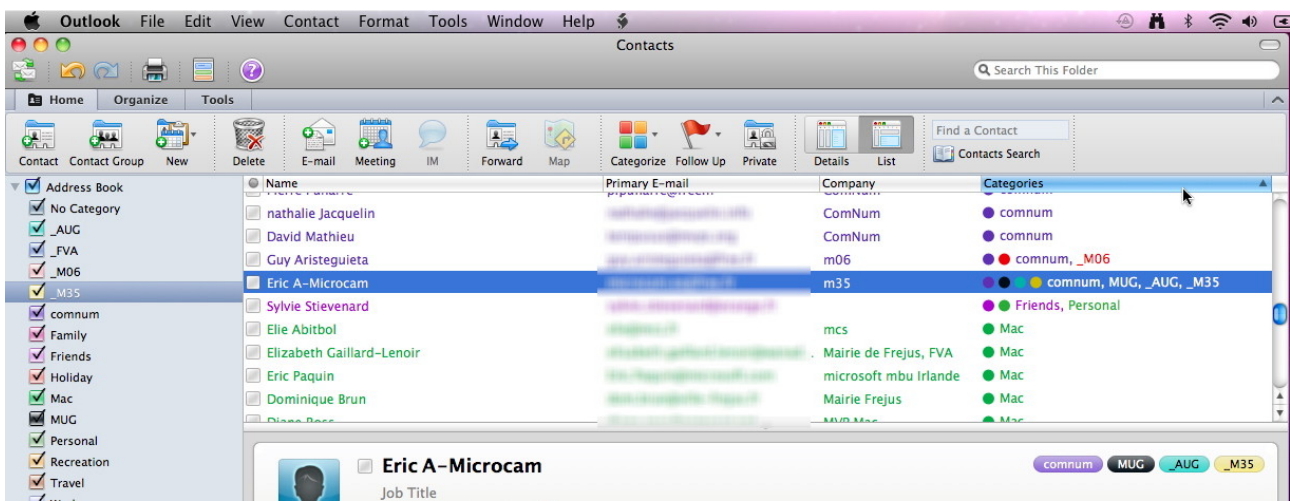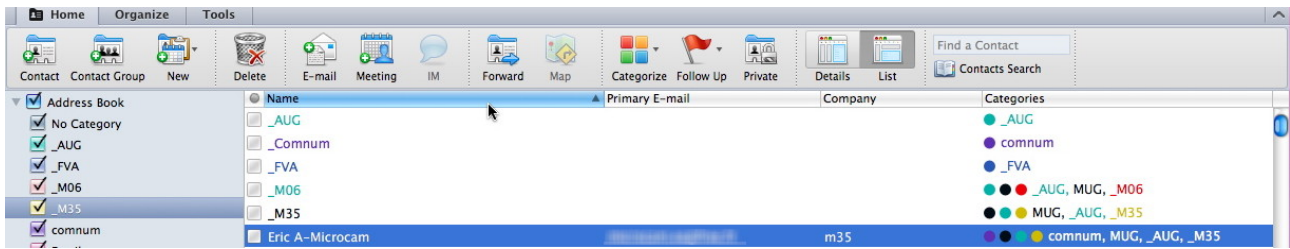To add a field, a right click on the title bar.

You can move or modify the column width.

To reduce the column width, shift the cursor to the left.

Sorting the contacts.

Click on the title bar.