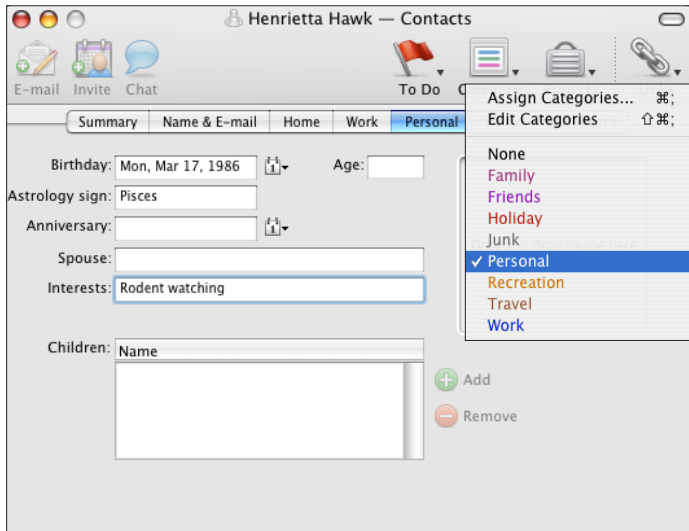


Using categories and flags in Entourage 2008

Categories

You can create categories in Entourage and use them to organize your contacts, appointments, tasks and e-mail.

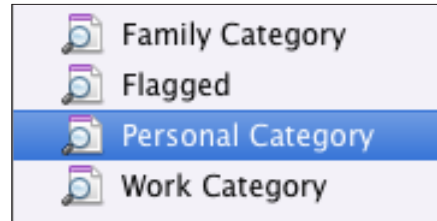
1. With a contact name highlighted in your **Address Book**, or a **New Contact** form open, click the arrow to the right of the **Categories** icon.



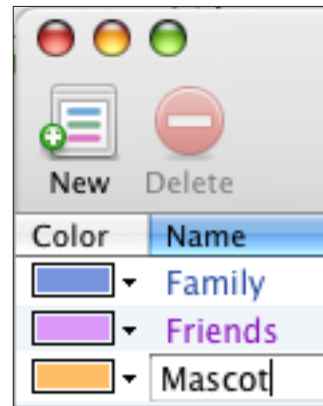
2. Select the appropriate **Category**.
 - ▶ The contact's name will now be displayed in your **Address Book** in the color of the category you selected. E-mail messages received from this person will also be highlighted in this color.



- ▶ If you now select an **Address Book View**, only the contacts in that category will be displayed.



- ▶ Select **Edit Categories** on the same menu to rename, add or change the colors of categories to personalize them.



Flags

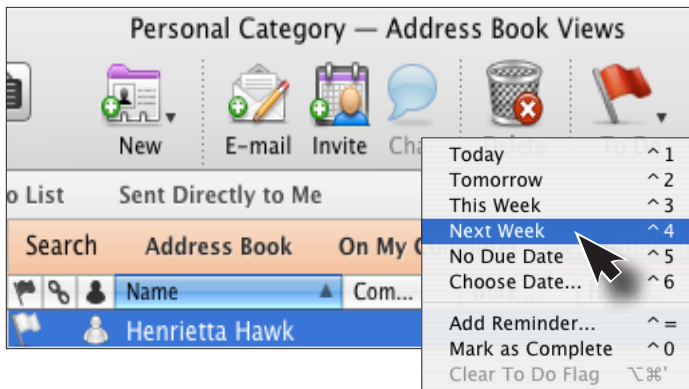
Flags allow you to easily mark items that you need to follow up on later. For example, if you receive an e-mail that you can't respond to right away, you can flag it, so that it stands out from the list of other e-mails in your Inbox. You can also flag tasks and contacts.

Adding a flag

1. With a contact name highlighted in your **Address Book**, or a **New Contact** form open, click the **To Do** (Flag) icon in the toolbar.



Using categories and flags in Entourage 2008



Adding a flag with a reminder

Flagging allows you to see and sort items that still need attention, but does not automatically set reminders for you.

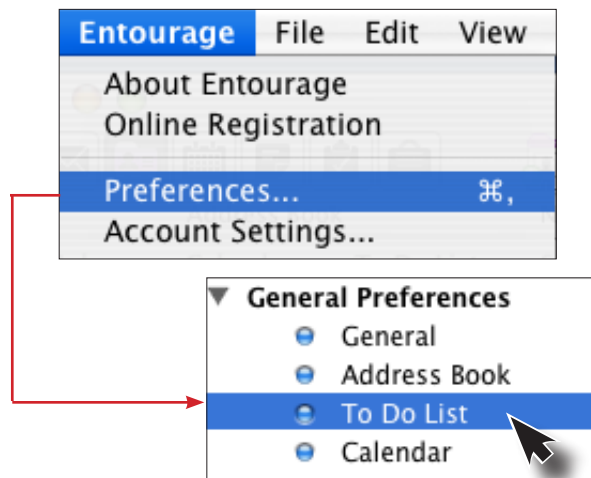
To add a reminder at the same time you add the flag:

1. Select **Add Reminder...** from the **To Do** (Flag) menu.
2. Check the boxes in the **Dates and Reminder** form to indicate which dates should apply.
3. Click the small calendar icon to select the date.
4. Select the time at which you wish to be reminded.
5. Click **OK**.

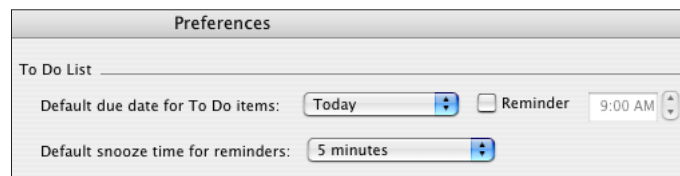


Setting a default due date and reminder time:

1. On the **Entourage** menu, click **Preferences**.
2. Under **General Preferences**, click **To Do List**.



3. Use the **Default due date**, **Reminder**, and **Default snooze time** menus to select the settings that are appropriate for most of your to do items.



To quickly add a **To Do** flag with the default due date and reminder, click the white flag to the left of an item in the message list or the contacts list. **Marking an item complete**

To mark a flagged item complete:

1. Click the small flag icon before the contact's name in your address book to reveal a checkmark, or from the **To Do** menu, select **Mark as Complete**.



Clearing a flag

1. To clear a flag, from the **To Do** menu, select **Clear To Do Flag**.

