Entourage Email

Your new email address matches your User ID. Any email sent to your old email address will be forwarded to your new one for as long as you are a member of the Wilkes community. Your new email system (which you may hear referred to as “Exchange”) has advantages over the old email system.

When you access your email for the first time on your office computer, you will notice at least two mailboxes in your Folder List. One resides on the main email server and is called “[Your Name] Exchange Account” and one that resides on your computer called “Folders on My Computer.” When your email is set up in Entourage, you can choose to have it automatically downloaded into your local folders, or to leave it on the server in your Exchange mailbox.

The advantage to keeping your mail in the Exchange mailbox is that your most recent email will be stored automatically on the Exchange email server, and then you can work with your email from any Internet-connected computer via a Web browser. The disadvantage is that you will need to manually move your email once every week or two into your local mailboxes and delete it from Exchange. If you do not, your Exchange box will fill up and you will not receive email (you will receive multiple warning emails before you get to this point).
Mail Folders

You can create new mail folders on the mail server and in your local filing cabinet on your computer. To do so:

- Control-click on your Exchange account or local folders icon (Figure 1)
- A popup window will appear (Figure 2)
- Select the New Folder… option from the menu
- The Create New Folder window will open (Figure 3)
- Type the name of your new folder in the “Name:” text box and click OK
- Your new folder will appear (in alphabetical order) under the account icon (Figure 4)
Contacts

A great feature of the new Entourage-Exchange system is one-click or drag-and-drop methods for adding contacts to your email contacts list.

To add a sender to your contact list:
- Control-click on his or her name (in this case Hines, Susan)
- Then on the dropdown menu, select the “Add to Address Book” option.

This feature works directly from your email inbox. A Contacts box will pop open, and will automatically populate the fields with as much information as is available about the contact. You may then add any information.

Distribution Lists

With the new system, you will be able to access and build robust contact and distribution lists with relative ease. The new system will also be able to provide regularly updated email lists for departments and other university organizations and groups. This feature will be implemented before July 2006.

To access a managed distribution list:

- Under the Contacts list, select “Default Global Address List.”
- Scroll to find the distribution lists. They are represented with an icon that looks like two people instead of one for a singular contact.
- Select the desired list by double clicking on it’s name.
You may also create your own personal distribution lists. To create a distribution list:

- In the Contacts section of Entourage, Apple-click on the people you want to put into the list until they are all highlighted
- Click the “Add Group” button
- A distribution list page will appear allowing you to name the list

Postini Message Center

Postini is the email protection service used by Wilkes to provide spam and virus filtering and quarantine. Email to both your old and new addresses will pass through the Postini system before they are delivered to your inbox. Messages that appear to be spam or contain viruses will be quarantined in the message center. Postini will send you an email to alert you that it is holding suspicious email messages for your review. The email will contain a link that will take you to a log-in screen.

There is no change to the login information for Postini. It will continue to use the email address and password you have been using for Postini.
Calendaring

There are a number of calendaring options provided in the Entourage-Exchange system. You can use the calendar to schedule and confirm appointments with other Exchange users. In addition to using it as a standard calendar (to keep track of appointments and meetings), you may share your calendar with other users. If you would like to share your calendar, IT Services can assist you.

Some Calendar Advantages

The real value of using the calendar feature is the ease with which you may schedule—and reschedule—appointments and meetings. Just select the “Calendar” feature in the menu, then the date on which you want to schedule an event.

- Click on the selected date
- Clicking “New” will open an Event box
- Click the “Invite” button to invite other individuals to the meeting.
**Wilkes Computing Enhancements**  
**Information & Instructions for Faculty & Staff using Entourage**

- Select the “Default Global Address List” from your contacts menu.
- Select the people you want to invite by finding them in the list or searching for them, highlighting their name, and clicking the “Add” button.

- Click the “Schedule” button.
- You may now search for a date and time when everyone is available. Note that you cannot see each person’s actual activities (unless they give you permission). You will just see their availability.

- Now enter a “Subject” (a message or agenda) for the meeting.
- If you’re scheduling a recurring meeting click on the “Occurs” button on the menu bar.
- When you are done click “Send Now.”
Web Mail

While out of the office, you may use the web-based email application by going to the Faculty & Staff page on the Wilkes Website and clicking on the “Email, upgraded” link.

To login, remember that your domain/username follows the firstname.lastname convention.

Your password is the same as your network password, which was established when your computer was configured for the email and calendar enhancements by an IT Services technician.

The web-based email application and the Entourage desktop mail application have the same general functionality, look, and feel.