Updates

It is recommended to apply the following updates if you have not already done so.

Microsoft Office 2004 for Mac Service Pack 2 (11.2.0)
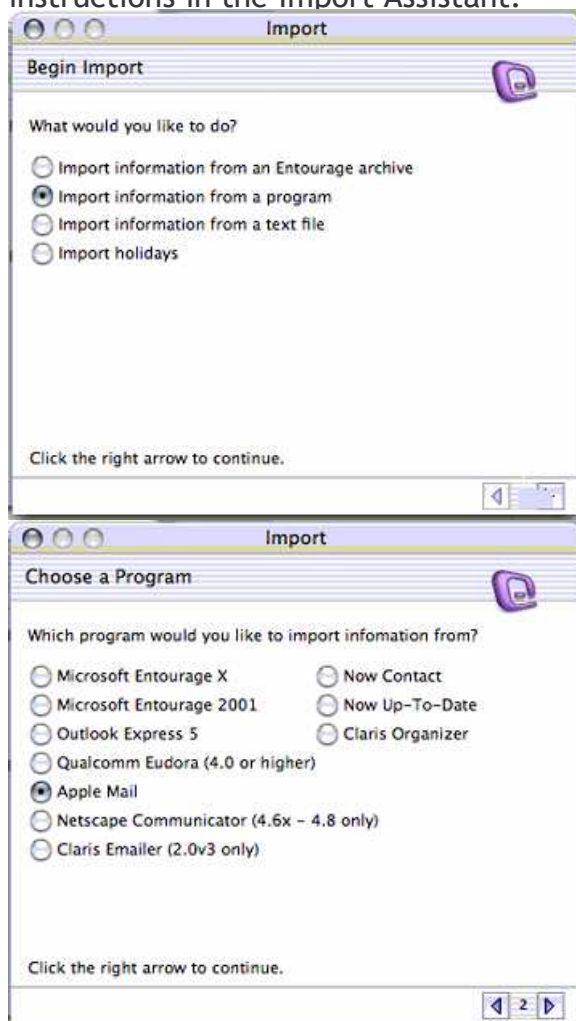
http://download.microsoft.com/download/7/A/8/7A87B40A-98A0-4B1A-BB64-49C3AE0C9B4F/Office2004-1120UpdateEN.dmg

Microsoft Office 2004 for Mac 11.2.1 Update

http://download.microsoft.com/download/A/0/4/A040696F-8B34-4F9D-A67C-0486CE269322/Office2004-1121UpdateEN.dmg
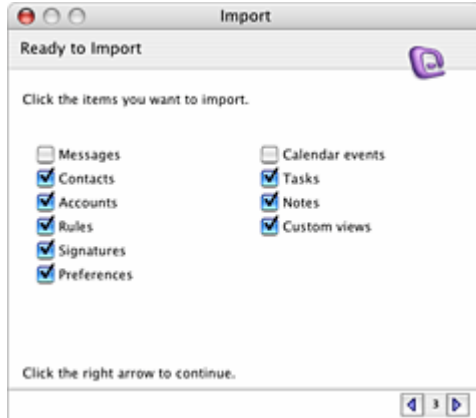
Importing

Open the Entourage File menu, click Import, and then follow the instructions in the Import Assistant.

You can pick and choose which items you want to import.

For example, you might want to start with a clean Inbox and Calendar. You can clear the check boxes next to those items, as shown in the following picture, to prevent messages and Calendar events from being imported.

Entourage can import e-mail directly from the following programs by using the Import Assistant: earlier versions of Entourage, Outlook Express 5, Qualcomm Eudora (4.0 or higher), Apple Mail, Netscape Communicator (4.6x-4.8 only), and Claris Emailer (2.0v3 only). If your program is on this list, click Import on the File menu, and then follow the instructions in the Import Assistant to import your e-mail.

Note Entourage X cannot import e-mail directly from Apple Mail. If you are switching from Apple Mail to Entourage X, you can import e-mail by using the Import from Mail script, which is available in the Value Pack folder on the CD-ROM or on the network you installed Entourage from.

Switch from Apple Mail to Entourage without missing a beat
If you've been using Apple Mail, the e-mail program that comes with OS X, you can start using Microsoft Entourage X for Mac without losing any of the messages you've already received. After you install Entourage, you can simply run an AppleScript script that copies messages from your mailbox in Apple Mail to a mail folder in Entourage.

The Import from Mail script
The Import from Mail script is available in the Value Pack folder on the CD-ROM or on the network you installed Entourage from. After you install Entourage, you're ready to import your messages.

Import messages to Entourage

Open the Value Pack folder.
Double-click the Value Pack Installer.
Select the Import from Mail check box, and then click Continue.
When the Installer has finished, click Quit.
Double-click the Import from Mail script in the following folder:
Microsoft Office X/Utilities/Import from Mail.
When the script is finished, click OK.
Now simply start Entourage as usual. Your imported messages are in the Import from Mail folder under On My Computer.

Note   The Import from Mail script works for messages in Apple Mail Personal Mailboxes. The script does not work for messages in Apple Mail IMAP mailboxes or other mailboxes outside of the Personal Mailboxes hierarchy. For more information about types of mail accounts, search Entourage Help for "mail account."

If you have had to manually export your contacts from another program then you can Import Contacts by mapping fields manually:

Open the Entourage File menu, click Import.
Click Import information from a text file.

Make sure that Import contacts from a tab- or comma-delimited text file is selected, and then click the right arrow. In the Import Text File dialog box, click the file you want, and then click Import.

The first record in the file appears.

Drag the field names in the Unmapped fields box opposite their counterparts in the Mapped fields box.

Tip   If a field remains in the Unmapped fields box because it has no Entourage counterpart, you can drag it opposite one of the Entourage custom fields, or leave it in the Unmapped fields box. Make sure that the Import unmapped fields to

"Notes" check box is selected. That way, information in fields that remain in the Unmapped fields box won't be lost.

When all the fields in the Unmapped fields box have been mapped correctly, click Import.

When prompted to save the current field mapping settings, do one of the following:
To save the mapping settings, click Save, and then type a name for the mapping settings file. The next time you import, follow the instructions below for importing contacts by using a saved mapping file.
To discard the mapping settings after you import, click Don't Save.
Click Finish.