

# Manage Multiple Accounts in Entourage

by Cathy Lu

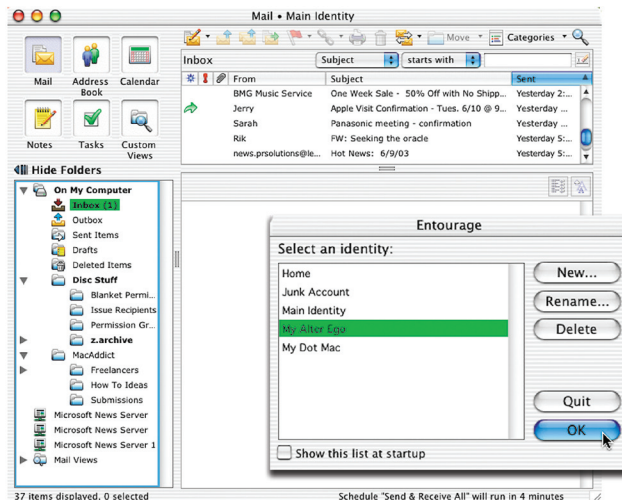


## WHAT YOU NEED:

- Microsoft Entourage (\$99 or part of Office 2001 and later, [www.microsoft.com/mac](http://www.microsoft.com/mac))

We're not crazy, but we do have multiple personalities. They just happen to be in the form of multiple email addresses. After all, in this day and age of spam gone wild, what brave soul treads across vast spambot Web fields with only one email address? Most of you probably have a work address, a home address, and your prized .Mac address that you faithfully (through gritted teeth) shell out \$99 for each year.

As the possibility for multiple email account disorder increases, so does the importance of having a good way to manage all of your accounts. Thankfully, Microsoft Entourage (our email app of choice) provides several ways to set up and manage multiple email accounts. Depending on your preferences and needs, here are three different ways to get a grip on them.



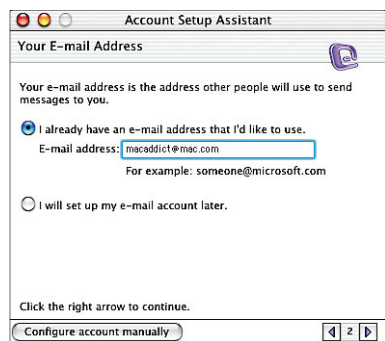
**Got more than one email account? Entourage lets you manage them all as one happy family or as distinct individuals—the choice is yours.**

## Create One Big Happy In-Box

There are two types of people in this world: Those who don't mind having their peas touch their mashed potatoes (or their email accounts mixing) and those who do. If you're of the first breed, and don't mind having messages from your various

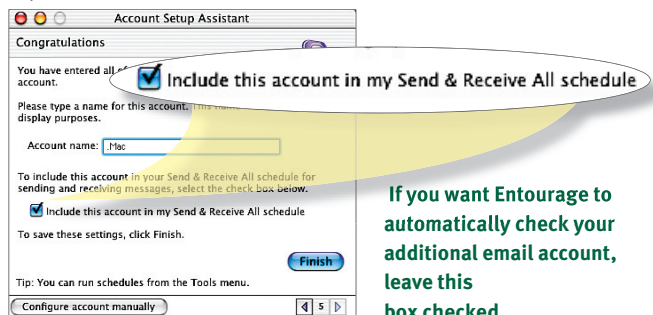
email accounts flood into one in-box, here's a supercinchy way to get email from all of your accounts collectively (this works for other email apps too—just apply our instructions accordingly).

**1 Add an Account** Launch Entourage and from the Tools menu, select Accounts. In the resulting window, click New. Entourage's Account Setup Assistant opens and asks you for info about the email account you wish to add, including the address, password, incoming mail server, and outgoing (SMTP) mail server. Fill in this info in the provided fields. For you Dot-Mac-ers, use mail.mac.com as the incoming server but use your own ISP's SMTP server to send messages.



**The Account Setup Assistant walks you through several windows to help you set up a second account.**

**2 Set Send & Receive Options** In the final Congratulations screen, type a name for your account in the Account Name field. Then check the Include This Account In My Send & Receive All Schedule box to have Entourage check the account in addition to your main account when you click Send & Receive. If you don't want this, uncheck this box. Either way, you can still check your accounts individually by clicking and holding Send & Receive, then selecting an email address from the drop-down menu. Repeat for all other accounts.

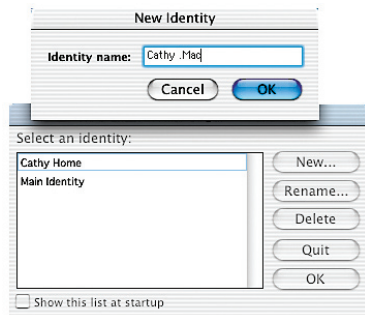


**If you want Entourage to automatically check your additional email account, leave this box checked.**

## Maintain Separate In-Boxes

If you want to keep all of your email accounts separate—we're talking separate in-boxes, separate address books, separate calendars, separate everything—you can. This is especially helpful if you'd rather not mix business with pleasure.

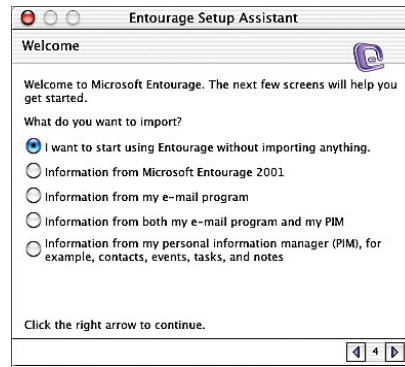
**1 Create an Identity** First, quit any other Microsoft Office app that's open. Then in Entourage, select Switch Identity from the Entourage menu. A dialog appears, asking if you're sure you want to switch identities (it won't let you if you didn't quit all other Office apps). Click Switch; the interface disappears and another dialog appears, listing your various identities. If you've never created



an identity, you should see only one listing: Main Identity. Click New, type a name for your account in the resulting dialog, and click OK.

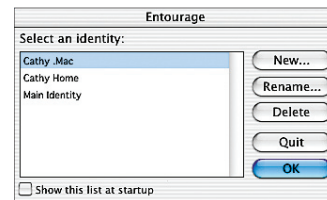
**To create a new identity, click New (duh), and then type an appropriate name for it.**

**2 Feed It Info** Time for Setup Assistant hell. In a series of dialogs, Entourage requests info for everything under the sun—your name, address, where you work, what kind of car you drive, your favorite *Friends* cast member (well, OK, not the last two). Play along until it asks what you want to import—you can import data from a PIM, another email app, Entourage 2001, or nothing at all (there's no option to import from another identity, but see "Maintain Your Contacts," below, for a workaround). Choose one and continue the question-and-answer game, setting up email accounts under your new identity as described in "Create One Big Happy In-Box," previous page, until you click Finish.



**Let Entourage know if you want to import a database from another email app or PIM—or if you just want to get on with it already.**

**3 Change Your Identities** You now have your new email account set up in a completely new in-box. Everything that you now add to Entourage's Calendar, Address Book, Notes, and other features will be married to this account independent of your Main Identity (or any other subsequent identity you set up). Anytime you want to access a different email account, just choose Switch Identity from the Entourage menu, select the desired identity in the resulting dialog, and click OK.

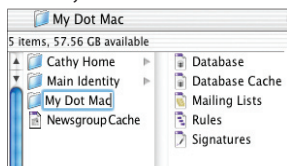


**This dialog allows you to toggle between your different identities.**

## Maintain Your Contacts

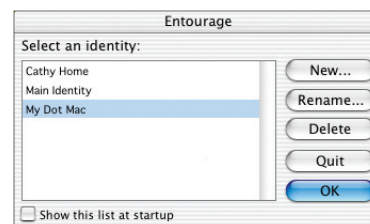
By setting up a new identity, you get the benefit of keeping, say, your work email separate from your personal email. Unfortunately, because Entourage won't let you import anything from an existing identity to a new one, you've got to start from scratch to build a new database of contacts for that identity—or do you? Not with this workaround.

**1 Copy the Database** If you want to create a new identity while carrying over all your Entourage Address Book content from your Main Identity, duplicate your Main Identity's database. Go to Users > *user name* > Documents > Microsoft User Data > Office X Identities, make a copy of the Main Identity folder (Command-D), and then rename the copy as whatever you want to call your new identity—we renamed ours *My Dot Mac*.




**After duplicating our Main Identity folder, we renamed it to create a new identity, My Dot Mac.**

**2 Tweak Your Identity** Select Switch Identity from the Entourage menu. In the resulting dialog, select your new identity, and then click OK to open the account in Entourage. Yay—you have your contacts. But yikes—you also have an exact clone of your Main Identity's data. First, change the email settings to reflect your .Mac account (select Accounts from the Tool menu). Then delete all the messages from your in-box and set up folders. Prune through the calendar, notes, or any other unwanted data, including your contacts. After all, you don't need your boss's info cluttering up your personal email.



**After you rename the copied folder, the new identity pops up in the list when you command Entourage to switch identities.**

 *MacAddict* editor Cathy Lu has so many Entourage identities that she's beginning to forget who she really is.