Configure Microsoft Outlook 2011 for Mac

Importing from Entourage

The following instructions are intended for users who are already using Microsoft Entourage 2004 or Entourage 2008 and are upgrading to Office 2011. If you are not upgrading from Entourage, please use one of the alternate setup documents, located here:
http://it.med.harvard.edu/pg.asp?pn=email_configs

Configuring Outlook 2011

• If upgrading from Office 2004 or Office 2008:
  o Optional: Check the box to make Outlook 2011 the default application.
  o Click “Import”.
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- Select “Entourage information from an archive or earlier version”.
- Click the right arrow to continue.
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- Select Entourage 2008 or Entourage 2004.
- Click the right arrow to continue.
• **Select** all boxes.
• **Click** the right arrow to continue.
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- **Select** the identity to import.
  - **Note:** If there is more than 1 identity, select the most recent one.
- **Click** the right arrow to continue.

- If you see the following message, **click** OK.
• The import from Entourage to Outlook should now begin.
  o **Note:** Time to complete the import is dependent on how many messages are contained in Entourage. The import time could take up to several hours.
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If you see the following message, click “Always Allow”.

- Click “Finish”.

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