

Upgrading to Entourage WSE (version 1304) (and importing archived content)



To use Entourage with the Live@edu service, you must be using the most recent version, which is called **Entourage 2008 for Mac, Web Services Edition**, or **Entourage version 1304**.

To find out what version you have installed, from the **Entourage** menu, select **About Entourage**. The version is listed in bold at the top of the **About** dialog box.

If you need to upgrade, it is a two-part process. All your settings, messages, contacts, rules, etc. will be brought forward. The changes to Entourage were all "under the covers" so the interface has not changed.

We are assuming that, whatever Mac OS X version you are using, you have kept it fully updated.

ONE

1. With Entourage running, from the **Help** menu, select **Check for Updates**. This will check to see if you have the final version 12.x release. If it wants to upgrade, let it.
2. **Check for updates again**. Continue to check for updates until Entourage reports that you're completely updated.

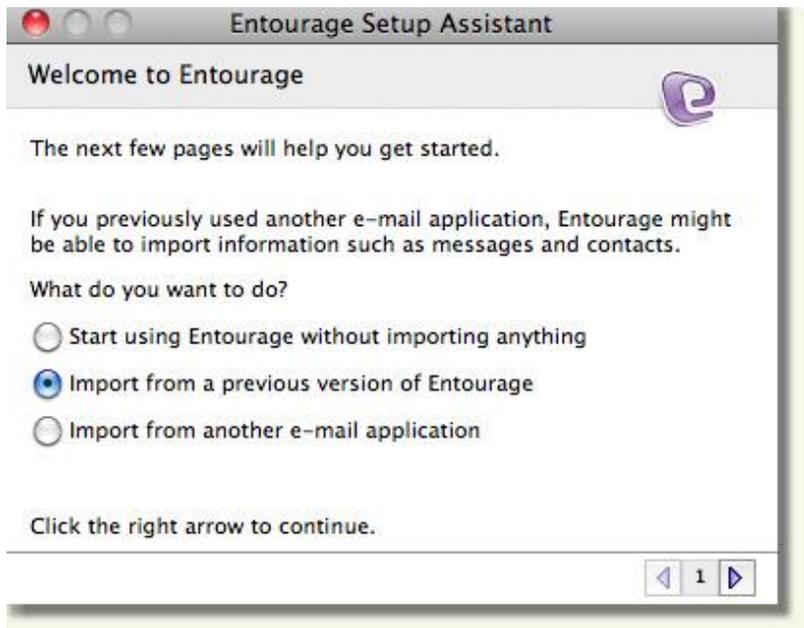
TWO

1. Exit Entourage and any other Microsoft applications running on your computer.
2. Use your browser to visit the [Microsoft Mac Office 2008 download page](#).
3. Look in the Downloads section at the bottom of the page. Click on the link for Web Services Edition.
4. In the **Download Now** box, click **English (.dmg)** and save the file to your hard disk.
5. Double-click the file you downloaded
6. Double-click the **Entourage 2008, Web Services Edition Update** file.

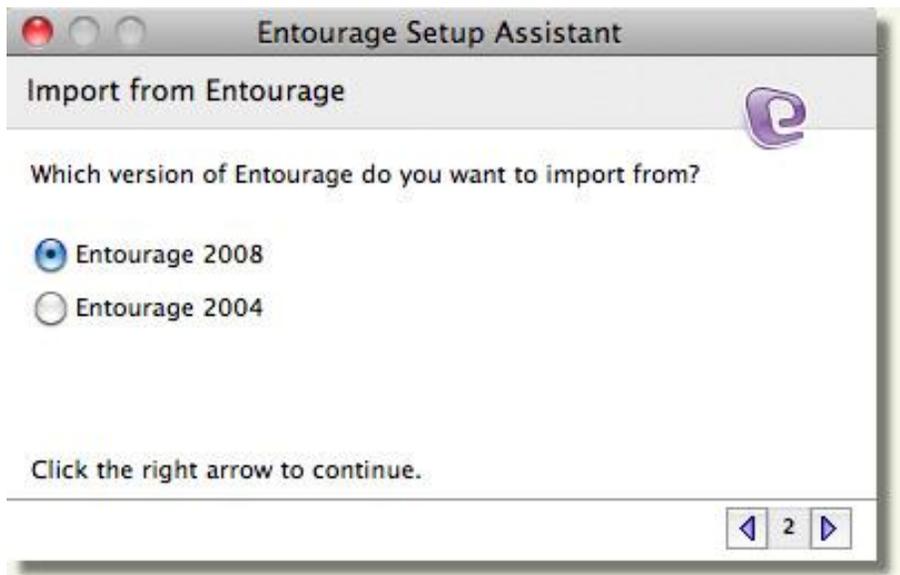
7. Follow the on-installer instructions.

When you next use Entourage, it will offer to import your settings. Let it. Mostly you'll just accept the defaults, but here are a few tips.

Make sure you select **Import from a previous version of Entourage**



Confirm that the version of Entourage you just upgraded is selected. For most people this will be Entourage 2008.



When you see the warning shown below, take a deep breath and don't worry. Just click **OK**.



The import process could take a long time (half an hour, perhaps) depending on how much data you're importing.

The imported mail will be stored under **On My Computer** in the **Navigation Pane**.

New messages will be stored on the Exchange server, and will appear in your **Live@edu Inbox** section of the **Navigation Pane** (probably the first thing in the Nav Pane).