



# Inbox Zero with Microsoft Entourage 2008

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*Do e-mail less with the help of Saved Searches in Entourage*

## Set up Categories

- Define or create your Categories
  - Edit → Categorize → Edit Categories
    - Respond
    - Do
    - Delegate

## Set up Saved Searches (Mail Views)

### Category Folders

- ✓ Respond, Do, Delegate
- Set up the folders
  - File → New → Saved Search
    - Category is → “Respond” (etc.)
  - Restrict the folder
    - Keep the default setting to search “Inbox”

### New Mail Folder

- Set up the folder
  - File → New → Saved Search
    - “Category does not exist”
  - Restrict the folder
    - Keep the default setting to search “Inbox”

## Entourage Tips

- Because of the way that Entourage handles categories, including how involved it is to use them, it may be easier to use flags instead for your triage needs
- Your saved searches will need to be set up on any computer that you use