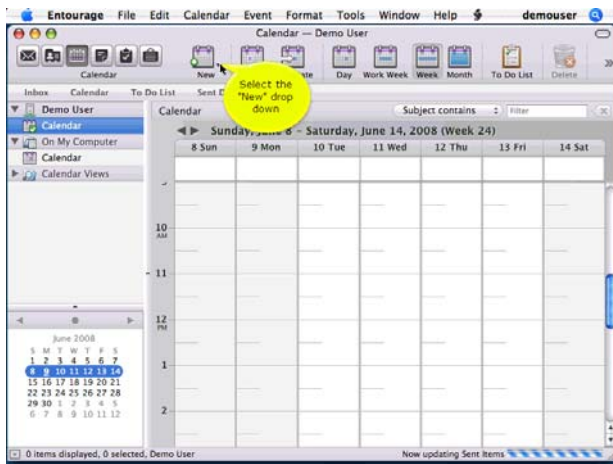
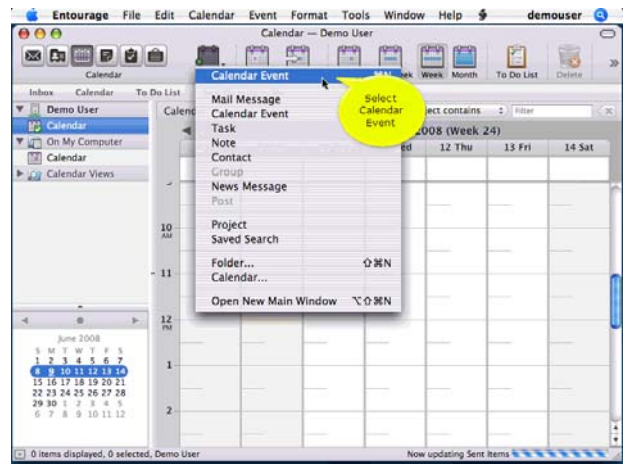


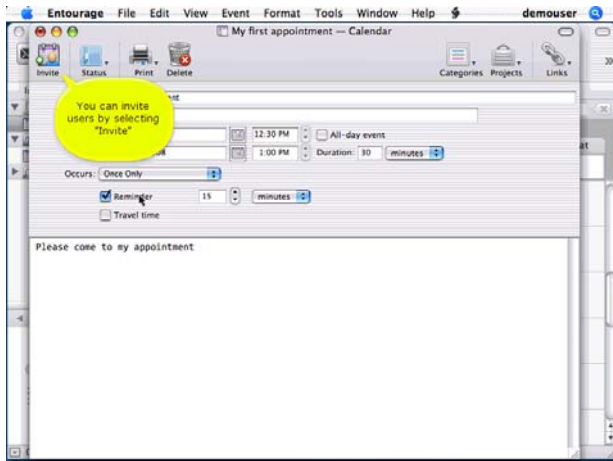
Select the Calendar button



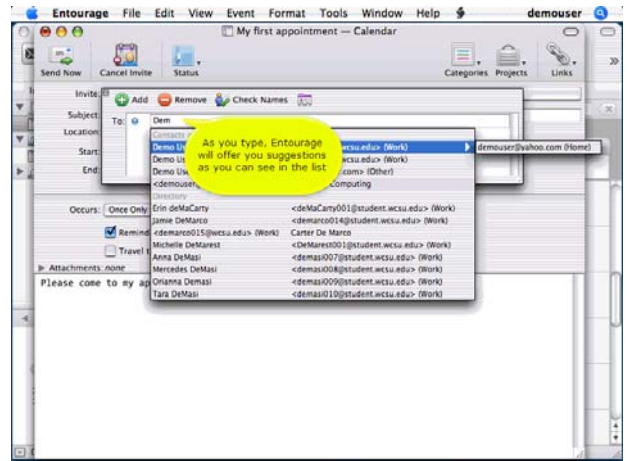
Select the "New" drop down



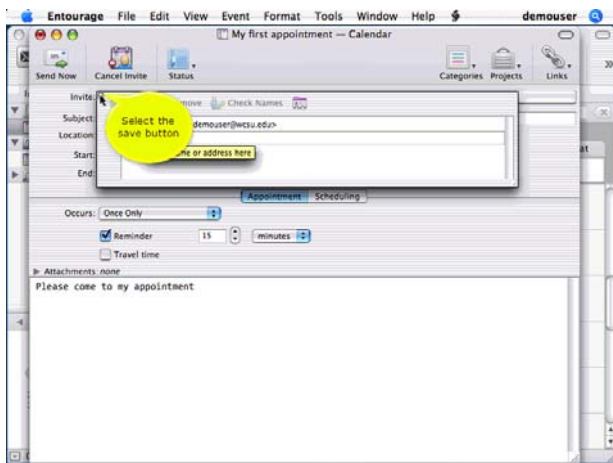
Select Calendar Event



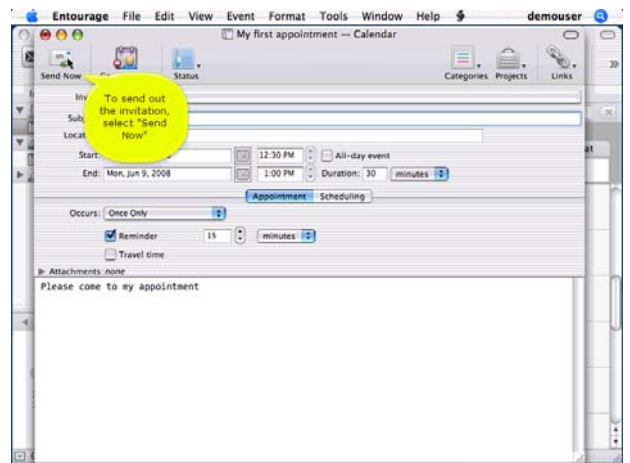
You can invite users by selecting "Invite"



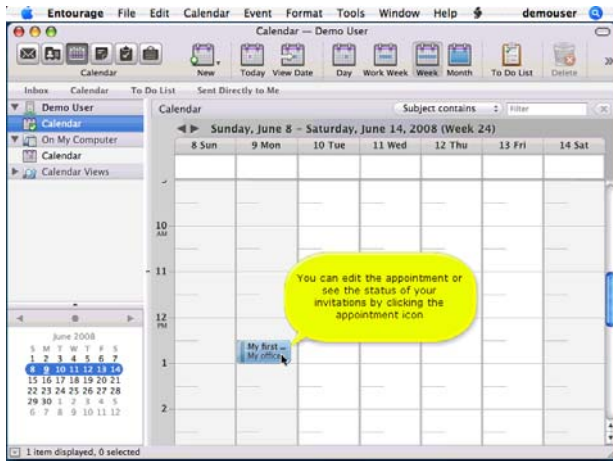
As you type, Entourage will offer you suggestions as you can see in the list



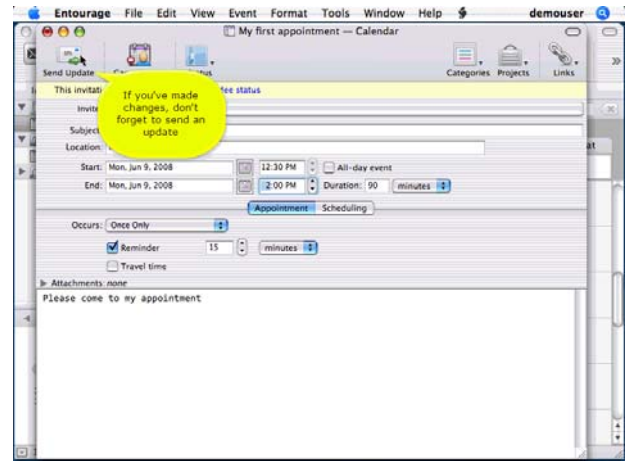
Select the save button



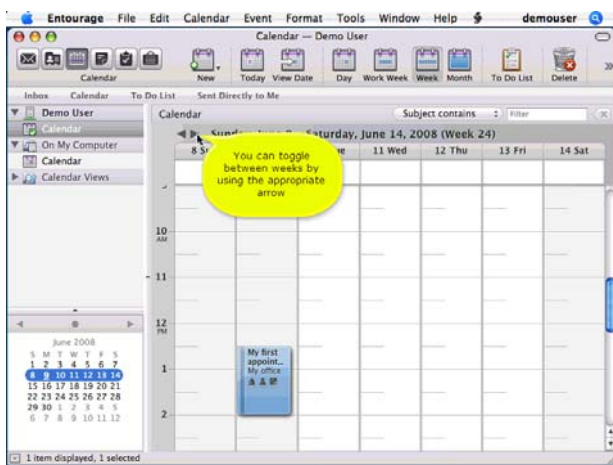
To send out the invitation, select "Send Now"



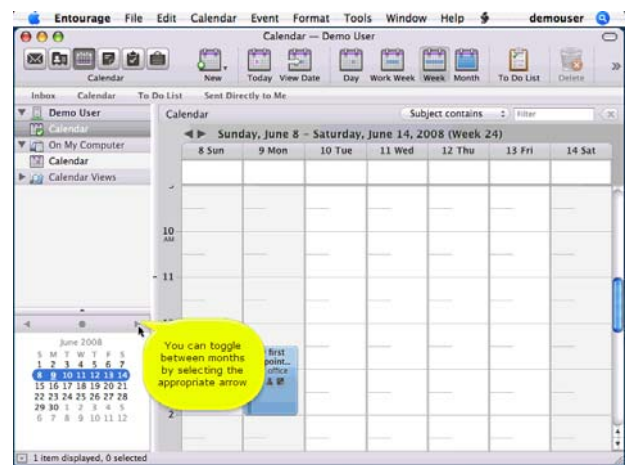
You can edit the appointment or see the status of your invitations by clicking the appointment icon



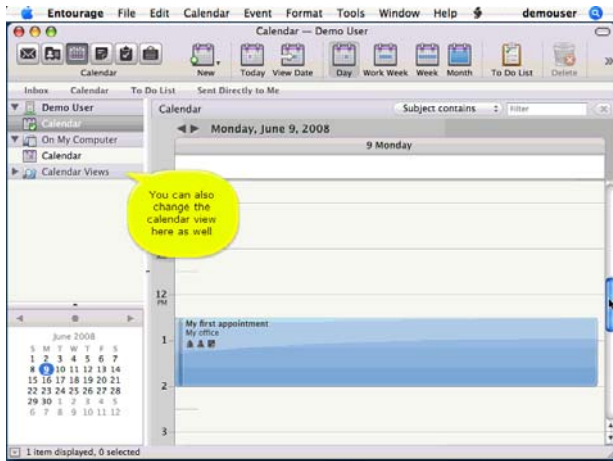
If you've made changes, don't forget to send an update



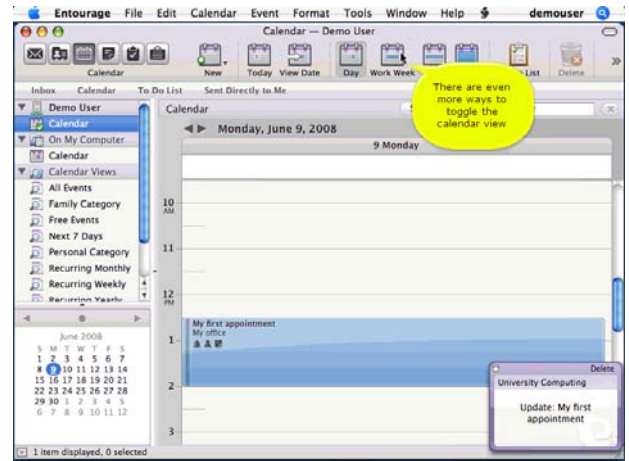
You can toggle between weeks by using the appropriate arrow



You can toggle between months by selecting the appropriate arrow



You can also change the calendar view here as well



There are even more ways to toggle the calendar view