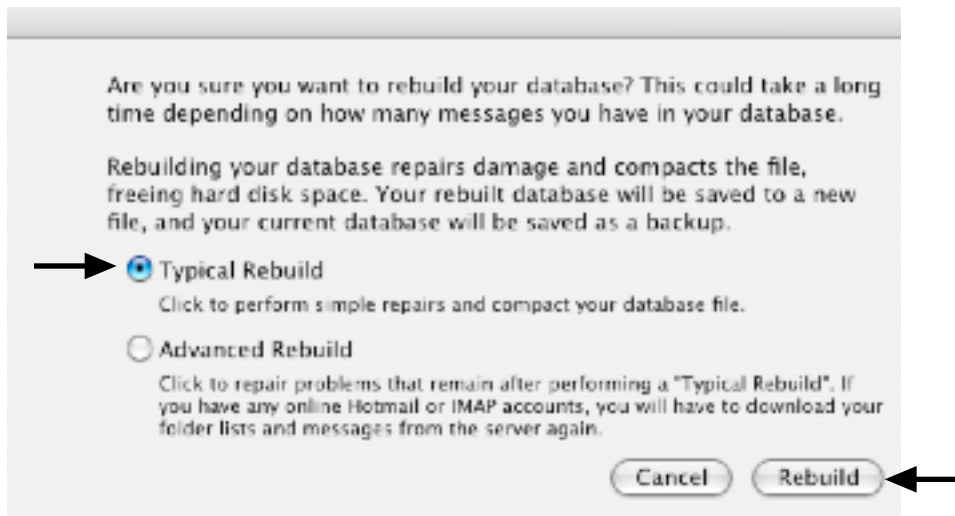


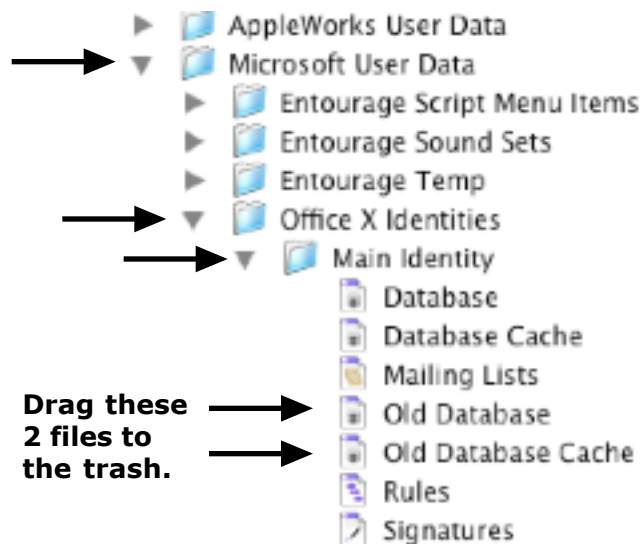
## Rebuilding Microsoft Entourage Data Base

If you are having problems with your **Entourage** e-mail program, it is a good idea to rebuild your **Entourage** database. For prevention of problems rebuild your database monthly.

1. Quit **Entourage** and all other **Microsoft** applications.
2. While holding down the **option** key launch the **Entourage** e-mail program.
3. In the window that appears, click the radio button for a **Typical Rebuild** and click **Rebuild**.



4. When you see the window indicating that **The database has been rebuilt**, click **OK**.
5. Trash the two old files entitles **Old Database** and **Old Database Cache** by navigating to **Documents | Microsoft User Data | Office X Identities | Main Identity** folder.



**CAUTION - DO NOT trash or move any other Entourage files. To do so will result in loss of e-mail data.**