

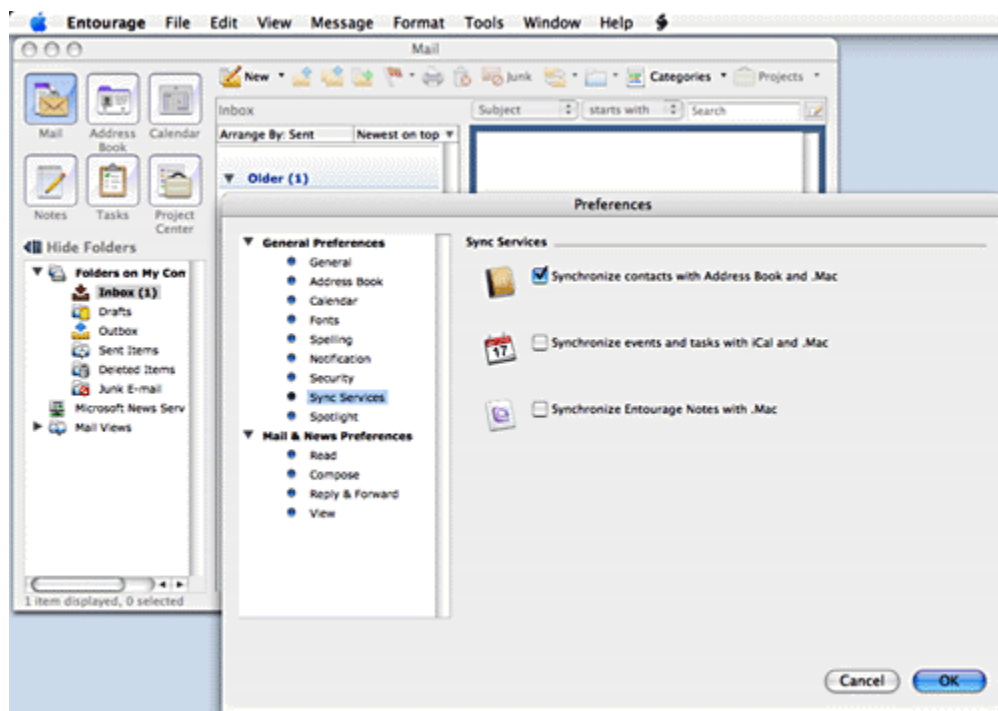
Contact Sync: Works with Microsoft® Entourage 2004 and 2008

You can sync your Microsoft Entourage contacts with QuickBooks 2009 for Mac. QuickBooks and Entourage both use Sync Services to sync with Address Book and other applications. As a result, you can enter new contacts in Address Book or QuickBooks and have them automatically appear in Entourage.

First, you'll need the most recent version of Microsoft Office 2004 or 2008. You can download this version by using the Microsoft AutoUpdate application, which should be located in your Applications > Microsoft Office folder. (Double-click the icon to start the update.) Or, download the latest updates from the [Microsoft web site page for Mac users](#).

Once you've verified that you are on the latest version, follow these instructions:

1. Open Entourage.



2. Select Entourage > Preferences to open the Preferences panel.
3. In the left column, select Sync Services (in the General Preferences section).
4. Select the checkbox next to "Synchronize contacts with Address Book and .Mac (or MobileMe)," and then click OK.

Note: If you have multiple Entourage identities, you may encounter a message asking if you wish to merge or replace data. Please choose carefully based on your situation. If you're unsure, choose to merge so that you'll avoid losing any contacts accidentally.

5. In the Sync Services dialog that appears next, click the Allow button.

Depending upon how many contacts you have, it could take a few minutes to complete the first sync. Once it does complete, you should see that your Entourage Address Book contacts match the Apple Address Book contents.

6. If you've already enabled syncing for QuickBooks, then contacts in your QuickBooks Groups that were already in the Address Book should now appear in Entourage as well. If you have not already enabled Contact Sync within QuickBooks, then you should do so now. (For instructions, type "Synchronizing QuickBooks contacts with Address Book" into your QuickBooks 2009 for Mac help.)
7. To add contacts to QuickBooks, open the Apple Address Book and drag the contacts you want to add from the All Group into the QuickBooks Group you want them to sync to. Address Book will add them to your QuickBooks file, and will sync any changes you make going forward to both QuickBooks and Entourage. (Note: Contacts in Entourage do not get added to QuickBooks unless they are contained in one of the QuickBooks Groups.)

Tip

Add new contacts into QuickBooks 2009 for Mac first, and you'll see the contact information automatically added to Entourage, Address Book and other applications that use Sync Services.