

6.2 Managing accounts

Use and manage up to eight messaging accounts with your phone.

Viewing the list of accounts

On the *Home* screen select **Start > Messaging**. The list of accounts that display the number of unread messages in the Inbox of each account is shown in parentheses.

Moving between accounts

If you have an account open, you can quickly switch to another account by scrolling right or left, or selecting **Menu > Switch Accounts**.

Changing E-mail account options

On the *Home* screen, select **Start > Messaging** and then select an account. Select **Menu > Options** and then select the type of option to change. Select **Done** to confirm.

Deleting an account

On the *Home* screen, select **Start > Messaging**, and then select an account. Select **Menu > Options > Account Setup**. Scroll to an account and then select **Menu > Delete**.



6.3 Creating messages

You can start creating a new E-mail, text message (SMS), or media message (MMS) from **Messaging**. You can also create a new E-mail or text message from **Contacts**. Only numbers input are allowed for SMS and MMS messages, and E-mail addresses for E-mail messages.

To create a message in messaging:

1. On the *Home* screen, select **Start > Messaging**.
2. Highlight and select an account, and select **New**.
3. In **To**, enter recipient E-mail address, SMS number. Insert a semicolon (;) between multiple addresses or numbers.
4. In **Cc**, enter the E-mail addresses of persons to receive a copy. This field does not appear for SMS messages.
5. In **Subj**, enter a subject. This field does not appear for SMS messages.
 - To save time you can insert predefined text into messages. In **Subj**, select **Menu > Insert Text** for E-mail and text messages; scroll to the text and select **Insert**.
 - You can also insert a voice recording into a message. Select **Menu > Insert Recording**, and you will be prompted to start recording.
 - At anytime, you can request a delivery receipt by selecting **Menu > Message Options**, and then check on the "Request message delivery notification" box.

New Message	
To: jack@htc.com	
Cc: mary@htc.com	
Subj: Meeting	
I'm running late.Please call my mobile.Thanks.	
Send	Menu

To create a message from a contact card:

1. On the *Home* screen, select **Start > Contacts**.
2. Select the contact, select the E-mail address or text message number to use.
3. Select the account to use; in **Subj**, enter a subject. This field does not appear for text messages.
4. Enter a message. Select **Send**. E-mail messages are stored in Outbox and sent to recipients the next time you synchronize or connect your E-mail server and receive mail. Text messages are sent immediately.

You can send and receive SMS messages up to **160** characters in size. If a SMS message is longer, it is automatically sent in chunks as several small SMS messages, and is then unified as one SMS message after all of the small SMS messages have been received.

To cancel a message, select **Menu > Cancel Compose**.

Saving a draft of a message

You can save a draft of a message that you are composing to finish and send later. On the *Home* screen, select **Start > Messaging**. Choose an account and select **New**. Enter information in the message. Select **Menu > Postpone Message**. A draft of the message is stored in the **Drafts** folder of the account.

Reopening and sending a message draft

On the *Home* screen, select **Start > Messaging**. Select an account and select **Menu > Folders**. Select **Drafts** and then scroll to the draft message to open.

Edit the message and select **Send**. E-mail messages are stored in Outbox and sent to recipients the next time you synchronize or connect to your E-mail server and send and receive mail. Text messages are sent immediately. For information about how to send media messages, go to section 6.8 of this chapter.

Inserting signatures into messages

For each messaging account, you can specify a signature to be automatically inserted into messages that you send.

To specify a signature to insert:

1. On the *Home* screen, select **Start > Messaging**.
2. Choose the account, select **Menu > Option > Signatures**.
3. Scroll right to switch to the account for which to specify a signature.
4. Select **Use signature with this account**.
5. To insert a signature in every message you send, select **Include when replying and forwarding**. Otherwise, a signature is inserted only in new messages.
6. Replace the text within the **Signature** box with a signature to insert, and select **Done**. The signature is inserted into messages that you send from this account.

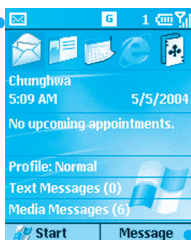
To stop inserting a signature:

1. On the *Home* screen, select **Start > Messaging**.
2. Select the appropriate item (Media Messages, Outlook E-Mail, etc.).
3. Select **Options** from the menu, then select **Signatures** from the list.
4. In the *Signatures* screen, select the account for which you want to stop inserting a signature into messages.
5. Clear the **Use signature with this account** checkbox, then select **Done**. A signature will no longer be inserted into messages that you send from this account.

6.4 Receiving E-mail, and SMS messages

You can receive E-mail and SMS messages through Inbox synchronization or by connecting to your E-mail server. You can then view all of the messages in your Inbox.

Icon indicates new message



Select to go to
Messaging

When you connect to the E-mail server or synchronize your Inbox with your PC, only the first 0.5 KB of each new message are downloaded to Inbox on your phone by default. Only small attachments are downloaded and the original messages remain on the E-mail server or your computer.

When you receive an E-mail message, the phone plays a sound and displays an envelope icon at the top of the screen. By default, the Home screen also displays the number of unopened E-mail and SMS messages. To quickly view new messages, scroll down and select the message notification area on the Home screen, or select the Message soft key.

Working with the message list

Received messages are displayed and stored in the Inbox folder of the appropriate account. By default, messages are displayed in the order received, allowing you to change the display order and date of sent messages.

Viewing the Inbox message list

On the *Home* screen, select **Start > Messaging**. Scroll right or left, or press **Menu** then select the appropriate account. The Inbox message list displays your received messages.

Changing message list display options

On the *Home* screen, select **Start > Messaging**. Highlight the account, then select **Menu > Options > Display**. Change the display options and select **Done**.

Marking a message as Read or Unread

On the *Home* screen, select **Start > Messaging**. Highlight the account and scroll to the message to mark, then select **Menu > Mark as Read/Unread > Send**.

The message is stored in **Outbox** and sent to recipients the next time you synchronize or connect to your E-mail server. SMS messages are sent immediately.

To forward a message:

1. From an open message, select **Menu > Forward**.
2. In **To**, enter recipient E-mail addresses or SMS numbers. Insert a semicolon (;) between multiple addresses or SMS numbers.
3. Optionally, you can enter an introductory message by scrolling to the message area, pressing the **Action** key to insert a blank line, and entering your text.
4. Select **Send**. SMS messages are sent immediately. E-mail messages are stored in **Outbox** and sent to recipients the next time you synchronize or connect to your E-mail server.

Deleting a message:

On the *Home* screen, select **Start > Messaging**. Go to the account in which to delete a message. Scroll to the message to delete. Select **Menu > Delete**.

Working with large messages and attachments

When you receive large E-mail messages and attachments, the phone downloads only a portion of them. You can view the partial message or attachment and decide if you want to download the rest of it.

When you synchronize, the phone downloads the first 0.5 KB of each new E-mail message by default. When you connect to an Internet E-mail server, it downloads the amount (in KB) of each new message that you specified when you set up the account. The message size includes its attachments. The original messages and attachments remain on the server or your PC.

The attachment size is omitted from messages received from a POP3 E-mail server.

In the message list, messages with an attachment display an envelope icon with a paper clip. Within a message, attachments are displayed as a list of hyperlinks at the bottom of the message, and are preceded by an attachment icon. The hyperlink includes the file name and size of the attachment.

The following icons indicate the state of each attachment status:

 Not downloaded.

 Marked for download.

 Downloaded.

Downloading a complete E-mail message

On the *Home* screen, select **Start > Messaging**. Select the account and scroll to the message to download. Select **Menu > Mark for Download**. The complete message is retrieved the next time you synchronize or connect to your E-mail server and send and receive E-mail.

Downloading an attachment

In an open message with an attachment to download, select the attachment. The attachment is downloaded the next time you synchronize or connect to your E-mail server and send and receive E-mail. If there are multiple attachments in the message, all attachments are downloaded.

View an attachment

In an open message containing a downloaded attachment, select the attachment. Note that you can open attachments only for files that are supported by the phone's installed applications.

6.5 Viewing message folders

Each messaging account has a set of folders in which the phone stores messages for that account.

- **Deleted Items:** contains messages that you delete until you empty this folder.
- **Drafts:** contains messages that you save before sending.
- **Inbox:** contains received messages.
- **Outbox:** contains sent E-mail messages awaiting synchronization, or messages that will be sent upon the next E-mail server connection. SMS messages are sent immediately over the network and appear in your SMS Outbox folder only for a few seconds.
- **Sent Items:** contains copies of sent messages.

You can move a message to a different folder within the same account.

When you synchronize or send and receive E-mail, the phone synchronizes any additional E-mail folders that you have created in Outlook on your desktop computer or on your E-mail server. It also synchronizes the messages contained in those folders, if the folders are marked for synchronization.

To view message folder contents:

1. On the *Home* screen, select **Start > Messaging**.
2. Choose the account, select **Menu > Folders**.
3. Scroll to the account for which to view the contents of a message folder.
4. Select **Folders** and then the folder to view.

Moving a message to a different folder:

On the *Home* screen, select **Start > Messaging**. Choose the account and scroll to the message to move. Select **Menu > Move**. Select the folder into which to move the message.

To empty the deleted items folder:

1. On the *Home* screen, select **Start > Messaging**.
2. Select **Menu > Folders**.
3. If necessary, scroll right or left to switch to the account for which to empty the Deleted Items folder.
4. Select **Folders > Deleted Items**.
5. Select **Menu > Empty Folder**.

6.6 Managing messaging

All E-mail and SMS messages are stored in the respective Inbox of each account in Messaging. By default, the most recently received messages are displayed at the top of the Inbox list. Using the menu options, you can customize your Inbox settings to control the way you send, receive, and view messages.

Using Messaging menu options

It is easy to accomplish common messaging tasks from your Inbox. Press the **New** soft key to compose a new message, or press the **Menu** soft key to forward, delete, and reply to messages. Access Inbox options allow you to customize and manage your messages.

To view messaging menu options:

On the *Home* screen, select **Start > Messaging**. Choose the account and then press the **Menu** softkey.



The following table lists the **Messaging** functions found under **Menu**:

Messaging Option	Function
Delete	Delete the selected message.
Reply	Reply to an open or selected message.
Reply All	Reply to the sender and those who received a copy of the open or selected message.
Forward	Forward the selected message.
Folders	View the folders in this account.
Switch Accounts	Switch between this account and another.
Move	Move the open or selected message to another folder.
Mark as Read	Display the header text of a message in your Inbox in lightface, indicating that the message has been read.
Mark for Download	Retrieve the entire E-mail message from the E-mail server the next time you connect.
Options	Display a list of Inbox options that you can customize.
Send/Receive	Connect to your E-mail server to send and receive messages.

Customizing messaging options

You can optimize Messaging according to your work environment. For example, you can change the way your messages are displayed, specify how you want your messages to be sorted, specify the volume and limit the size of messages you want to automatically download, and change your synchronization schedule.

Accessing Options menu

On the *Home* screen, select **Start > Messaging**. Choose the account, press the **Menu > Options**. Select the option to customize. Modify the settings to change, and press **Done**.

The following table lists the **Options** found under **Menu** Messaging functions:

Options Menu	Function
Display	Change the message information displayed in your inbox.
Sending	Specify whether you want to include an original copy of the message in your reply, save a copy of your sent message, or use Unicode for SMS messages.
Edit My Text	Edit the predefined text so that you can insert in messages.
Signatures	Add a signature in messages.
Account Setup	Set up your accounts.
Import SIM Messages	Import SMS messages from a SIM card to your inbox. The messages are not removed from the SIM card after they are imported.

6.7 Instant messaging

You can use MSN Messenger on your phone to send and receive instant messages. MSN Messenger on your phone provides the same chat environment as MSN Messenger on your desktop computer. Features of this environment include:

- Sending and receiving instant messages.
- Seeing the status of others in your Messenger contacts list, or changing your own status (e.g., *available*, *busy*, *out to lunch*).
- Inviting other people to a chat.
- Blocking contacts from seeing your status or sending you messages.

Setting up MSN Messenger

You need either a **Microsoft .NET Passport** account or a **Hotmail** account to set up MSN Messenger. To set up a Microsoft .NET Passport account, go to: <http://www.passport.com>. Once you have an account, you need to create a connection on your phone that allows you to connect to the Internet. For more information about creating connections, see Chapter 5.

Using MSN Messenger

You can sign in to MSN Messenger using your Hotmail credentials or your .NET Passport.



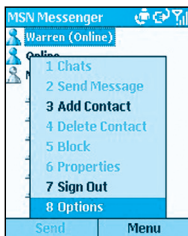
To sign in to and sign out of MSN Messenger:

1. On the *Home* screen, select **Start > Messaging > MSN Messenger > Sign In**.
2. In **Sign-in Name**, enter the sign-in name that you use for Hotmail or your .NET Passport (Example: name_123@hotmail.com).
3. In **Password**, enter your Hotmail or .NET Passport password.
4. Select **Remember my password** if you don't want to enter your password again in the future.
5. Select **Sign In**.
6. To sign out, select **Menu > Sign out**.

NOTE: If you do not sign out of MSN Messenger, you will remain on a data connection. This may result in additional charges from your service provider.

Adding an MSN Messenger contact:

In the MSN Messenger contacts list, select **Menu > Add Contact**. Add the **Hotmail** or **.NET Passport** sign-in name of a person with whom you want to chat. Their sign-in name is added to the contacts list.

**Deleting an MSN Messenger contact:**

In the MSN Messenger contacts list, select the contact. Select **Menu > Delete Contact**.

Sending an instant message:

Sign in to **MSN Messenger**. Scroll to the contact with whom you want to chat. Select **Menu > Send Message**. Enter your message and select **Send**. This starts a chat with the contact.

To reply to an instant message:

1. Select **Menu > Chats**.
2. Select the name of the person sending the instant message. The message displays, along with a box for your reply.
3. Enter your reply and select **Send**. If you want to be able to receive instant messages at any time your phone is connected to a network, select **Menu > Options > Passport Account > Run this program when connection is available > Done**.

Inviting a contact to an ongoing chat:

From a chat, select **Menu > Invite** and then choose a contact. The contact receives an instant message and can join the chat.

Changing between chats:

Select **Menu > Chats**. In the list of ongoing chats, select the name of a contact with whom to chat.

Return to the contacts list:

From a chat, select **Menu > My Contacts**.

Ending a chat:

Select **Menu > End Chat**.

Seeing who is already chatting:

Select **Menu > Chats**.

Blocking or unblocking an MSN Messenger contact:

In the MSN Messenger contacts list, select the contact's name. Select **Menu > Block**. The contact will no longer be able to see your status or send you messages. To unblock the contact, select **Menu > Unblock**.

Changing your status:

In the MSN Messenger contacts list, select your name. Select a status description, such as **Away**. This status is displayed next to your name in the contact lists of your contacts.

Change your display name:

In the MSN Messenger contacts list, select **Menu**. Select **Options > Passport Account**. In **My display name**, enter your name as you want it to display in the contacts lists of your contacts.

6.8 MMS messaging

You can use **MMS** to create, view, store, send or receive multimedia messages with text, photos or audio files. Consult with your system administrator or your phone service provider whether this service is offered. Before using this service you need to set up a MMS account.

Setting up an MMS account:



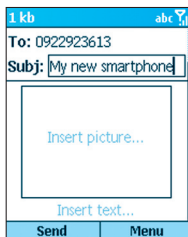
1. On the *Home* screen, select **Start > Messaging**.
2. Select **Media Messages > Options > Account Setup**.
3. Select **Media Messages**.
4. In **Server**, select your service provider's server name. To specify your provider's MMS gateway you need to fill out the Edit Connections sub-menu by selecting **Menu > Edit Connections**:
 - a. From **Servers**, select an existing server to edit, delete or add a new one.
 - b. In **Description**, specify the name of your cellular or MMS service provider.
 - c. In **MMSC address**, specify the provider's IP address.
 - d. In **Data connection**, choose existing Internet or work environment connection.

- e. In **Gateway**, specify the wireless protocol gateway offered by your provider.
 - f. In **IP address**, specify the address of your service provider.
 - g. In **Port**, specify the port number where MMS services are routed to.
5. In **Send/receive**, select whether your MMS messages are to be sent manually or automatically.
 6. In **Outgoing message size**, specify how large or small do you want the MMS to be sent.
 7. In **Password**, enter your password.
 8. In **Allowed messages**, choose the types of MMS message you want to accept or filter out.
 9. Select **Done**.

Creating and sending an MMS message

You can create an MMS message with several combined slides. Each slide can consist of a photo, an audio file, or inputted text.

1. On the *Home* screen, select **Start > Messaging > Media Messages > New**. In **To**, enter recipient phone number. In **Subj**, enter a subject.



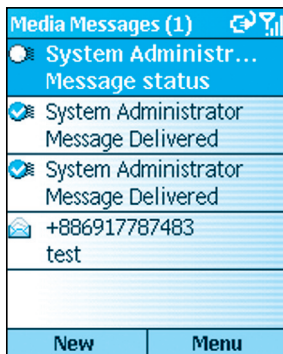
- **To add a Photo:**
 1. In the New Message screen, use the navigation pad to scroll to the "Insert picture..." box.
 2. Press the Action button, a thumbnails menu of all the photos available will appear.
 3. Pick the photo you want to add and press **Select**.

- **To add an audio clip:**
 1. In the New Message screen, use the navigation pad to scroll to the "Insert picture..." box.
 2. Select **Menu > Insert > Sound**.
 3. Pick up the sound you want to add and press **Select**.



- **To add canned text:**
 1. In the New Message screen, use the navigation pad to scroll to the "Insert text..." portion of the message.
 2. Key in the desired text or Select **Menu > Insert > Text**.
 3. From "Insert My Text" menu choose the prefigured text message and select **Insert**.

4. Select **Send** to transmit the MMS message. Select **OK** to confirm.
 - Your message will be routed to the Outbox for sending if your account is setup to receive/send messages "manually". To send the message, go to the Outbox of the Media Messaging account, select **Menu > Send/Receive**.
 - You will automatically get an administrator message in your Media Messages Inbox prompting you to send the message if your account is setup to receive/send messages "automatically". To send the message immediately, scroll to the System Administrator message, select **Menu > Send/Receive**.



Using your camera to send an MMS message

Equipped with a camera, your phone allows you to instantaneously send pictures to other recipients who also have access to MMS service. You can also add text and a voice recording to personalize your message.

1. In the Media Messages *New Message* screen, enter the recipient's phone number and the subject of the message.
2. Use the navigation pad to scroll to the "Insert picture..." area of the MMS new message composition screen.
3. Press on the Action button and a Select Picture pop-up menu will appear. Select the camera icon, which will launch the camera mode.
4. Take the picture, then press **Select** to export the picture into the message. Add text or a voice recording if necessary.
5. Press **Send** to send the message.



Other sending options

While composing your MMS message, you can use the Menu commands to alter, add a recipient, or postpone your message. The following options are available:

Add Recipient: Add a phone number from your Contacts list.

Insert: Add additional picture, video, sound, or text.

Remove Object: Scroll to the picture, sound, or text frame to delete it.

Preview: Have another look at your message before sending it.

Pages: Add, remove, or move to the next or previous page.

Background Color: Choose a color to fill in the background of your message.

Message Options: Set your message's priority, type, and validity period. You can also set that a delivery report be sent for confirm.

Postpone Message: Save and send the current message to Drafts to be composed or sent at a later time.

Send Message: Send your MMS message.

Cancel Compose: Cancel work on the current message without saving it.

Receiving and replying to MMS messages

When you receive an MMS message, the phone plays a sound and displays an envelope icon at the top of the screen. To quickly view new messages, select the Media Message notification area on the *Home* screen. Or, access the Media message from **Messaging**:

1. On the *Home* screen, select **Start > Messaging > Media Messages**.
2. Use the Action button to access the message. At this point a telephone number of the sender will appear, along with the subject of the MMS message.
3. To download the message, select **Menu > Send/Receive**.
 - Your message will be routed to the Inbox for downloading if your account is setup to receive/send messages "manually." To receive the message, go to the Inbox of the Media Messaging account, select **Menu > Send/Receive**.
 - Your message will be downloaded automatically in its entirety if your account is set up to receive/send messages "automatically." To receive the message select **Menu > Send/Receive**.
4. To reply to a received message, select **Reply**. Insert the desired pics, text, or recording, and select **Send**. Select **OK** to confirm.

Other receiving options

After receiving your MMS message select Menu to reply, forward, or save it. The following options are available:

Delete: Delete the current message.

Reply: Reply to the sender of the current message.

Reply All: Reply to the sender and all recipient of the current message.

Forward: Forward the current message to a third party.

Play: Play an unopened message.

Mark as Unread: Mark message to read at a later time.

Save Media: Save a picture, video, or sound of the current message to your files.

Pages: Move to the next page or previous page of the current message.

Send/Receive: Receive a message marked for download.

Save to Contacts: Save the sender's phone number to your Contacts.

Chapter 7

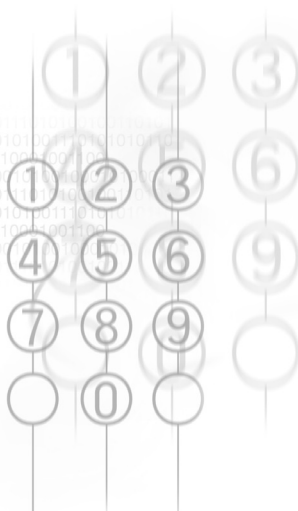
Synchronizing

7.1 Using ActiveSync

7.2 Installing ActiveSync

7.3 Server ActiveSync

7.4 Other information



7.1 Using ActiveSync

Maintaining a steady connection between your phone device and your desktop or notebook PC is essential. This process of sharing information is called "synchronization." **ActiveSync** synchronizes information stored on your phone from your PC or **Microsoft Exchange Server**. It also allows you to share files between your phone and your PC.

When you synchronize, **ActiveSync** compares the information on your device with the information on your PC and/or **Exchange Server** and updates all locations with the most recent information.

With **ActiveSync**, you can:

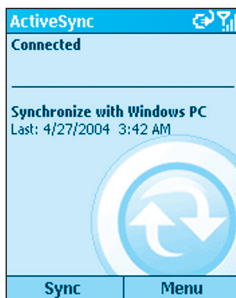
- Keep your **Outlook** information up-to-date by synchronizing your phone with your PC.
- Maintain connection with your **Inbox**, **Calendar**, and **Contacts** with a server so that you have the latest information, even when your computer is turned off.
- Copy (rather than synchronize) files between your phone and your PC. Installation of new phone software applications utilities are done through ActiveSync.
- Have control over when synchronization occurs by selecting a synchronization schedule.
- Select which types of information are synchronized and specify how much information is synchronized. For example, you can choose how many weeks of past appointments to synchronize.
- Using **Server ActiveSync**, you can synchronize information directly with a **Microsoft Exchange Server** if your company is running **Microsoft Mobile Information Server**.

7.2 Installing ActiveSync

Before synchronization can begin, you must install ActiveSync 3.7 or above on your desktop or notebook PC. Use the Companion CD that came with your device, or install ActiveSync for free by downloading the software from Microsoft's web site at <http://www.microsoft.com/windowsmobile>. ActiveSync is already installed on your phone.

Creating a partnership

After the ActiveSync installation is completed, the **New Partnership** wizard will help you set up a partnership between your phone and your desktop or notebook PC. Your first synchronization process will automatically begin when you finish using the wizard. After the first synchronization, you will notice that the information from your PC that you selected now appears on your phone. Before setting up ActiveSync, connect the device to your computer using a USB port, or via infrared connection.



NOTE: To prevent synchronization problems, select **Synchronize with Microsoft Mobile Information Server and/or this PC** in the New Partnership wizard only if you are certain that your company is running **Microsoft Mobile Information Server 2002** or later when you know the server name. Otherwise, select **Synchronize with this PC**. For more information, contact your network administrator or service provider.

Selective synchronization

The first synchronization begins automatically after you finish using the **New Partnership** wizard.

By default, **ActiveSync** does not automatically synchronize all **Outlook** information. You can use **ActiveSync** options to turn synchronization for specific information types on and off:

1. On your PC, open the **Microsoft ActiveSync** program. Click on **Options**.
2. By default, **Calendar**, **Contacts**, **Tasks**, and **Inbox** are synchronized. De-select the check box for the item (s) you do not want to synchronize.
3. To adjust the settings for a particular type of information, click on the type and then select **Settings**. For example, you may select which folders in Inbox to synchronize.

7.3 Server ActiveSync

Before synchronizing information with a server, make sure all the requested server authentication information such as username, password, and the name of the Microsoft Mobile Information Server are correct. In the **New Partnership** wizard, select **Synchronize with Microsoft Mobile Information Server and/or this PC**, instead of **Synchronize with this PC**.

To set up Server ActiveSync:

1. On the phone **Home** screen, press the **Programs** softkey, select **ActiveSync**.
2. Select **Menu** and then **Options**.
3. Select **Server Settings**, and then **Connection**.
4. In **User name**, enter your Microsoft Exchange user name.
5. In **Password**, enter your Microsoft Exchange password.
6. In **Domain**, enter the name of the domain of your Exchange server (if required).
7. If you want the device to save your password so that you need not enter it when connecting, select **Save password**.
8. If configuring a **Server Name**, enter name of your Exchange server.
9. Select **Done**; to begin synchronizing with the server, press the **Sync** softkey.

To change server synchronization settings:

1. Before you change synchronization settings, disconnect the device from your PC. On the phone **Home** screen, select **Start**.
2. Select **ActiveSync**.
3. Select **Menu** and then **Options**.
4. Select **Server Settings**.
5. Select the synchronization settings to edit **Calendar**, **Contacts**, or **Inbox**:
 - To start synchronizing **Calendar**, **Contacts**, or **Inbox** information, select **Sync [Information Type] with a server** on the appropriate synchronization settings page.
 - To stop synchronizing **Calendar**, **Contacts**, or **Inbox** information, clear the **Sync [Information Type] with a server** check box on the appropriate synchronization settings page.
 - Change the amount of information to be synchronized.

Scheduling server synchronization

You can create a schedule for automatically synchronizing information on your phone with your PC or with a **Microsoft Exchange Server**. To set up a synchronization schedule with your PC, you must use ActiveSync on the PC. For instructions, see *Change desktop synchronization schedule* in ActiveSync Help on the PC.

To set up a synchronization schedule with an Exchange server, you must use ActiveSync on your phone. You can schedule synchronization of your device on two separate schedules:

Peak times schedule: To synchronize during working hours or other times you experience higher mail volumes.

Off-peak schedule: To synchronize during times when you experience lower mail volumes. When you are roaming, you can synchronize manually to reduce roaming charges, or you can synchronize using the mobile schedules.

1. To edit schedule settings, your phone must be disconnected from your PC. On the phone **Home** screen, select **Start**.
2. Select **ActiveSync**.
3. Select **Menu** and then **Options**.
4. Select **Mobile Schedule**.
 - a. Select how often to synchronize in the **Peak time sync** list.
 - b. Select how often to synchronize in the **Off-peak time sync** list.
 - c. Select whether or not to synchronize on a schedule in the **Roaming sync** list.
 - d. Select **Sync outgoing items as they are sent** to synchronize every time you send E-mail.
5. Select **Done**.

If you create a schedule for synchronizing while connected to a PC as well as a schedule for synchronizing remotely (wirelessly), the phone synchronizes according to both schedules.

Synchronizing Automatically

With ActiveSync you can schedule automatic synchronization between your device and a server every time an item arrives or is changed at the server. Your device is informed of that event and synchronizes automatically to retrieve those items, making your device always up-to-date. You must synchronize your device at least once (such as after creating a partnership) before you can see and change the settings for synchronization as items arrive.

NOTE: You can synchronize as items arrive, only if your company or service provider is running **Microsoft Exchange Server** with **Exchange ActiveSync**.

Scheduling synchronization

1. On the phone **Home** screen, select **Start**.
2. Select **ActiveSync**.
3. Select **Menu** and then **Options**.
4. Select **Mobile Schedule**.
5. Set **Peak time sync** and/or **Off-peak time sync** to **As items arrive**.
6. Select **Done**.

7.4 Other information

Remote synchronization

Remote synchronization is when your device is synchronizing over a wireless connection instead of using a direct local connection to a desktop computer. Synchronizing remotely with your desktop computer may depend on your network configuration. For example, you may need to set up a virtual private network (VPN) connection to your network.

To synchronize remotely, you need to set up a connection first. Then configure your phone as described in the following procedure:

1. On the **Home** screen, select **Start**.
2. Select **ActiveSync**.
3. Select **Menu** and then **Options**.
4. Select **PC Settings**.
5. In **Use**, scroll to the computer name.
6. Select or clear **Use mobile schedule to sync with this PC**.
7. Select or clear **Sync with this PC during manual sync**.
8. Select **Done**.

Synchronizing Inbox

When you select Inbox for synchronization in ActiveSync, E-mail messages are synchronized as part of the general synchronization process. During synchronization, the following events occur:

- Messages are copied from the Outlook Inbox folder on your PC, or from Microsoft Exchange Server, to the Inbox folder on your phone.
- By default, when synchronizing Inbox information with your PC or Microsoft Exchange Server, you receive only messages from the last 3 days and the first 500 bytes of each new message.
- The messages on your phone and on your PC are linked. When you delete a message on your phone, it is deleted from your PC the next time you synchronize, and vice versa.
- Messages in subfolders of other Outlook E-mail folders are synchronized only if the folders have been selected for synchronization in Inbox on your phone.

NOTE: SMS messages are not received in Messaging through synchronization. Instead, they are sent to your phone by way of your cellular service provider.

Synchronizing Calendar

When you select Calendar for synchronization in ActiveSync, by default Calendar items from the last two weeks are synchronized.

Calendar items created on your phone are copied to your desktop computer and/or server during synchronization, and vice versa. Similarly, Calendar items that are deleted from your phone are deleted from your PC and/or server during synchronization, and vice versa.

Synchronizing Contacts

When you select Contacts for synchronization in ActiveSync, by default all of your contacts are synchronized.

Contacts created on your phone are copied to your PC and/or server during synchronization, and vice versa. Similarly, contacts that are deleted from your phone are deleted from your desktop computer and/or server during synchronization, and vice versa.

Synchronizing Tasks

Task synchronization is automatically selected in ActiveSync. By default, all of your incomplete tasks are synchronized.

Tasks created on your phone are copied to your desktop computer during synchronization, and vice versa. Similarly, tasks that are deleted from your phone are deleted from your desktop computer during synchronization, and vice versa.

NOTE: Tasks can be synchronized only with your desktop computer; they cannot be synchronized with a server.

ActiveSync error messages

If your information cannot be successfully synchronized, you will see an error message on your phone. To view more information about the error, scroll to it and press the Action key.

Some errors interfere with automatic synchronization. If you suspect that a scheduled synchronization has not occurred, you should attempt to manually synchronize your information. Successfully completing manual synchronization resets automatic synchronization. For more information, see "Synchronizing Information" in ActiveSync Help on your desktop computer.

Chapter 8

Applications

8.1 Using Contacts and Beaming

8.2 Using Calendar

8.3 Using Tasks

8.4 Using Voice Notes

8.5 Using Windows Media Player

8.6 Using Calculator

8.7 Using JAVA MIDlet Manager

8.8 Games



Microsoft Pocket Outlook includes **Contacts**, **Calendar**, **Tasks**, **Inbox/Messaging**, and **Voice Notes**. You can use these programs individually or together. For example, E-mail addresses stored in **Contacts** can be used to address E-mail messages in Inbox.

For information about Inbox and messaging, see *Chapter 6, Messaging Features*. The other applications in Pocket Outlook mentioned above are explained on the next several pages.

Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your PC with your phone. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your phone, and PC or server, and updates both with the latest information.

For information on using ActiveSync, see *Chapter 7, Synchronizing Information*.

8.1 Using Contacts and Beaming

You can think of Contacts as an online address book, where you can store information about people and businesses you communicate with in contact cards. For example, you can store multiple phone numbers, E-mail and street addresses, Web pages, birthday, anniversary date, etc. You can use Contacts to dial phone numbers and compose E-mail and SMS messages directly from a contact card.

The Contact list

The Contacts list displays the names of your contacts alphabetically, along with an abbreviation for the default communication method, such as the person's work phone number (w) or home phone number (h). This makes it easy to reach the contact using the method you prefer. Note that if the contact entry includes a work phone number, your phone will automatically set it as the default number.

To access Contacts:

Select **Contacts** from the Start menu, or press the Right Softkey ("Contacts") when in the Home screen. The list of Contacts will appear, as shown in the example below.

Contacts	
ABC Company	h
Anderson , Aaron	w
Berry, John	m
Brewer, Barb	pgr
Carlson, Carol	w2
Davis, Diva	e2
Flash, Jack	h2
Jane Doe	web
Johnny Appleseed	w
New	Menu

The following table shows some of the abbreviations that might be displayed in the Contacts list, and their meanings.

Abbreviation	Meaning
w	Work phone
w2	Second work phone
wfx	Work facsimile
h	Home phone
h2	Second home phone
m	Mobile phone
pgr	Pager
car	Car phone
txt	Text message number
e	E-mail address
e2	Second E-mail address
e3	Third E-mail address
web	Web page

To call a contact using the default number:

1. Select **Contacts** from the Start menu, or press the Right Softkey ("Contacts") when in the Home screen. The list of Contacts will appear.
2. Select the contact you want to call.
3. Press the **Talk** button. The phone dials the contact's default phone number. The abbreviation for this number appears to the right of the contact name.

NOTE: If you want to change the default number, select the desired Contact entry and press the **Action** button. Then select the number you want to assign as the default, and select **Set as Default** from the menu.

To call a contact using a number other than the default number:

- Select the contact in the list, press the Left or Right navigational buttons to display the abbreviation for the number you want to use, then press the **Talk** button.

To find a contact by entering a name:

- Begin entering the name of the contact to find until the name is displayed. For example, to find "Sandra," enter 7, 2, 6, 3, 7, 2 because these numbers correspond to the letters for that name.

To filter contacts:

- Select **Filter** from the menu, then select the category whose entries you want to display, such as Business, Miscellaneous, or Personal. Only the contacts assigned to the category you select are displayed in the list.

To create a new contact:

- When the Contacts list is displayed, press the Left Softkey ("New"), or select **New Contact** from the menu. After entering the desired data, press **Done**.

To delete a contact:

- Select the desired entry in the Contacts list, then select **Delete** from the menu.

To assign a Photo ID to a contact:

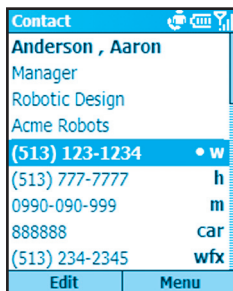
- Use the **Photo Contacts** (Caller ID) application. This was explained earlier in Chapter 2.

Contact cards

To view a “contact card,” select the desired contact in the list and press the Action button. A contact card displays all of the information that you have entered for that contact. You can use the menu to add it to your Speed Dial, send a text message, save it to your SIM card, set the selected number as the default number, beam the Contact, delete it, or edit it.

To view and edit an existing contact card:

- Select the desired entry from the Contact list. Press the **Action** button to view the contact card. If you wish to modify it, press the Left Softkey (“Edit”) or select **Edit** from the menu.



To call a contact from a contact card:

- Select the desired entry from the Contact list. Press the Action button to access that contact card. Press the Up or Down navigational button to select the number you want to call, then press the Action button to dial that number.

To send E-mail from a contact card:

1. Select the desired entry from the Contact list.
2. Press the Action button to open the related contact card.
3. Select the E-mail address, and press the **Action** button.
4. Select an account to use, and press the **Action** button.
5. Enter a subject, compose your message, and then select **Send**.

Using contact card menu options

Select the desired contact in the list, then press the Action button to access the related contact card (shown in the figure on the previous page). Using the menu accessed from that screen, you can perform the functions listed below.

Add Speed Dial

Enables you to create a shortcut to a phone number, E-mail address, or Web URL by assigning one or two numbers as a speed dial. (Explained in more detail in Chapter 2.)

Send Text Message

Enables you to send a short message to the contact person.

Add Voice Tag

After recording a Voice Tag, it serves as a shortcut to a phone number, E-mail address, or Web URL when you speak the Voice Tag. (Explained in more detail in Chapter 2.)

Save to SIM

Saves the contact to the SIM card.

Set as Default

Makes the selected phone number or E-mail address the default communication method for the contact.

Beam Contact

Sends the contact card to another mobile device or a desktop PC using infrared.

Delete

Removes the contact card from the Contacts list.

Edit

Enables you to modify information in the contact card.

Beaming information

You can use the Bluetooth or infrared port on your phone to send and receive (beam) contact information between your phone and another mobile device or a PC that has Bluetooth or an infrared port and supports vCards and vCal. However, you cannot beam SIM contacts. See Chapter 5 for more information about Bluetooth.

To beam a contact:

1. Select **Contacts** from the Start menu.
2. Select the Contact entry you want to beam.
3. Select **Beam Contact** from the menu in the Contacts screen.
4. Scroll to the device to which you want to beam.

5. Do one of the following:
 - To beam by infrared, make sure that the infrared ports are unobstructed and within close range of each other.
 - To beam by using Bluetooth, make sure that both Bluetooth radios are turned on and that Bluetooth is discoverable on the receiving device.
6. Press the Left Softkey ("Beam").
Status information will then be displayed, indicating the name of the device to which the phone is beaming, and whether the beaming process is pending, finished, or has failed.

To receive beamed information:

1. Select **Settings** from the Start menu.
2. In the Settings screen, select **Beam**.
3. Select the **Receive incoming beams** checkbox so that the checkbox is checked.
4. Do one of the following:
 - To receive by infrared, align the infrared ports so that they are unobstructed and within close range of each other.
 - To receive by using Bluetooth, make sure your Bluetooth radio is turned on and in discoverable mode.
5. Select **Done**. Your phone is now capable of receiving beams (until you clear the **Receive incoming beams** checkbox).

NOTE: Your phone can receive beamed files of any type, but you may need to copy some files to your PC for viewing.

SIM contacts

SIM contacts are stored on your SIM card. When you insert your SIM card into a different device, you can view and use the SIM contact information on the new device. Unlike regular contact cards, you can store only one phone number for each SIM contact.

To create a new SIM contact:

1. Select **Contacts** from the Start Menu, or press the Right Softkey ("Contacts") in the Home screen.
2. Open the menu and select **New SIM Contact**.
3. Enter the Name and Number, then select **Done**.

The new contact appears in your contact list. A SIM icon appears to the right of the name, indicating that the contact is stored on your SIM card, as shown in the example below.



8.2 Using Calendar

Calendar is the scheduling program on your phone, where you can create and view appointments and view your calendar by day, week, or month. When you create and edit appointments in Calendar, your changes are reflected in Outlook on your PC when you synchronize.

To open Calendar:

- On the Home screen, select **Calendar** from the Start menu.

To create a new appointment:

1. In the Calendar screen, select **New** from the menu.
2. Enter information about the appointment.

When inputting a Calendar entry, note that in the **Reminder** field you can specify the amount of time prior to the appointment that you want to be reminded. If you don't want to be reminded, select **None**. The default reminder time is 15 minutes. If you want to change the reminder time later, open the desired Calendar entry and then press the Left Softkey ("Edit"), or select **Edit** from the menu in the Calendar screen, and scroll to the Reminder field.

When you create a new appointment on your phone, you can synchronize Calendar with your PC or Exchange Server to keep your schedule information up-to-date in all locations.

To edit an appointment:

1. Select **Calendar** from the Start menu.
2. Select the desired appointment, press the **Action** button, and then select **Edit** from the menu or press the Left Softkey ("Edit").
3. If the appointment is recurring, select **Yes** to edit only the current occurrence, or select **No** to edit the series.
4. Make your changes and select **Done**.

To delete an appointment:

1. Select **Calendar** from the Start menu.
2. Scroll to the appointment to delete.
3. Select **Menu** and then **Delete**.
4. If the appointment is recurring, select **Yes** to delete only the current occurrence, or select **No** to delete the series.

Viewing your schedule

You can view your schedule in three different views: Agenda, Week, and Month.

Agenda View is the default view for calendar information. This view displays meetings and appointments scheduled for the current day. Appointments are shown in chronological order according to start time. All-day appointments are shown as a single line at the top of the Agenda view.

When in Agenda View, you can select **Week View** or **Month View** from the menu. Press the Left or Right navigational buttons to select a desired date/time, then press the **Action** button to view the corresponding entries, if any. Or, use the menu to **Go to Today**, **Go to Date**, set **Options**, or return to the default **Agenda View**.

Note that in Month View, arrows pointing upward represent morning appointments, and arrows pointing downward represent afternoon appointments. If you have both morning and afternoon appointments on the same day, the arrows form a colored box. All-day events are indicated by an empty box. If you have morning and afternoon appointments and an all-day event on the same day, an empty box surrounds a colored box.

Customizing the calendar view

You can change viewing options for Calendar, such as specifying the first day of the week and the number of days per week to display, as well as showing and hiding week numbers.

1. On the Home screen, select **Start**.
2. Select **Calendar**.
3. Select **Menu** and then **Options**.
4. Scroll to select the options you want and select **Done**.

Importing calendar information

You can import calendar information from another calendar program that uses the iCal or vCal format. You can import calendar information from attachments in E-mail messages, SMS messages, and links in Microsoft Pocket Internet Explorer, or by beaming. When you import information and then synchronize, the information is added to Outlook on your PC.