# Chapter 4

Microsoft® Pocket Outlook

Introduction

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you mode on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on your desktop computer.

You can switch to any of the Pocket Outlook programs by tapping ![icon].

Calendar: Scheduling appointments and meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views using the View menu.

Tap to go to Today

Tap to display or edit the appointment details
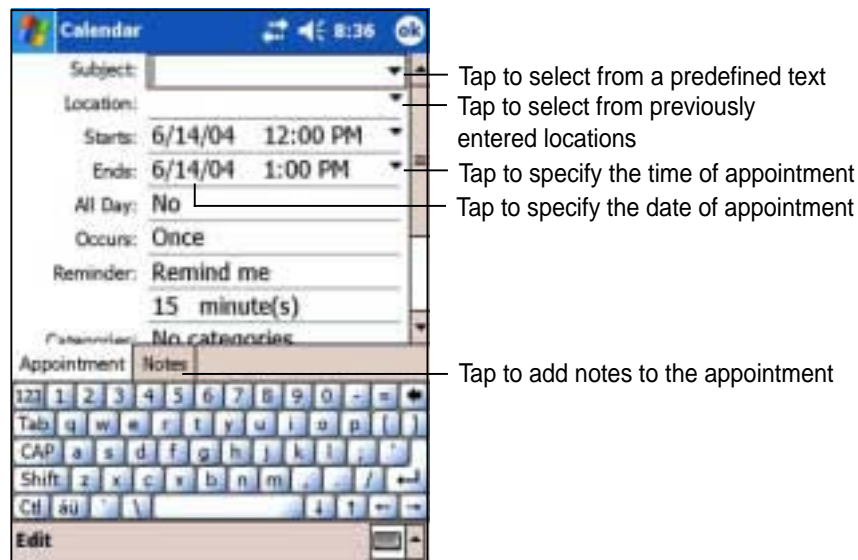
Tap to create a new appointment
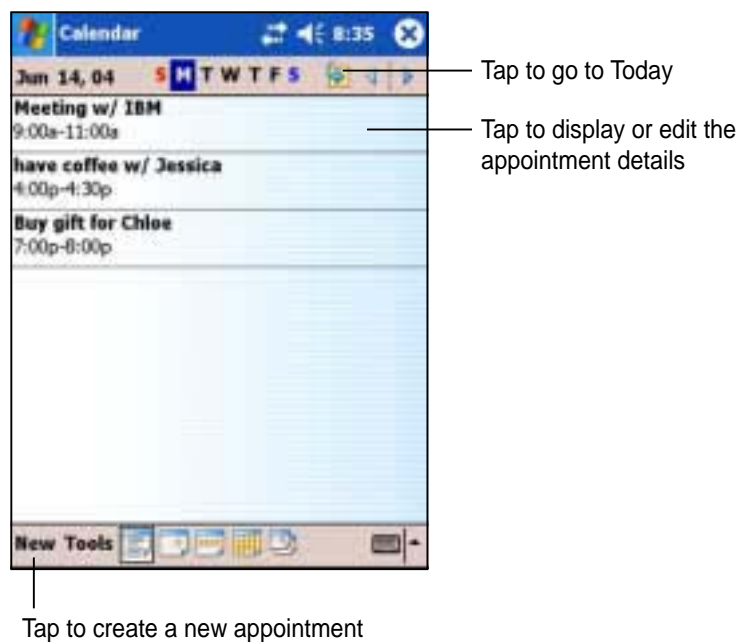
NOTE   You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

Creating appointments

To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment,

2. Tap **New**.

Tap to select from a predefined text
Tap to select from previously entered locations
Tap to specify the time of appointment
Tap to specify the date of appointment

Tap to add notes to the appointment

3. Using the input panel, enter a description and a location. Tap to select the field.

4. If needed, tap the date and time to change them.

5. Enter other desired information. You will need to hide the input panel to see all available fields.

6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the "Notes: Capturing thoughts and ideas" later in this chapter.

7. When done, tap **OK** to return to Calendar.

> **NOTE** If you select **Remind me** in an appointment, your device will remind you according to the options set in , **Settings**, **Personal** tab, **Sounds and Notifications**.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears. To change the appointment, tap **Edit**.

Appointment details

Notes/additional information on the appointment

Tap to change details of the appointment
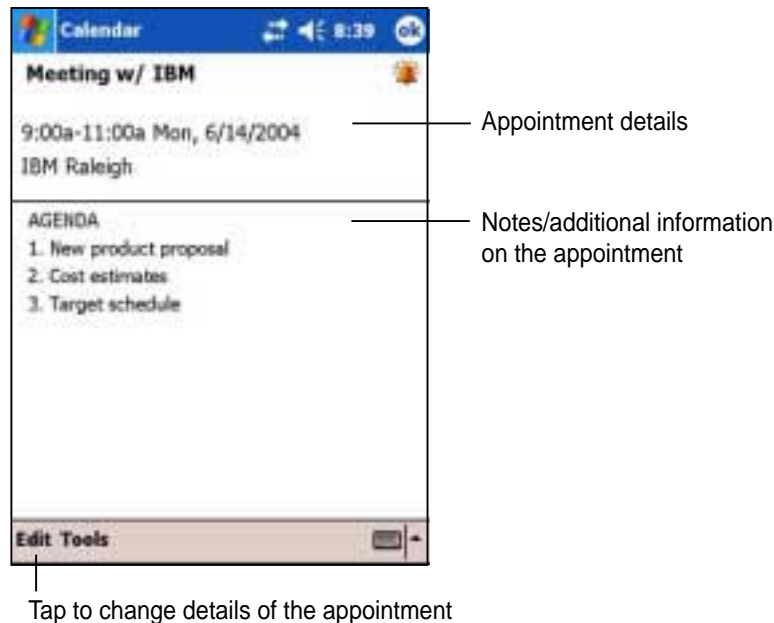
Creating meeting requests

You can use Calendar to set up meetings with users of Outlook and Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server.

To create a meeting request:

1. Tap **Tools** then **Options** to indicate how you want meeting requests sent.
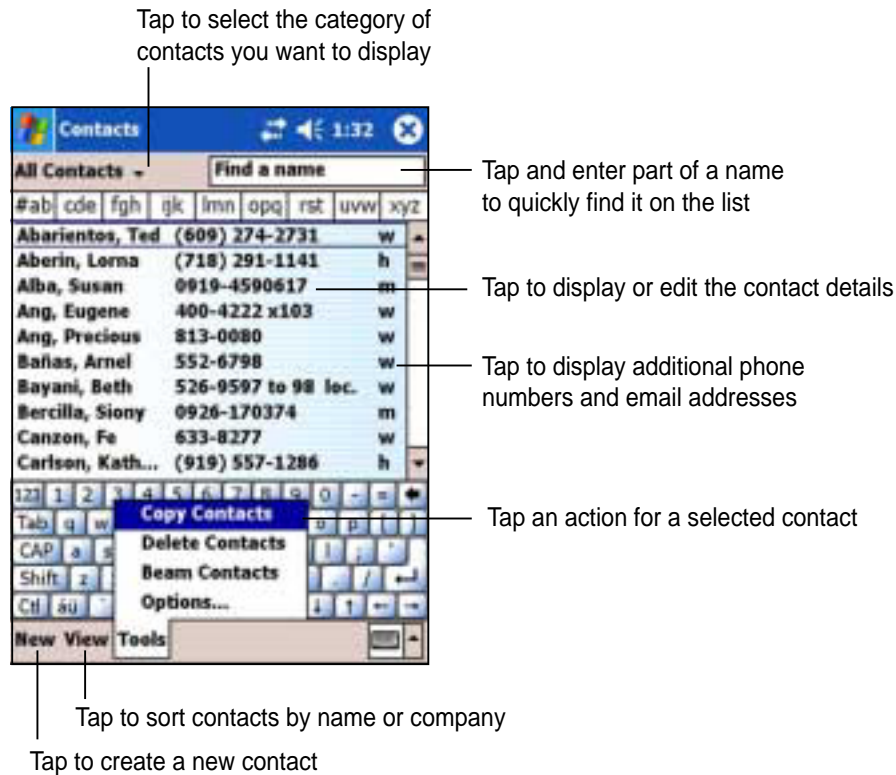2. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the input panel, then tap **Attendees**.
3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.

   The meeting notice is created automatically and place in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

Contacts: Tracking friends and colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road. Using the infrared port (IR) on the device, you can quickly share Contacts information with other device users.

Tap to select the category of contacts you want to display

Tap and enter part of a name to quickly find it on the list

Tap to display or edit the contact details

Tap to display additional phone numbers and email addresses

Tap an action for a selected contact

Tap to sort contacts by name or company

Tap to create a new contact

| NOTE	To change the way information is displayed in the list, tap **Tools** then **Options**.

Creating contacts

To create a contact:

1. Tap ![icon], then tap **Contacts**.

2. Tap **New** to display a blank contact form.

3. Using the input panel, enter a name and other contact information. You will need ot scroll down to see all available fields.

4. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.

5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

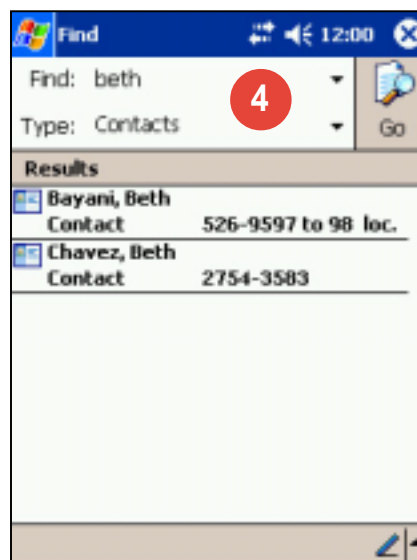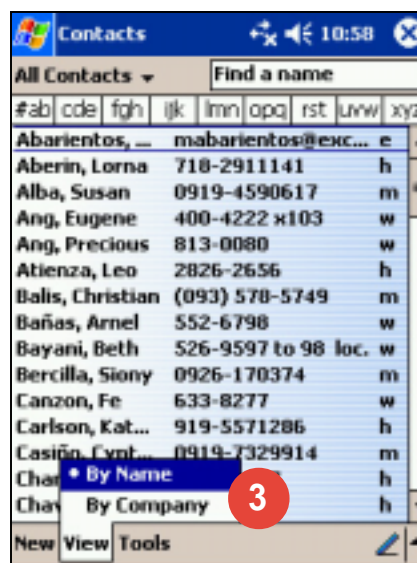6. Tap **OK** to return to the contact list when done.

Using the summary screen

Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.
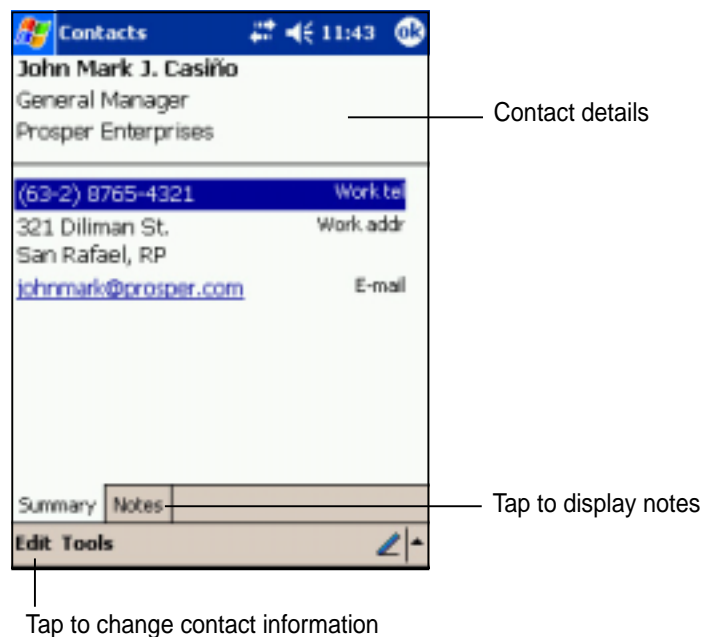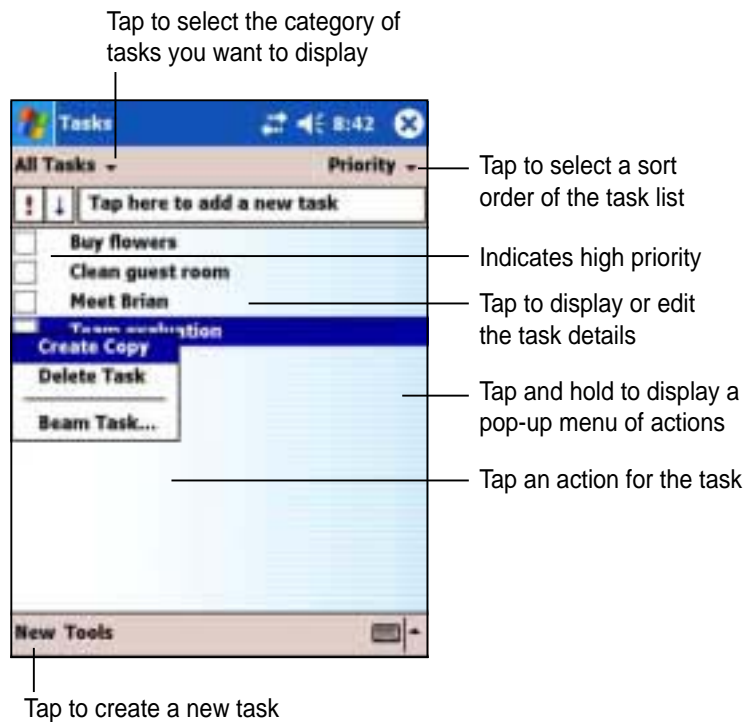
Finding a contact

There are four ways to find a contact.

1. On the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.

2. In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you wish to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.

3. To view the names fo companies your contacts work for, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

4. Tap ![icon], **Find**, enter the contact name, select **Contacts** for the type, and tap **Go**.

Tasks: Keeping a to do list

Use Tasks to keep track of what you have to do.

Tap to select the category of
tasks you want to display

Tap to select a sort
order of the task list

Indicates high priority

Tap to display or edit
the task details

Tap and hold to display a
pop-up menu of actions

Tap an action for the task

Tap to create a new task

Creating tasks

To create a task:

1. Tap ![icon] , then tap **Tasks**.

2. Tap **New** to display a blank task form.

3. Using the input panel, enter a description.

4. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.

5. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.

6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

7. Tap **OK** to return to the task list when done.

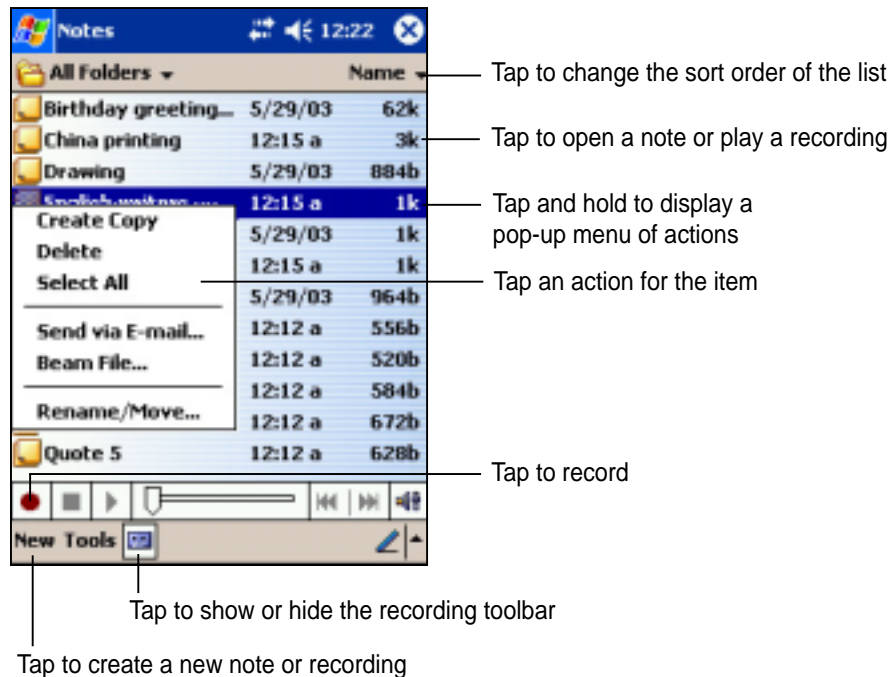| **TIP**	To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Tap **Tap here to add a new task** and enter your task information.
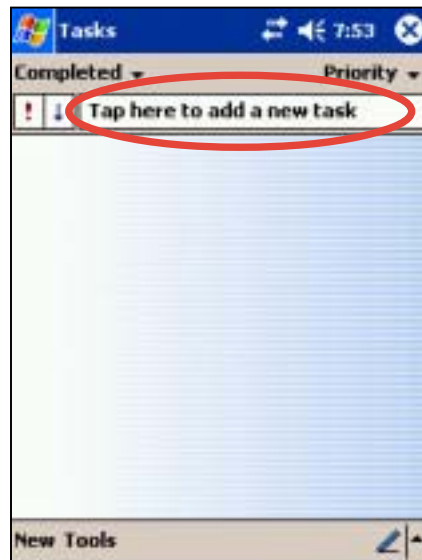
Using the summary screen

Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.

Task details

Tap to show or hide the task details

Notes/additional information on the task

Tap to change the task details
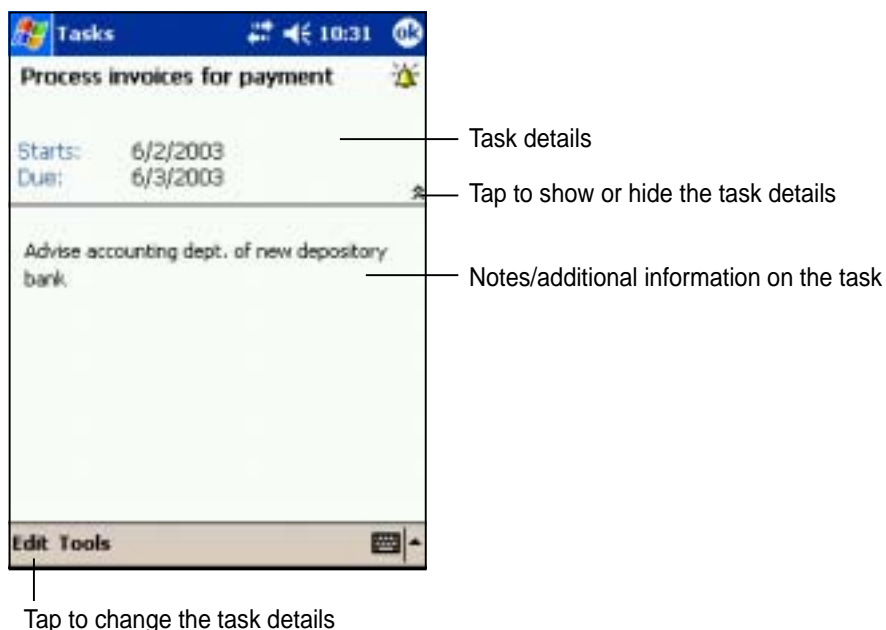
Notes: Capturing thoughts and ideas

Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a stand-alone recording.

Tap to change the sort order of the list

Tap to open a note or play a recording

Tap and hold to display a pop-up menu of actions

Tap an action for the item

Tap to record

Tap to show or hide the recording toolbar

Tap to create a new note or recording

You may change the default Notes options including the writing mode, template, file storage, and record button action.

To change the Notes options:

1. Tap [icon] , then tap **Notes**.
2. Tap **Tools**, then **Options...** to display the options screen.
3. Make your desired changes.
4. Click **OK**.
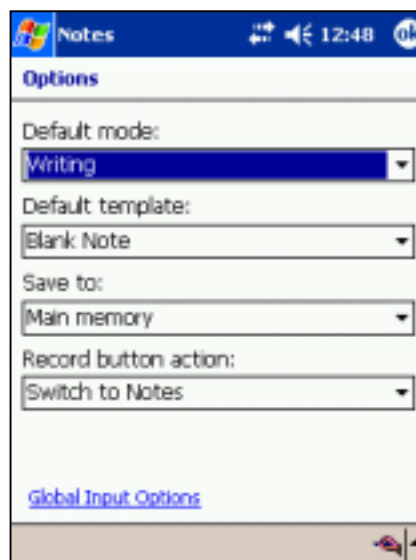
Creating notes

To create a note:

1. Tap 🔲 , then tap **Notes**.
2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

Tap to save the note and
return to the Notes list

Tap to show or hide
the input panel

Tap to write on the screen

Tap to add a recording to the note
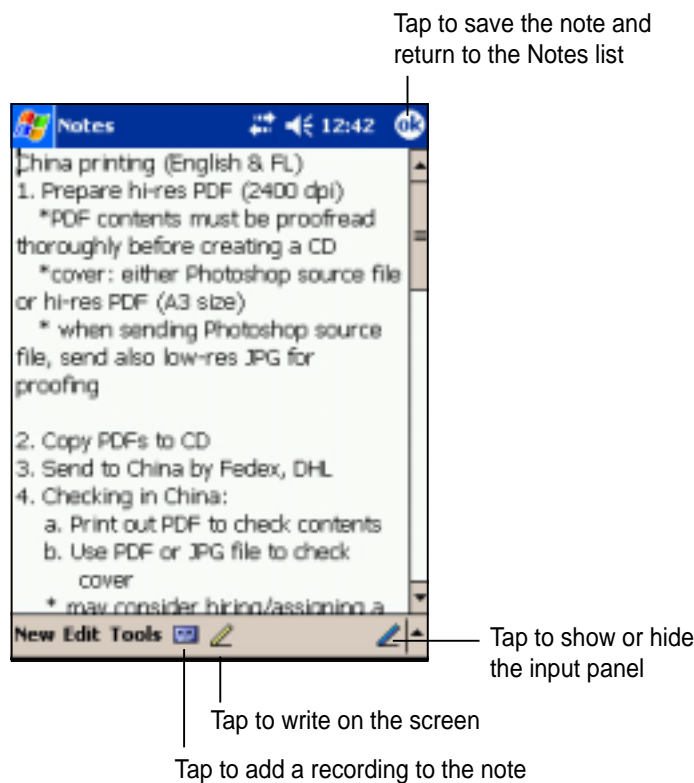
Inbox: Sending and receiving e-mail messages

Use Inbox to send and receive e-mail messages in one of these ways:

- Synchronize e-mail messages with Microsoft Exchange of or Microsoft Outlook on your desktop computer

- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network

Synchronizing e-mail messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For more information on enabling Inbox synchronization, see ActiveSync Help on your desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100KB in size.

- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, then send from those programs.

- E-mail messages in subfolder must be selected in ActiveSync on your desktop computer in order to be transferred.

NOTE	You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 7.

Connecting directly to an e-mail server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folders are sent, and messages that have been deleted on the e-mail server are removed from the device Inbox folder.
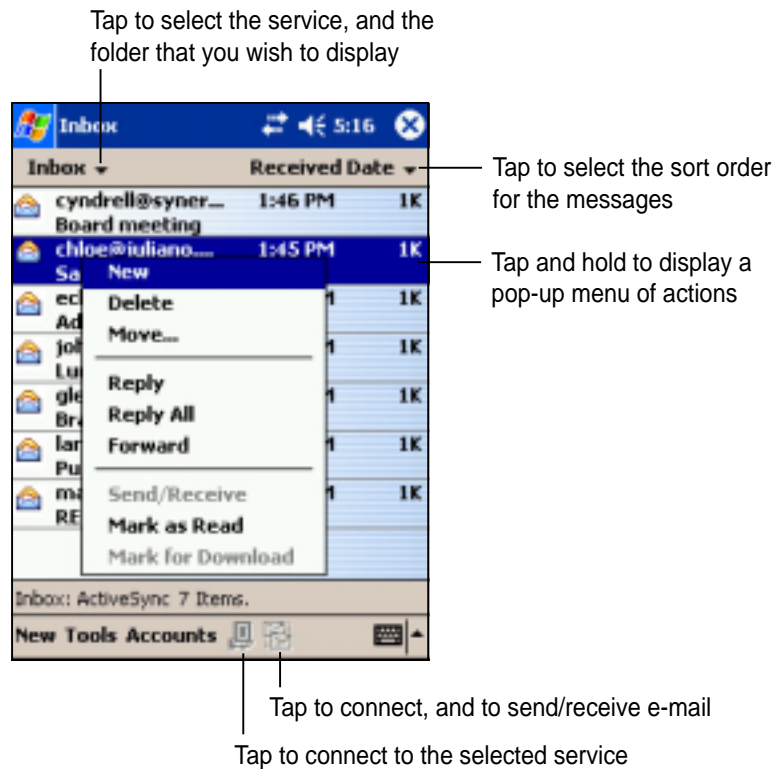
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space in your device.
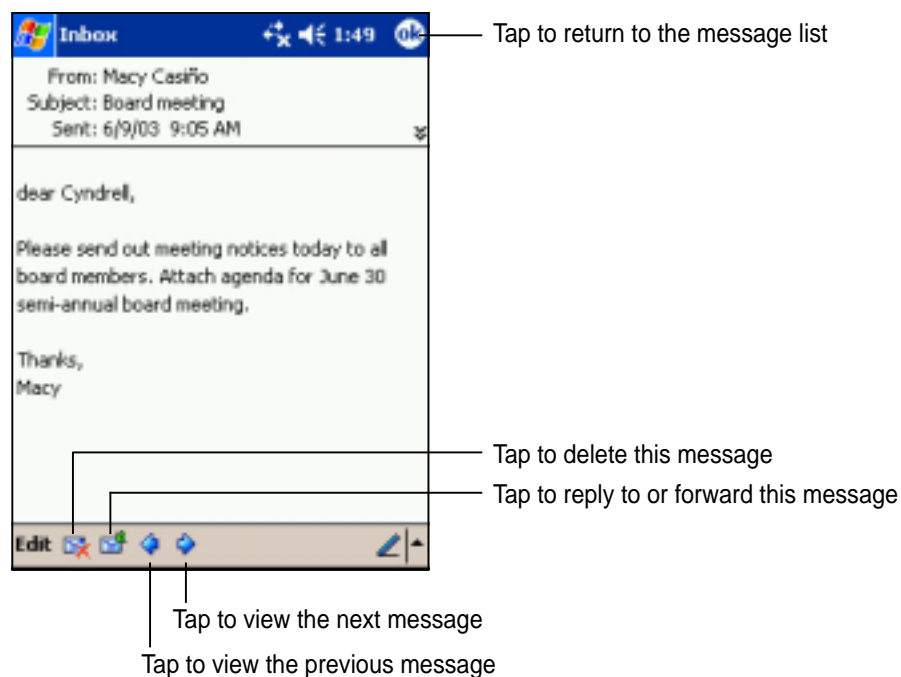
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the message list

The messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Tap to select the service, and the folder that you wish to display

Tap to select the sort order for the messages

Tap and hold to display a pop-up menu of actions

Tap to connect, and to send/receive e-mail

Tap to connect to the selected service

When you receive a message, tap it to open. Unread messages are displayed boldface.

Tap to return to the message list

Tap to delete this message

Tap to reply to or forward this message

Tap to view the next message

Tap to view the previous message

When you connect to your e-mail server or synchronize with your desktop computer, by default, you will receive messages from the last five days only, the first 100 lines of each new messages, and file attachments of less than 100KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message that you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You can specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help on your desktop computer.

- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** then **Options**. On the Service tab, tap the service that you wish to change. Tap and hold the service and select **Delete** to remove a service.

Composing messages

To compose a message:

1. Tap **New**.

2. In the **To** field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the **Contacts** list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

Tap to send the message

Tap to show or hide the complete message header

Tap to show or hide the recording toolbar
Tap to display the e-mail address book
Tap to select a preset message

3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.

4. Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Managing e-mail messages and folders

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be sunchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read messages while away from your desktop computer.

- If you use SMS, messages are stored in the Inbox folder.

- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5
Companion programs

The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, and Microsoft® Reader.

To switch to a companion program on your device, tap **Programs** on the ![menu icon] menu, then tap the program that you wish to open.

Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronize documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, or trip reports.

Creating Pocket Word documents

To create a new Word document:

1. Tap ![menu icon], tap **Programs**, tap **Pocket Word** to launch the application.

   If you have existing Microsoft Word or Pocket Word documents in your device, a list of the documents appears.
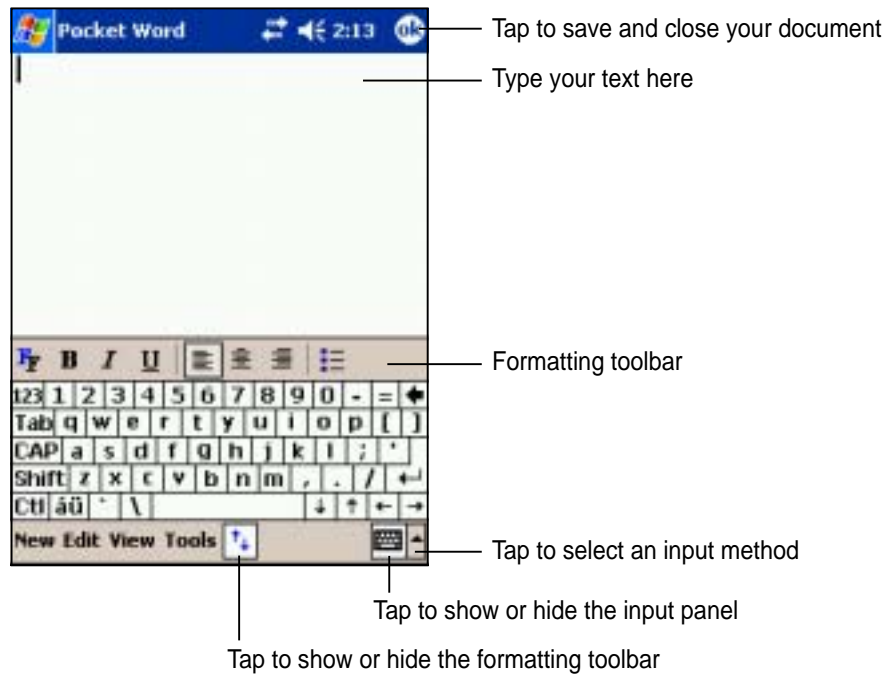

NOTE	If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.

2. Tap **New** to display a blank document.
3. Use any of the tools in the input panel to type your text.

Tap to save and close your document

Type your text here

Formatting toolbar

Tap to select an input method

Tap to show or hide the input panel
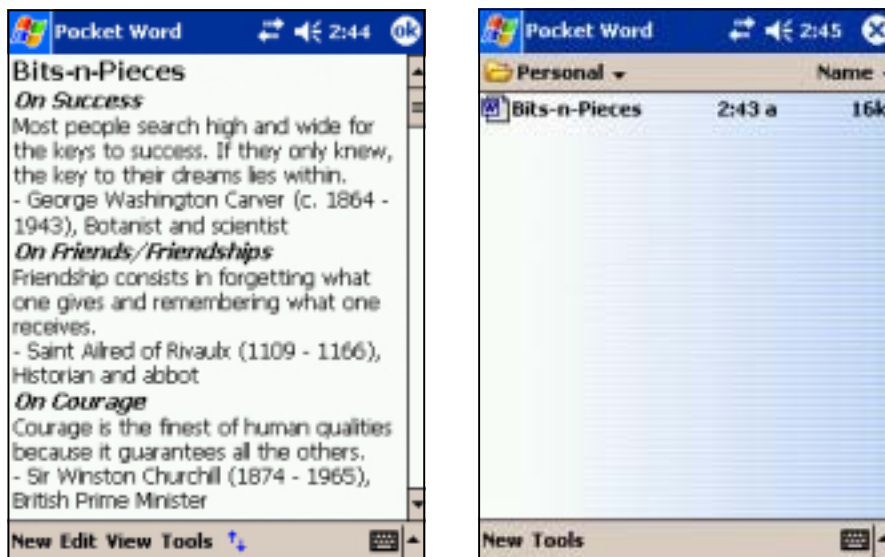
Tap to show or hide the formatting toolbar

Saving Pocket Word documents

To save a Pocket Word document:

When you have finished editing your document, tap **OK**.

The document is saved using the first line as file name if you did not specify a file name. For example, if your first line in the document has the words **Bits-n-Pieces**, these words appear in your Word documents list.

To specify save options:

1. With the document open, tap **Tools**.

2. From the pop-up menu, tap **Save Document As...** to display the **Save As** screen.

3. Change the file name by simply typing a new one in the **Name** field.

4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

   You can save the document you create or edit in a variety of formats:

   • Word (.doc)
   • Pocket Word (.psw)
   • Rich Text Format (.rtf)
   • Plain Text (.txt)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
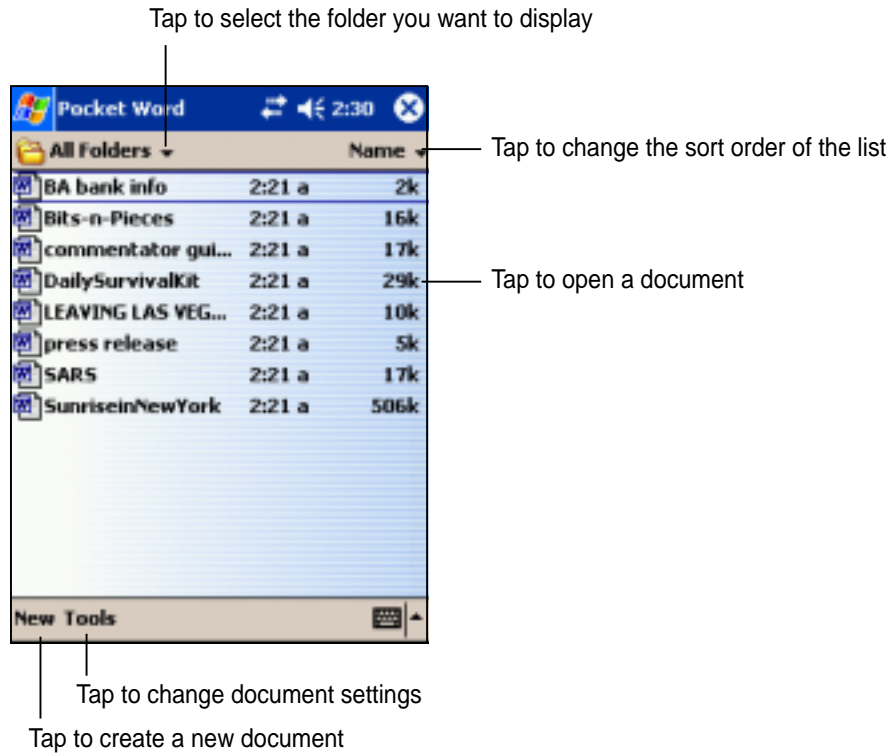
7. Tap **OK** when done.

| NOTE | If you do not wish to change the document format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes. |

Opening an existing Pocket Word document

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Tap to select the folder you want to display

Tap to change the sort order of the list

Tap to open a document

Tap to change document settings

Tap to create a new document

| NOTE | You can open only one Pocket Word document at a time; when you open a second document, you will be asked to save the first. |

Modes of entering information

You can enter information in Pocket Word in one of four modes (typing, writing, drawing, or recording), which are displayed on the **View** menu. Each mode has its own toolbar that you can show or hide by tapping the **Show/Hide Toolbar** button on the command bar.

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.
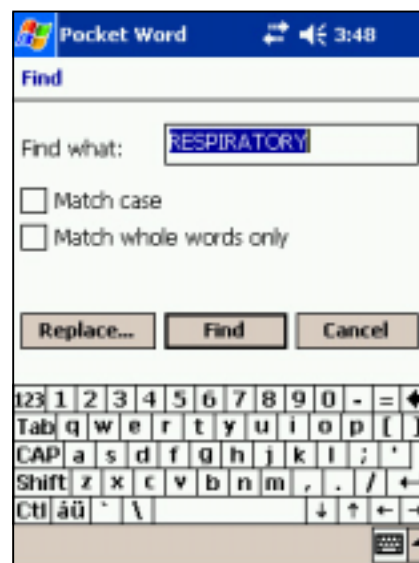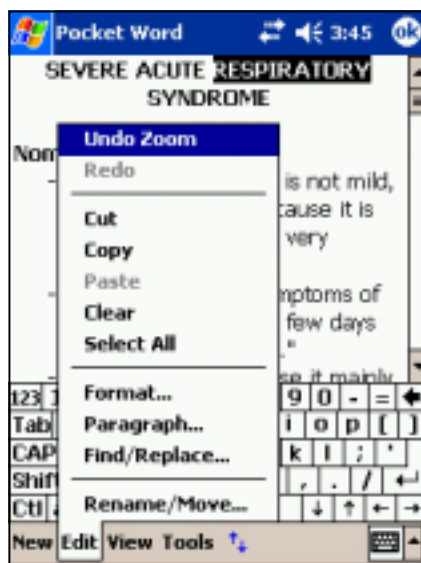
To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.
   Select a higher percentage to enter text and lower one to see more of your document.

Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.
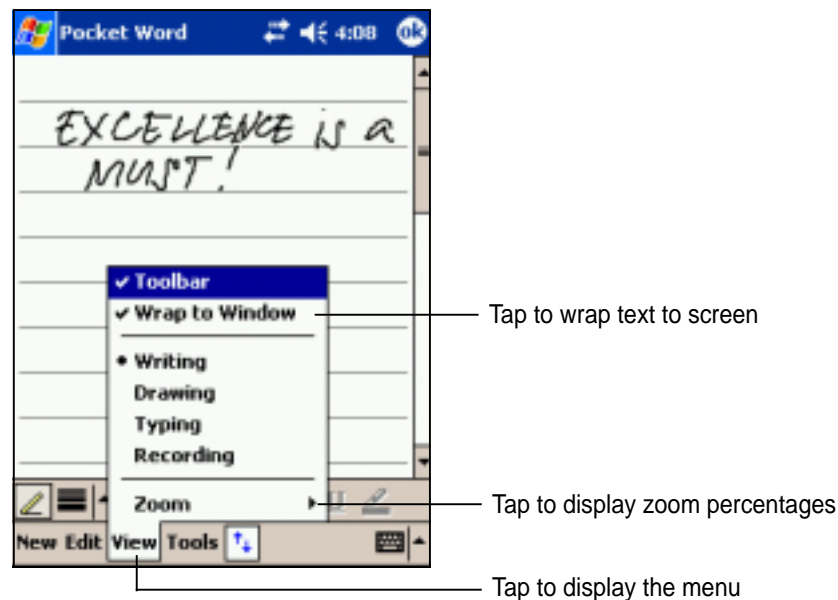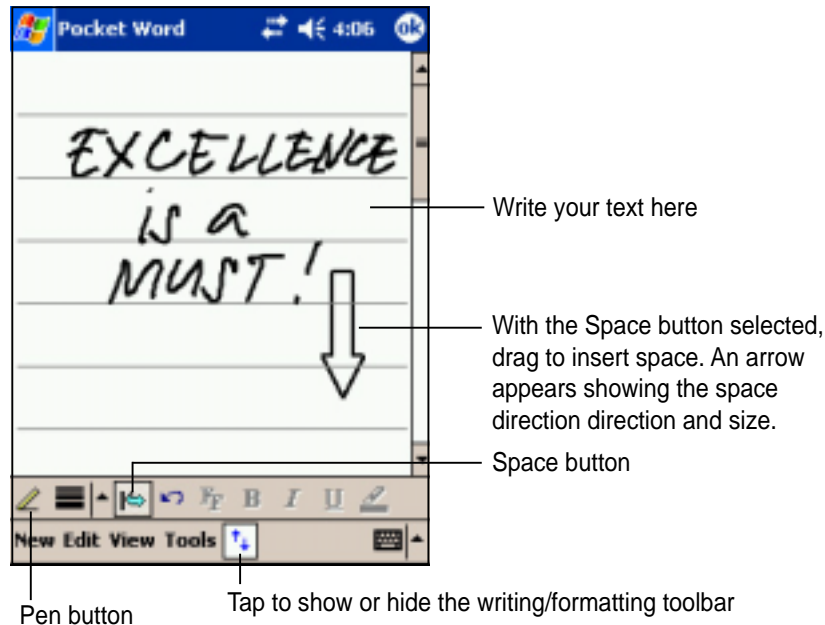
To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and **Find/Replace**.

Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.
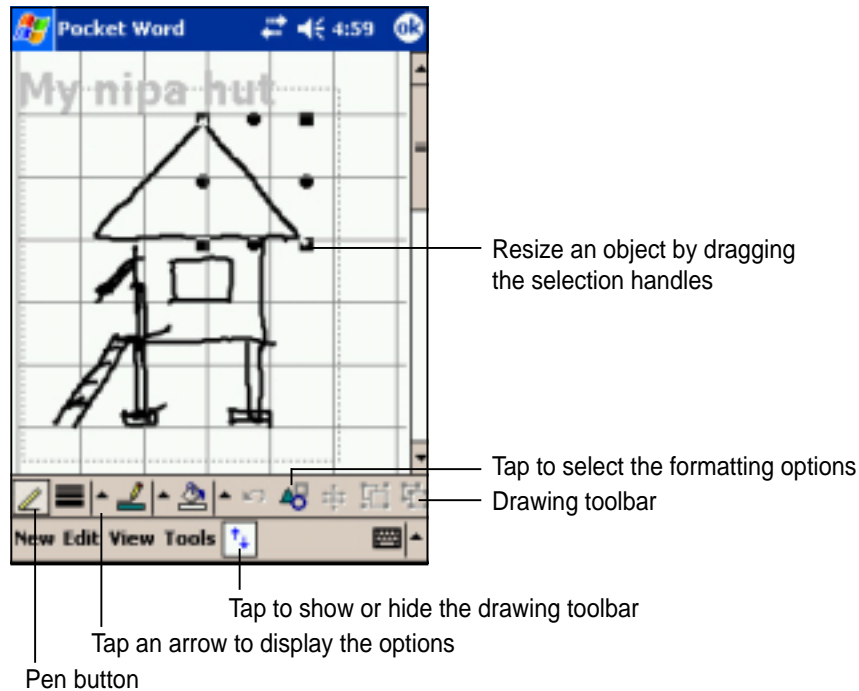
Write your text here

With the Space button selected, drag to insert space. An arrow appears showing the space direction direction and size.

Space button

Pen button

Tap to show or hide the writing/formatting toolbar

Tap to wrap text to screen

Tap to display zoom percentages

Tap to display the menu

NOTE	If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.
	Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after ther first stroke, you will see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.

Resize an object by dragging the selection handles

Tap to select the formatting options

Drawing toolbar

Tap to show or hide the drawing toolbar

Tap an arrow to display the options

Pen button

Recording mode

In recording mode, embed a recording into your document. Recordings are saved as **.wav** files. For more information on recording, see Chapter 2.
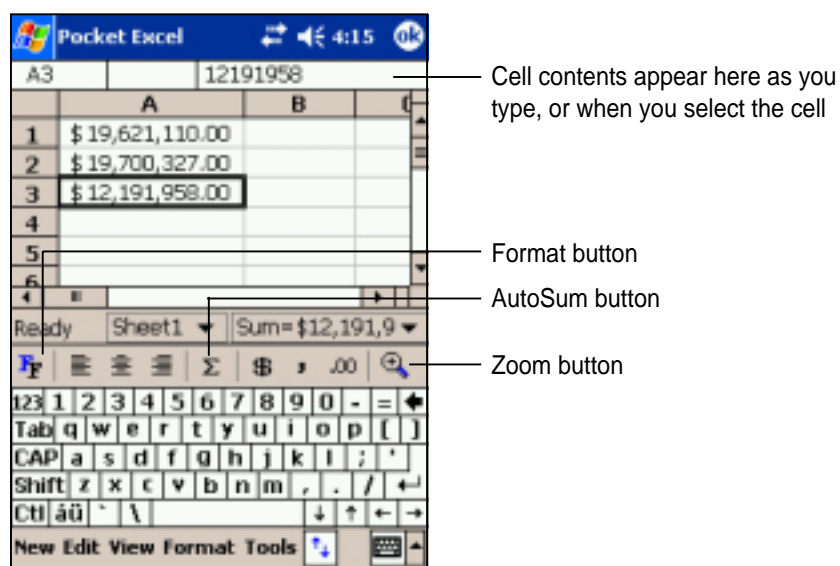
Embedded recording

Pocket Excel

Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your desktop computer to your device. Synchronize workbooks between your desktop computer and your device so that you have the most up-to-date contents in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs.

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View**, then tap **Toolbar**.

Cell contents appear here as you type, or when you select the cell

Format button

AutoSum button

Zoom button

NOTE   You can open only one Pocket Excel document at a time; when you open a second document, you will be asked to save the first.

Creating Pocket Excel documents

To create a new Excel document:

1. Tap , tap **Programs**, tap **Pocket Excel**.

2. Tap **New** to display a blank document.

   If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.
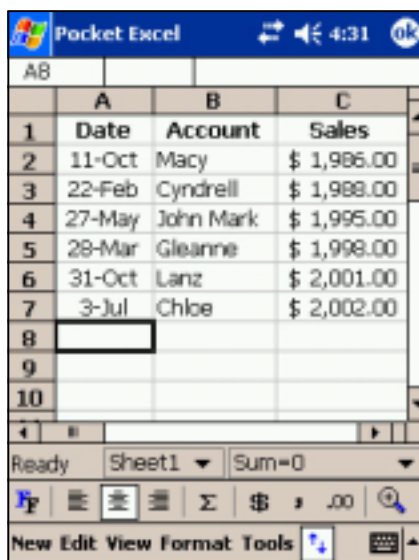

Saving Pocket Excel documents

To save an Excel document:

When you have finished editing your document, tap **OK**.

By default, your document is saved as **Book1** as file name. You can change the file name to one that is more descriptive of your document. See next section for saving options.

To specify save options:

1. With the document open, tap **Tools**.

2. From the pop-up menu, tap **Save Workbook As...** to display the **Save As** screen.

3. Change the file name by simply typing a new one in the **Name** field.

4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

    You can save the document you create or edit in a variety of formats:

    • Pocket Excel (.pxl)

    • Excel (.xls)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.

7. Tap **OK** when done.

NOTE	If you do not wish to save your workbook to a different format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

Securing your Excel document

If your workbook contains sensitive or confidental information, you can protect it with a password.

To set a password for your workbook:

1. Open the workbook.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.
3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap **OK** when done.

If you have set a password for your workbook, a password screen appears asking you to type your password whenever you try to open the workbook.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.

NOTE	DO NOT forget your password! You can not open your workbook unless you type in the correct password.

Tips for working in Pocket Excel

Take note of the following when working in large worksheets in Pocket Excel:

- **View in full-screen mode** to see as much of your worksheet as possible. Tap **View**, then tap **Full Screen**. To exit full-screen mode, tap **Restore**.

- **Show and hide window elements.** Tap **View**, then tap the elements to show or hide.

- **Freeze panes on a worksheet.** First select the cell where you want to freeze panes. Tap **View**, then tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.

- **Split panes** to view different areas of a large worksheet. Tap **View**, then tap **Split**. Drag the split bar to where you want it. To remove the split, tap **View**, then tap **Remove Split**.

- **Show and hide rows and columns.** To hide a row or column, select a cell in the row or column that you want to hide. Tap **Format**, then tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, then tap **Go To**, and type a reference that is in the hidden row or column. Tap **Format**, then tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap , then tap **Help**.

MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

• See who is online

• Send and receive instant messages

• Have instant message conversations with groups of contacts

To use MSN Messenger:

You must have a **Microsoft Passport™ account** or a **Microsoft Exchange e-mail account**.

You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at **http://www.passport.com**.

Get a free Microsoft Hotmail e-mail address at **http://www.hotmail.com**.

To launch MSN Messenger:

1. Tap 🏁 , then tap **Programs**.
2. Tap **MSN Messenger**.

Signing up

To sign in to MSN Mesenger service:

1. Tap **Tools** then tap **Sign in...** from the menu.

   OR

   Simply tap the **Tap here to sign in** area.

2. In the sign-in screen, enter your e-mail address and password. Tap **Sign In**.

NOTE	If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.


Tap a contact to start a chat.

Tap and hold to display a pop-up menu of actions.
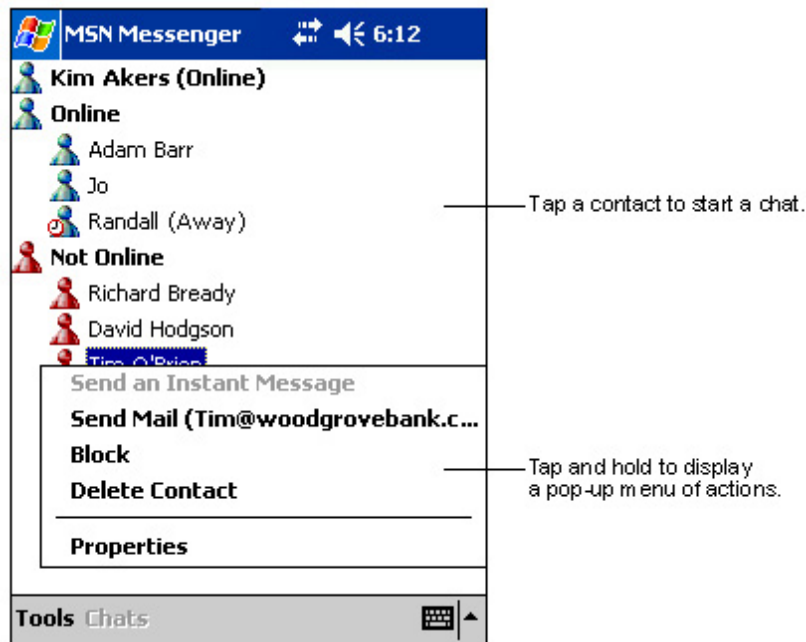
To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, then tap **Send**. To invite another contact to a multi-user chat, tap **Invite** in the **Tools** menu, then tap the contact that you want to invite.

Enter message.

Tap to send message.
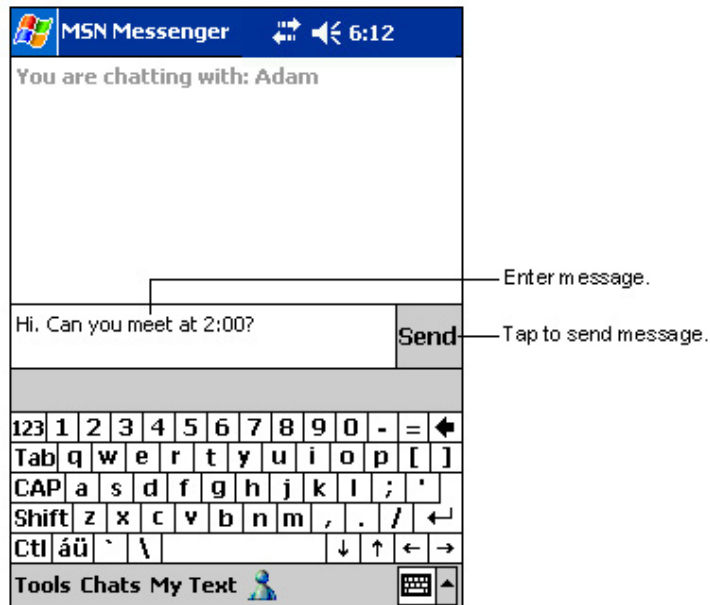
NOTE   To switch back to the main window without closing a chat, tap the **Contacts** button. To go back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap [icon], then tap **Help**.

View full chat.

View status of the chat.

Companion programs   **5-17**
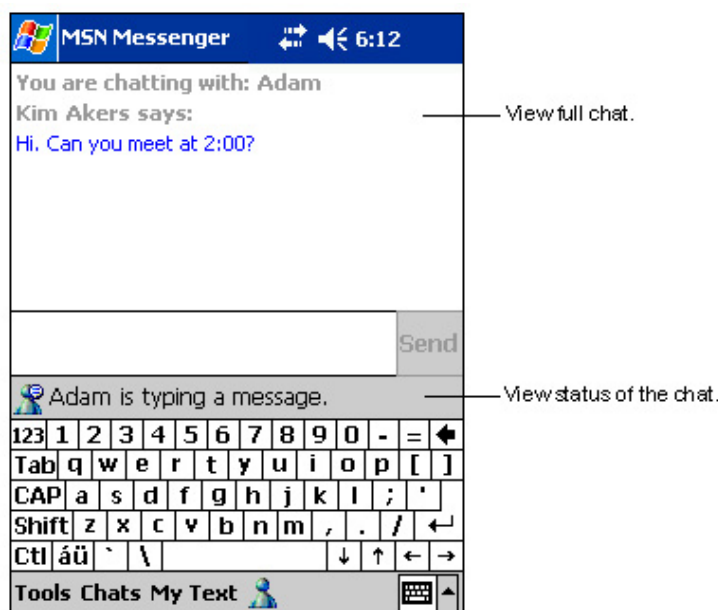
Windows Media Player for Pocket PC

Use Microsoft® Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap [icon], tap **Programs**, then tap **Windows Media**.

Indicates the progress of the current track

Slide to adjust volume

Tap to mute sound

Tap to play the next track

Tap to play the previous track

Tap to stop

Tap to play or pause

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

For more information on using Windows Media Player for Pocket PC, tap [icon], then tap **Help**.

Chapter 6

Pocket Internet Explorer

Introduction

Use Microsoft Pocket Internet Explorer to view Web or WAP pages in any of these ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites sub-folder in the Internet Explorer on the desktop computer.

- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you need to create the connection first. See Chapter 7 for information on creating a connection.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection to browse the Web.

To launch Pocket Internet Explorer:

1. Tap ![icon], then **Internet Explorer** to display the Pocket MSN services.

New Pocket MSN services

Tap to go back to previous page

Tap to stop/refresh

Tap to go to Pocket Internet Explorer home

Tap to launch Favorites

2. Tap the **Home** button to display the Pocket Internet Explorer welcome screen with links to some useful Web sites.

3. Tap any of the Web site buttons to go to a specific site.

Changing View settings

To change View settings:

1. Tap **View** to display a pop-up menu.

2. Tap **Fit to Screen** to see all the screen items at the same time.

3. Tap **Address Bar** to display the Web site address bar.

4. Tap and hold **Text Size** to display another pop-up menu with a text size selection. Select your desired text size for the screen.

Browsing the Internet

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**. See Chapter 7 for details.

2. Do one of the following to connect and start browsing:

    • Tap the **Favorites** button, then tap the favorite that you wish to view.

    • Tap **View**, then **Address Bar**. Enter the Web address that you want to visit then tap **Go**.

AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your device. Then, synchronize your device and desktop computer, or connect to the Internet to download the content.

For more information, visit the AvantGo web site at **http://avantgo.com/**

To activate AvantGo:

1. In the ActiveSync window on your desktop computer, click **Options**.

2. In the **Sync Options** tab, check the box beside the **AvantGo** item. Click **OK**.

    ActiveSync automatically updates the settings and synchronizes with your device.

NOTE   Make sure that your computer is connected to the Internet.

---

3. When synchronization is complete, the **AvantGo home page** appears on your device.

To launch AvantGo:

1. In Pocket Internet Explorer on your device, tap the **Favorites** button to display your list of favorites.

2. Tap the **AvantGo Channels** link to go directly to the AvantGo home page and see a few of the most popular channels.

To add or remove channels:

Tap the **Add** or **Remove** link.

Mobile Favorites folder

Only items items stored in the Mobile Favorites sub-folder in the Favorites folder in the Internet Explorer on your desktop computer will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

Favorite links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** then **Create Mobile Favorite**.

2. To change the link name, enter a new name in the **Name** box.

3. Select your desired update schedule in **Update**. This is optional.

4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.

5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite, then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve device memory, go only one level deep.

6. Synchronize your device and your desktop computer. Mobile favorites that are stored in the Mobile Favorites in Internet Explorer are downloaded to your device.

| NOTE | If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, in Internet Explorer on your desktop computer, click **Tools** then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed. |
| | |
| | You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, **Toolbars**, and **Customize**. |

Saving device memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.

- Limit the number of downloaded linked pages. In Interner Explorer on your desktop computer, right-click the mobile favorite you want to change, then click **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Viewing mobile favorites and channels

To view mobile favorites and channels:

1. Tap ⭐ to display your list of favorites.

Tap the favorite that you wish to view

Tap to add or delete a folder or favorite link
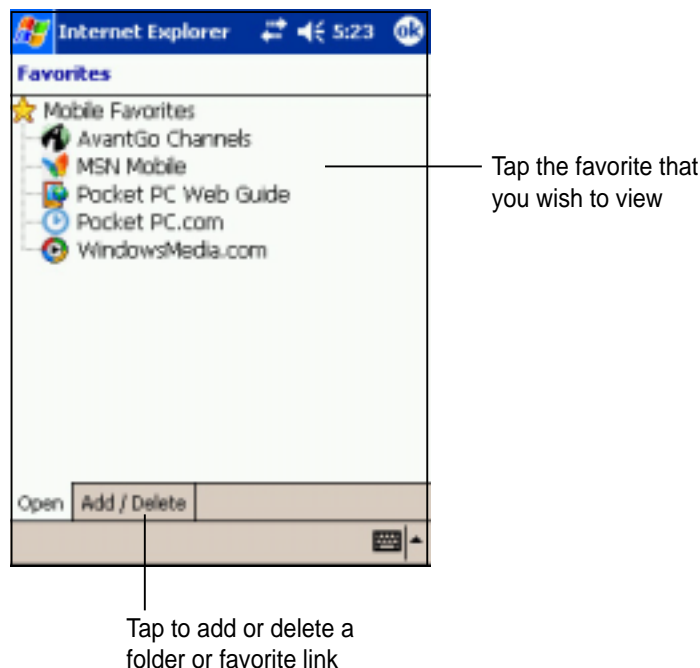
2. Tap a Favorites page that you wish to view.

   You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your device, the favorite is dimmed. You need to synchronize with your desktop computer again to download the page to your device, or connect to the Internet to view the page.

Adding/Deleting mobile favorites and folders

To add a favorite:

1. Tap ⭐ to display your list of favorites.

2. Tap the **Add/Delete** button to display the **Favorites** screen.

3. Tap the **Add...** button to show the **Add Favorite** screen.

4. Type a name for the favorite that you wish to add in the **Name** field.

5. Type in the URL address in the **Address (URL)** field.

6. Select a folder to place the favorite from the **Create in:** box.

7. Tap **Add** to return to the Favorites screen, which now shows the favorite that you added.

To delete a favorite:

1. Tap ⭐ to display your list of favorites.

2. Tap the **Add/Delete** button to display the **Favorites** screen.

3. Select the favorite that you wish to delete, then tap **Delete**.

4. When prompted to permanently delete the favorite, tap **Yes**.

To add a folder:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **New Folder** button.
4. Type a name for the folder that you wish to create.
5. Tap **Add** to return to the Favorites screen, which now shows the folder that you added.

To delete a folder:

1. Tap ⭐ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the folder that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the folder, tap **Yes**.

Pocket Internet Explorer

Chapter 7

Get connected

Introduction

You can set up connections to the Internet and corporate network at work in order to do such activities as browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.

Connections can be made using a **modem**, **wireless network**, or **network (Ethernet) card**. A modem connection can be used to set up connections with an external modem, or through your mobile phone network using a cellular line.

Your device has two groups of connection settings: **My ISP** and **My Work Network**. My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work. Simply fill in the settings and get ready to start connecting. For more information, see the sections "Connect to the Internet" or "Connect to Work."

You may also establish connection to another device with infrared (IR) or Bluetooth features. For more information, see sections "Infrared (IR) connection" or "Bluetooth connection."

Connect to the Internet

To connect to the Internet:

1. Obtain the following information from your ISP: **ISP server phone number**, **user name**, and **password**.
2. Tap > **Settings** > **Connections tab** > **Connections**.
3. In My ISP, tap **Add a new modem connection**.
4. Create a modem connection. For more information, see section "Set up modem connections."
5. To start the connection, begin using the desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically connects.

NOTE	To set up a network card or wireless network connection to your ISP, add a new connection under **My Work Network**.

Connect to Work

1. Obtain the following information from your network administrator: **server phone number**, **user name**, and **password**.

2. Tap ![icon] > **Settings** > **Connections tab** > **Connections**.

3. In **My Work Network**, set up either a modem, network card, wireless network, or VPN server connection. Refer to the section "Set up connections" for the procedure.

4. To start the connection, start using a desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your device automatically starts connecting.

Set up connections

Modem connections

To set up a modem connection:

Obtain the following information from your ISP or network administrator: telephone number, user name, password, domain name, and TCP/IP settings.

If your device does not have access to a mobile phone network, insert a modem card.

1. Tap ![icon] > **Settings** > **Connections tab** > **Connections**.

2. To create a new connection, in either **My ISP** or **My Work Network**, tap **Add a new modem connection**, then follow the instructions in the New Connection wizard.

3. To view additional information for any screen in the wizard or while changing settings, tap ![icon].

NOTE	To change modem connection settings in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings**, and follow the instructions on the screen.

VPN server connections

A VPN connection helps you to securely connect to servers, such as a corporate network, via the Internet. Ask your network administrator for your user name, password, domain name, TCP/IP settings, and host name or IP address of the VPN server.

To set up a VPN server connection:

1. Tap > **Settings** > **Connections tab** > **Connections**.
2. To create a new VPN server connection, in My Work Network, tap **Add a new VPN server connection**, then follow the screen instructions.
3. To view additional information for any screen in the wizard or while changing settings, tap .

> **NOTE**   To change existing settings, in My Work Network, tap **Manage existing connections** > **VPN** tab. Select your desired VPN connection, tap **Settings**, then follow the instructions on the screen.

Proxy server settings

If you are connected to your ISP or private network during synchronization, your mobile device should download the proper proxy settings from your PC. If these settings are not on your PC or need to be changed, ask your ISP or network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.

To change proxy server settings:

1. Tap > **Settings** > **Connections tab**.
2. To create a new connection, in My Work Network, tap **Add a new proxy server**.
3. To change proxy server settings, in **My Work Network**, tap **Edit my proxy server**. Select the desired proxy server, and tap **Settings**.
4. Select This network connects to the Internet and This network uses a proxy server to connect to the Internet.
5. In the **Proxy server** box, enter the proxy server name.
6. To change such settings as port number or proxy server type, tap **Advanced** and change desired settings.

Network card connections

Use a network (Ethernet) card to connect directly to a network. Once connected, you can view the Internet or intranet, or download e-mail. You do not need to create a new connection on your device. For more information, see your network administrator. Make sure to purchase and configure a network card that is compatible with your device.

To set up a network card:

1. Obtain the following information from your network administrator: **user name**, **password**, and **domain name**.
2. Insert the network card into your device.
3. The first time you insert the card, Network Settings appears automatically so that you can configure the network card. If it does not appear, or to change settings later, tap [icon] > **Settings** > **Connections tab** > **Connections** > **Advanced tab** > **Network Card**.
4. If you need to enter specific server information, tap the appropriate adapter, and then tap Properties. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.
5. If necessary, connect the network card to the network by using a network cable. For information, refer to the documentation that came with your network card.
6. To start a connection, insert the network card, and begin using a desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically starts connecting.

   If you use your network card with two networks, such as a private network at work and one at home for the Internet, you need to change the network to which the network card connects.

NOTE	You may need proxy server and VPN connection settings. For more information, see your network administrator.

End a connection

- When connected via modem or VPN, tap ⁣⁣ on the navigation bar, then tap Disconnect.
- When connected via cable or cradle, detach your device from the cable or cradle.
- When connected via Infrared, move the device away from the other computer or device.
- When connected via a network (Ethernet) card, remove the card from your device.
- When connected via a wireless network, switch off the connection.

Set up a WAP gateway

To access WAP sites through Pocket Internet Explorer, configure your device to use a WAP gateway. Use the following steps to create a new set of connections to the Internet with WAP gateway settings.

NOTE   Some device models do not support the WAP sites viewing feature.

1. Get the following information from your ISP: **ISP server phone number**, **user name**, and **password**. Also, contact your mobile phone service provider and ask for your WAP gateway server name and port number.
2. Tap 🟦 > **Settings** > **Connections tab** > **Connections** > **Tasks tab**.
3. Tap Edit my proxy server. If a proxy server has not been set up, tap Set up my proxy server.
4. In **Programs that automatically connect to the Internet should connect using**, tap **New** and enter a name for the ISP connection.
5. On the **Proxy Settings** tab, select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.
6. If necessary, in the **Proxy server** box, enter the proxy server name.
7. Tap **Advanced**.
8. In the **WAP** box, enter the **WAP gateway server name**. Under Port, enter the port number. The most common WAP port number is 9201.

9. Create a modem connection. See section "Set up connections."

   If necessary, set dialing rules. See section "Use dialing rules."

10. If your device does not have a connection to a mobile phone network, insert a modem card.

Use dialing rules

Additional numbers may need to be dialed depending on your given location when connecting. For example, if you want to dial from work, a 9 prefix must often be dialed, or an area code is needed.

To avoid creating a new modem connection for each situation, set dialing rules for the locations from which you connect often. Three dialing locations, Home, Mobile, and Work, have been created for you, and you can create more. If a connection cannot be made, your device gives you an opportunity to change the dialing location.

1. Tap > **Settings** > **Connections tab** > **Connections** > **Advanced tab**.

2. Tap **Select Location**.

3. Tap **Use dialing rules**.

4. Select a location.

   • **Home** - Dials the number as a local call without a 9 prefix.

   • **Work** - Dials the number as local call with the 9 prefix.

| NOTE | To create a new location, tap New and follow the directions on the screen. To view additional information at any time, tap . |

Infrared (IR) connection

By default, your device detects incoming infrared (IR) beams and prompts you to accept them. If you do not want your device to detect or receive beans, clear the **Receive all incoming beams** check box.

To set the Beam options:

1. Tap ![icon], then **Settings**.
2. Tap the **Connections** tab.
3. Tap the **Beam** icon to display the Settings screen.
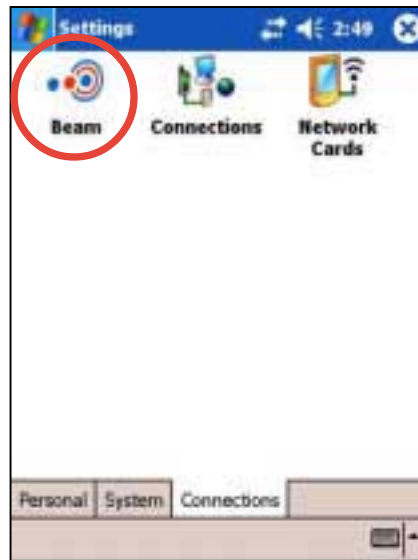
4. Make your desired change and tap **OK**.
5. To receive an infrared beam from this screen, tap the link at the bottom. Your device automtically looks for another device using infrared.

Sending information
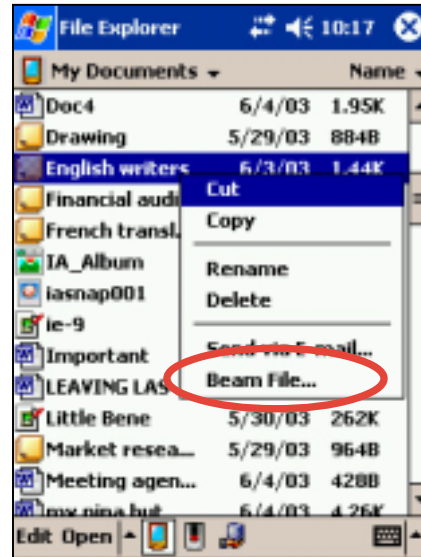
To send information:

1. Switch to the program where you created the item that you want to send, and locate that item in the list.

2. Align the IR ports so that they are unobstructed and within a close range.

3. Tap and hold the item, then tap **Beam File...** on the pop-up menu.

NOTE	You can also send items, but not folders, from File Explorer. Tap and hold the item that you want to send, then tap **Beam File** on the pop-up menu.

Receiving information

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.

2. Have the owner of the other device send the information to you. Your device automatically receive the information.

Appendix

Notices

Federal Communications Commission Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1) This device may not cause harmful interference, and

2) This device must accept any interference received, including interference that may cause undesired operation.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with manufacturer's instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

> **WARNING!** The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

UL Safety Notices

Required for UL 1459 covering telecommunications (telephone) equipment intended to be electrically connected to a telecommunication network that has an operating voltage to ground that does not exceed 200V peak, 300V peak-to-peak, and 105V rms, and installed or used in accordance with the National Electrical Code (NFPA 70).

When using the Pocket PC, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- **Do not use** the Pocket PC near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- **Do not use** the Pocket PC during an electrical storm. There may be a remote risk of electric shock from lightning.
- **Do not use** the Pocket PC in the vicinity of a gas leak.

Required for UL 1642 covering primary (nonrechargeable) and secondary (rechargeable) lithium batteries for use as power sources in products. These batteries contain metallic lithium, or a lithium alloy, or a lithium ion, and may consist of a single electrochemical cell or two or more cells connected in series, parallel, or both, that convert chemical energy into electrical energy by an irreversible or reversible chemical reaction.

- **Do not** dispose the Pocket PC battery pack in a fire, as they may explode. Check with local codes for possible special disposal instructions to reduce the risk of injury to persons due to fire or explosion.
- **Do not** use power adapters or batteries from other devices to reduce the risk of injury to persons due to fire or explosion. Use only UL certified power adapters or batteries supplied by the manufacturer or authorized retailers.

Replaceable batteries

If an equipment is provided with a replaceable batterym and if replacement by an incorrect type could result in an explosion (e.g. with some lithium batteries), the following applies:

- – if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;
- – if the battery is placed elsewhere in the equipmen, there shall be a marking close to the battery or a statement in the servicing instructions.

The marking or statement shall include the following or similar text:

CAUTION
RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING
THE INSTRUCTIONS

Compliance is checked by inspection.

Operator access with a tool

If a TOOL is necessary to gain access to an OPERATOR ACCESS AREA, either all other compartments within that area containing a hazard shall be inaccessible to the OPERATOR by the use of the same TOOL, or such compartments shall be marked to discourage OPERATOR access.

An acceptable marking for an electric shock hazard is   (ISO 3864, No. 5036)

Equipment for restricted access locations

For equipment intended only for installation in a RESTRICTED ACCESS LOCATION, the instalation instructions shall contain a statement to this effect.

Notices   **A-3**