Chapter 4

Managing your Phone

4.1 Personalizing Your Phone

Set up the Home screen
The Home screen is your starting place for most tasks. You can gain access to all features and programs from the Home screen.

To customize the Home screen
1. On the Home screen, select **Start** > **Settings** > **Home Screen**.

2. In **Home screen layout**, **Color scheme**, **Background image**, and **Time out**, choose the options you want, and select **Done**.

Tip   If you only want to change the background image, you can do it from the Shortcuts Bar. On the Home screen, scroll down to ▣ on the Shortcuts Bar, then select **Background Image**.

To set a picture as the background
1. On the Home screen, select **Start** > **Pictures & Videos**.

2. Select the picture you want to set as the background. Select **View** or press **CENTER SELECT** for a larger view of the image.

3. Select **Menu** > **Use as Home Screen**.

4. Use the **NAVIGATION WHEEL** to select the portion of the picture you want to use, and select **Next**. If the picture fits the screen, this step is skipped.

5. In **Adjust the transparency**, select a higher percentage for a more transparent picture and then select **Finish**.

Set date, time, language, and other regional options
Your phone should already be set up with the regional settings that are appropriate for your locale.

To change regional settings
You can specify the language, locale, date and time style, as well as number and currency formatting options.

1. On the Home screen, select **Start** > **Settings > More > Regional Settings**.

2. In **Language**, select your preferred language.

3. In **Locale**, select the locale for the language you selected. The Locale option automatically changes the format of the remaining options (such as date, time, and currency) according to the locale you specify.

4. Select **Done**.

To set the date and time

1. On the Home screen, select **Start** > **Settings** > **Clock & Alarm** > **Date and Time**.

2. Set the **Time zone**, **Date**, and **Time**, and then select **Done**.

Choose how to be notified about events or actions

A profile is a group of settings that determine how your phone will alert you to phone events such as incoming calls and notifications.

To change the current profile

1. On the Home screen, scroll down to [icon] on the Shortcuts Bar, then select **Profile**.

2. Choose a new profile, and select **Done**.

Tip   To quickly change the profile, press and hold the **HOME** key to display the Quick List, and choose a profile.

To edit a profile

1. On the Home screen, scroll down to [icon] on the Shortcuts Bar, then select **Profile**.

2. Select the profile to edit.

3. Select **Menu** > **Edit**.

4. Modify the settings, and select **Done**. To cancel without saving changes, select **Cancel**.

Tip   To revert to the default profile settings, select **Menu** > **Reset to default**.

To specify the sound for an event

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Ringtone**.

2. For the desired event, select a sound. Select **None** if you do not want to hear a sound.

3. Select **Done**.

Note   For ring tones, you can use sound files in either the .wav, .mid, .wma, or .mp3 file format. For notifications or reminders, you can use .wav or .mid files.

Tip   When you select a sound, the sound plays. To hear it again, select **Menu** > **Play**.

To set sound for the keyboard

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Ringtone**.

2. In **Keypad control**, select a sound. Select **None** if you do not want to hear any sound while pressing a key.

3. Select **Done**.

To copy a sound to your phone

After a sound file is located on your phone, you can use it for a ring tone, notification, or reminder. Sound files in either .wav, .mid, .wma, or .MP3 formats can be used.

1. Connect the phone to your PC using a USB connection.

2. On your PC, copy the sound file you want.

3. In Windows Mobile Device Center, click **File Management > Browse the contents of your device**.
   Or
   In ActiveSync on your PC, click **Explore** and double-click **My Windows Mobile-Based Device**.

4. Save the sound file on your phone by going to **Application Data** > **Sounds**, and pasting the file into that folder.

To set an alarm
1. On the Home screen, select **Start** > **Settings** > **Clock & Alarm** > **Alarm**.
2. In **Alarm time**, enter the time for the alarm to go off.
2. In **Alarm**, choose when you want the alarm to go off.
4. Select **Done**.

Set personal information

Entering and displaying owner information are best practices; they allow someone to return the phone to you in case it is lost.

To enter owner information
1. On the Home screen, select **Start** > **Settings > More > Owner Information**.
2. Enter the necessary information and select **Done**.

Set performance and maintenance options

To change accessibility settings
1. On the Home screen, select **Start** > **Settings > More > Accessibility**.
2. Select your preference for the following:
   - In **System font size**, set the size of the font that is displayed on the screen.
   - In **Multipress time out**, set the length of time between keypresses when entering text in Multipress mode.
   - In **Confirmation time out**, set the delay before an unconfirmed action times out.
   - In **In-call alert volume**, set the volume for incoming call or receiving new message alerts while you are in a call.
3. Select **Done**.

To change power management settings
You can use Power Management to check the battery, and configure settings that prolong battery life.

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Battery**.

2. Adjust the following settings:

   • In **Backlight time out on battery / AC**, select the amount of time for the phone to be idle before the backlight turns off when using the battery or AC power.

   • In **Display time out on battery**, select the time limit for the phone to be idle before the screen turns off when using the battery or AC power.

3. Select **Done**.

Tip **Main battery** indicates the amount of battery life remaining.

To find the operating system version number
On the Home screen, select **Start** > **Settings** > **About**.

To find the phone specification
On the Home screen, select **Start** > **Settings** > **System Information**.

4.2 Adding and Removing Programs

Before you purchase additional programs for your phone, make sure that they are compatible with your phone.

To add programs

1. Download the program to your PC (or insert the disc that contains the program into your PC). You may see a single *.exe file, a *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your phone and processor type.

2. Read the installation instructions that comes with the program.

3. Connect your phone to the PC and then double-click the *.exe file.

To remove a program

1. On the Home screen, select **Start** > **Settings > More > Remove Programs**.

2. Scroll to the program to remove and then select **Menu** > **Remove**.

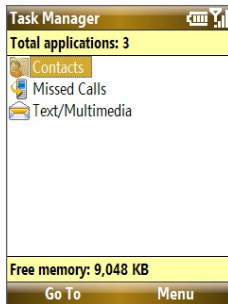# 4.3 Using Task Manager and Managing Memory

To check how much memory is available

1. On the Home screen, select **Start** > **Settings > More > About**.

2. Scroll down to **Available Memory**.

To close running programs in Task Manager

Task Manager allows you to close programs currently running on your phone to free up storage space.

1. On the Home screen, scroll down to
    on the Shortcuts Bar, then select **Manage Memory**.

2. On the Task Manager screen, select **Menu** to open a list that lets you go to a specific program, stop running programs, and view system information.

3. Choose a program on the list and select **Menu > Stop**.

Task Manager
Total applications: 3
Contacts
Missed Calls
Text/Multimedia
Free memory: 9,048 KB
Go To   Menu

4.4 Managing and Backing Up Files

You can back up files to your PC using Windows Mobile Device Center or ActiveSync or copy files to a storage card that is installed on your phone. You can also efficiently manage your files and folders using File Explorer installed on your phone.

Copy files using Windows Mobile Device Center/ ActiveSync to the PC

1. Connect your phone to your PC.
2. In Windows Mobile Device Center, click **File Management > Browse the contents of your device**.
   Or
   In ActiveSync on your PC, click **Explore**. This opens the Mobile Device folder for your phone.
3. Browse your phone for files that you want to copy to your PC.
4. Select and copy the files **[Ctrl + C]** and then paste them **[Ctrl+V]** to the destination folder in the PC.

Copying a file results in separate versions of a file on your phone and PC. Changes made to one file will not affect the other since the files are not synchronized.

Use File Explorer

File Explorer provides many easy-to-use features for file and folder management.

To start File Explorer

On the Home screen, select **Start > File Explorer**.

File Explorer operates in the following two views:

- List View
- Icons View

File Explorer displays the entire file structure in your phone's memory. The functions focus primarily on folder management. When initially started, File Explorer is in List View by default. To switch between views, select **Menu** > **View** > **Icons** or **List**.
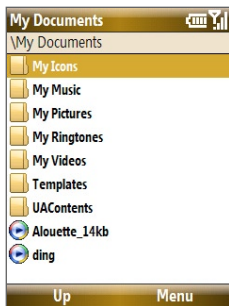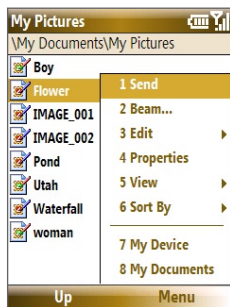
File Explorer - List View   File Explorer - Icons View

In File Explorer, select **Menu** to open a list that lets you send or beam the file, view the file's properties, sort the files, and more.

To send a file as an e-mail attachment

1. In File Explorer, select a file and select **Menu > Send**.
2. On the Messaging screen, select an e-mail account.
3. The file will automatically be attached to the new message. Specify the recipient and subject, and type your message.
4. Select **Send**.

Note   You can also send the file via Picture Message.

4.5 **Protecting Your Phone**

You can protect your phone from unauthorized use by requiring a PIN (personal identification number) in order to make calls. Your default PIN is **1234**. Additionally, you can also lock the entire phone.

To enable the SIM PIN

1. On the Home screen, select **Start** > **Settings** > **Security** > **Enable SIM PIN**.

2. Enter the PIN, and select **Done**.

Note   To cancel without enabling the SIM PIN, press **HOME**.

To disable the SIM PIN

1. On the Home screen, select **Start** > **Settings** > **Security** > **Disable SIM PIN**.

2. Enter the PIN, and select **Done**.

To change the SIM PIN

Be sure to make a note of your personal identification number (PIN). When the SIM PIN is enabled, you must provide this PIN to unlock the phone.

1. Select **Start** > **Settings** > **Security** > **Change SIM PIN**.

2. In **Old PIN**, enter the current PIN.

3. Enter and confirm the new PIN, and select **Done**.

To lock the phone

Locking the phone turns off its functionality. This is a helpful feature if, for example, the phone is turned on and in your pocket, and you want to prevent accidental keypresses. Once the phone is locked, the left **SOFT KEY** label changes to **Unlock**.

You can lock the phone by:

- Press and hold ⌨ for about 2 seconds.

- Close the keyboard.

- Press and hold the **HOME** key to open the Quick list, then select **Lock**.

Note   You can still receive calls and make emergency calls when the phone is locked.

To automatically enable phone lock
1. On the Home screen, select **Start** > **Settings** > **Security** > **Device lock**.
2. Select **Prompt if device unused for** then select the amount of time for the phone to be inactive before automatically locking.
3. Select the **Password type**, then enter and confirm your password.
4. Select **Done**.

To unlock the phone
Depending on whether the keyboard is opened or closed, you can unlock the phone by:
- Select **Unlock** and press the **HOME** key.
- If the keyboard is closed, open the keyboard.

Note   If a password has been enabled, you will be prompted for the password when you unlock the phone.

To disable the phone lock
Select **Unlock** and then enter the password you have set to unlock your phone.

To set keyboard lock options
1. Select **Start > Settings > Slide and Key Lock**.
2. Choose to enable or disable **Auto lock timeout** and/or **Manual lock**.
   - Enabling **Auto lock timeout** locks the device the same time the backlight goes off, if set in Power Management, when the keyboard is closed.
   - Enabling **Manual lock** prompts a message if you want to lock the device or not when you close the keyboard.

To encrypt files on the microSD card
Select **Start > Settings > Security > Encryption** and choose **Encrypt files placed on storage cards**.

4.6 Restarting Your Phone

Restart your phone when a program is not performing properly or the phone is not responding to any keypresses.

To restart the phone

1. Remove the battery.

2. Wait 3 seconds, then reinsert the battery and turn on your phone.

WARNING! If the phone is restarted while a program is running, unsaved work will be lost.

4.7 Resetting Your Phone

Resetting your phone will remove all the data from its memory and restore the phone back to the factory default settings.

WARNING! All your data will be deleted, it is recommended that you back up your data first before resetting your phone.

To reset your phone

1. Select **Start > Accessories > Clear Storage**.

2. Follow the on-screen instructions to reset the phone.

The phone will restart after it has been reset.

Note If **Encrypt files placed on storage cards** is or was enabled before, then backup all files from the storage card before using Clear Storage, hard reset or updating the ROM system software. Otherwise you will no longer be able to access the encrypted files on the storage card. Use ActiveSync or Windows Mobile Device Center to transfer files between your storage card and computer. After the procedure, copy your files back to the storage card.

4.8 **Windows Update**

Link to Microsoft's Web site and update Windows Mobile® on your phone with the latest security patches or fixes.
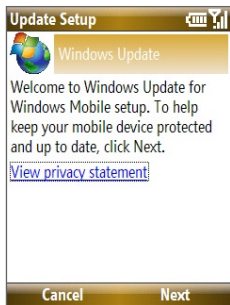
To set up Windows Update
The first time you run Windows Update, you need to set up how you want Windows Update to check for patches on the Microsoft Web site.

1. Select **Start > Settings > More > Windows Update**.

2. On the Update Setup screen, select **Next**.

3. Select how you want to check for updates, **Manual** or **Automatic**, then select **Next**.

   Note If you select **Automatic**, choose whether or not to use your data plan to check for updates.

4. Select **Finish**.

To change Windows Update options

1. Select **Start > Settings > More > Windows Update**.

2. Select **Menu** and choose the option you want to change.

   • Choose **Connections** to change how the device connects to the Internet when checking for updates.

   • Choose **Change Schedule** to change how Windows Update checks for patches on the Microsoft Web site.
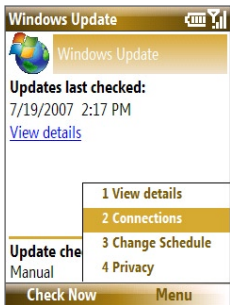
Tip You can check for updates whenever you want by selecting **Check Now** on the Windows Update screen.

Chapter 5
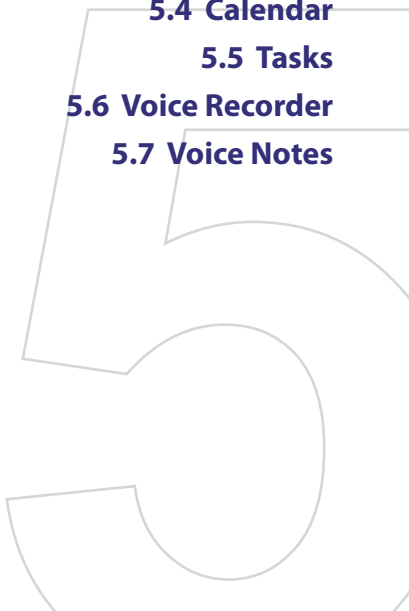
Organizing Phone Information

5.1 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with.

If you use Outlook on your PC, you can synchronize contacts between your phone and PC.

Create a contact on your phone

To create a new contact on your phone

1. On the Home screen, **Start > Contacts** > **New > Outlook Contact**.

   To create a new contact on your SIM card, select **SIM Contact.** You can also use SIM Manager to add contacts to your SIM card. For more information about SIM Manager, see "SIM Manager" in this chapter.

2. Enter information for the new contact.

   • To easily identify who is calling you, you can assign a custom ring tone to each Outlook contact. To assign a custom ring tone, scroll down to and select **Custom ring tone** and select the ring tone you want.

   • To assign a picture to a contact, scroll down to **Pictures** and select **Select a picture** and choose the picture you want. To remove the picture, select **Menu > Remove Picture**.

3. Select **Done**.

Tip   If someone who is not in your list of contacts calls you or sends you a message, you can quickly create a contact from Call History or from the message by selecting **Menu** > **Save to Contacts.**

Edit and call a contact

To view and edit a contact information

1. On the Home screen, select **Start > Contacts**.

2. Select the contact whose information you want to view or edit and select **Menu** > **Edit**.

3. When finished making changes, select **Done**.

To call a contact from the contact list

1. On the Home screen, select **Start > Contacts**.

2. Select the contact to call and press 📞. The contact's default phone number is dialed.

Tip   To call a phone number other than the default, select the contact, scroll to the number you want to dial, and press 📞.

Find a contact

To find a contact

1. On the Home screen, select **Start > Contacts**.

   Note   If you are not in Name view, select **Menu > View By > Name**.

2. Do one of the following:

   • Begin entering a name or phone number of the contact until the contact is displayed. When you press a key, such as **5**, you find names that begin with **G** and **H**, as well as phone numbers that start with **5**. The next key you press continues to narrow the search.

   • If you have assigned categories (e.g. Business) to your Outlook contacts, you can filter the contact list by categories. In the contact list, select **Menu** > **Filter** and then select a category. To show all contacts again, select **All Contacts**.

   • If you have entered information under **Company** for your Outlook contacts, you can quickly locate the contacts that work for a specific on your phone. In the contact list, select **Menu > View By > Company**. Select the company to see the contacts who work there.

Share contact information

To beam contact information to another device via Bluetooth

1. On the Home screen, select **Start > Contacts** and then select the contact whose information you want to beam.

2. Select **Menu** > **Send Contact** > **Beam**.

3. Select the device where you want to beam the contact details to and select **Beam**.

Note Before you can beam, make sure Bluetooth is turned on and set to **Visible** mode on your phone and the target mobile device. For more information, see "Bluetooth" in Chapter 8.

To send contact information via a text message

1. On the Home screen, select **Start > Contacts** and then select the contact whose information you want to send.

2. Select **Menu** > **Send Contact** > **Text/Multimedia**. Select the contact information that you want to send and select **Done**.

3. In the new text message, enter the mobile phone number of the person to whom you are sending the contact information to and select **Send**.

To send contact information via Picture Message

1. On the Home screen, select **Start > Contacts**.

2. Select a contact, then select **Menu > Send as vCard**.

3. Enter the recipient in **To** of the Picture Message, then select **Send**.

If the recipient accepts the beam, text message, or Picture Message, the contact information you sent are automatically saved in that person's Contacts list.

5.2 **SIM Manager**

SIM Manager allows you to view the contents of your SIM card and transfer contacts from your SIM card to your phone and vice versa.

To create a contact on your SIM card

1. Select **Start > Accessories > SIM Manager**.

2. Select **New** and enter the contact name and phone number.

3. Select **Save**.

Tip   To change contact information on your SIM card, select a contact and edit it. After modifying, select **Save**.

To copy SIM contacts to your phone

1. Select **Start > Accessories > SIM Manager**.

2. Select a SIM contact or select all SIM contacts by selecting **Menu > Select All**.

3. Select **Menu > Save to Contacts**.

To copy phone contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. You can edit this indicator first before you start copying contacts to your SIM card.

1. Select **Start > Accessories > SIM Manager > Menu > Tools > Options**.

2. On the Options screen, select the check boxes of the types of phone numbers that you want to be added to the SIM card.

3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, select **Edit**, enter your desired indicator, then select **Save**.

4. After modifying, select **OK**.

5. Select **Menu > Contacts to SIM**.

6. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then select **Save**.

To display your phone number in SIM Manager

1. On the SIM Manager screen, select **Menu > Tools > List of Own Numbers**.

2. Select **Edit**.

3. Change the name, if desired, then enter your mobile phone number.

4. Select **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.

SIM Manager		
My No. 0988		
#	Name	Phone
1	Alex	1111111
2	Brad	22222222

New   Menu

5.3 T-Mobile® myFaves℠

T-Mobile® myFaves℠ helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen.

For more information about the benefits of using T-Mobile® myFaves℠ and how to subscribe to this service, visit **http://www.t-mobile.com**.

T-Mobile myFaves℠ on the Home screen

Once your subscription to T-Mobile® myFaves℠ service has been activated, myFaves will show on your phone's Home screen. You can add and call contacts by simply selecting the circles you see on the Home screen when you have the myFaves℠ icon ( ) selected. You can also associate your contacts with preset icons or their actual photos.

Note A notification icon appears on the bottom-right side of the myFaves contact if there is a new message and/or missed call from that myFaves contact.

Notification icons

Scroll or press left or right **NAVIGATION** to go through your myFaves contacts and then press **CENTER SELECT** to add, call, edit or view a contact.

Add myFaves contacts

To add myFaves contacts, you can create new contacts or add existing contacts from your phone or SIM card.

1. Select an empty circle on the Home screen.
2. Choose whether to create a new contact or use an existing contact.
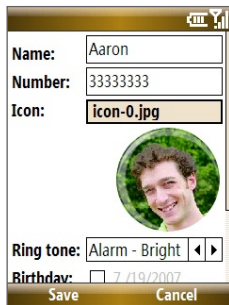
Note If you choose **Create New**, you need to fill in the **Name** and **Number**.

3. Under **Icon**, select **Change icon** to associate the contact with an image. You can choose to take a picture, download from the T-Mobile site or use an existing image or icon on your phone.

4. Set a **Ring tone** for the contact.

5. Select the **Birthday** and/or **Anniversary** reminder check boxes according to your preference and enter the date.

6. Set a **Reminder** for each event. On the day of the reminder, a screen will open letting you quickly call, send a text message, or buy a gift for the contact.

7. Select **Save**. In the Confirmation screen, select **Yes**.

8. Select **OK** in the two succeeding screens.

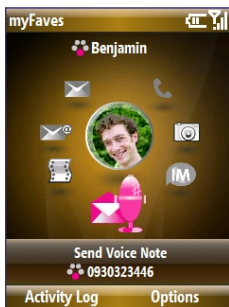## Call a myFaves contact

1. On the Home screen, select the myFaves contact you want to call.

2. On the Profile screen, select **Call**.

You can also choose to send the contact an e-mail, text message, instant message, multimedia message, or voice note.

Menu Style: List   Menu Style: Circle

You can change the menu style by selecting **Options > myFaves Settings > Menu Style**.

To view the activity log of the contact

Select **Activity Log** on the Profile screen to view the activity log of the selected contact. From the Log screen, you can read a new text message, view/reply a missed call, play a voice note, and more.

To open the item, press **CENTER SELECT**.
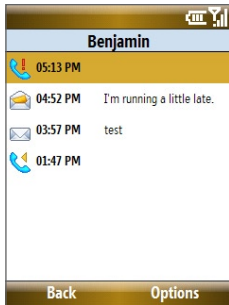
Edit a myFaves contact

1. On the Home screen, select the myFaves contact you want to edit then select **Options**.

2. In the Options menu, select one of the following:

   • **Edit Profile**. Modify the contact's name, phone number or photo.

   • **Edit Email**. Add or change the e-mail address of the selected contact.

   • **Replace Contact**. Replace with another contact.

   • **Set as Favorite**. Set the current contact as your primary myFaves contact. It will appear as your first myFaves contact on the Home screen, and will also be selected automatically whenever you launch the myFaves program.

   • **myFaves Settings**. Set myFaves options such as the display mode and menu style. You can also download myFaves icons and refresh the myFaves page.

Tip   You can also access the **myFaves Settings** option by selecting **Start > myFaves** on the Home screen.

5.4 Calendar

Use Calendar to schedule appointments, including meetings and other events. If you use Microsoft® Office Outlook® on your PC, you can synchronize appointments between your phone and PC.

Create a personal appointment

To set Calendar options

1. On the Home screen, select **Start > Calendar**.
2. Select **Menu > Tools > Options**.
3. Scroll through the available settings and set your desired default options.
4. Select **Done**.

To schedule an appointment

1. On the Home screen, scroll down to 🖾 on the Shortcuts Bar, then select **New Appointment**.
2. Enter information about the appointment.
   - To schedule an all-day event, in **End time**, select **All day event**.
   - To make the appointment recurring, select **Occurs**.
3. Select **Done**.

   Note All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
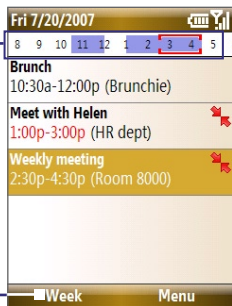
View your appointments

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

1. On the Home screen, select **Start > Calendar**.
2. Press the left **SOFT KEY** or select **Menu** and choose the view you want.

Highlighted areas represent time segments that have scheduled appointments.

Select an item to view the details of the appointment.

Select to change the view.

Agenda View

An appointment with the 🪝 icon indicates that the scheduled appointment has a conflict with one or more existing appointments.

Send appointments

To send a meeting request

You can send meeting requests via e-mail to persons that use Microsoft® Office Outlook® or Microsoft® Office Outlook® Mobile.

1. Select **Start > Calendar**.

2. Schedule a new appointment and then scroll down to **Attendees** and select **No Attendees**.
   Select **Add Required Attendee** or **Add Optional Attendee** to add the contacts you want to send the meeting request to.

   Note You can only specify if an attendee is required or optional if your phone is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 7.

3. Choose the contact(s) you want to send the meeting request to and select **Select**.

   Note To remove an attendee from the list, select the attendee and select **Menu > Remove Attendee**.

4. On the New Appointment screen, select **Done**. The meeting request is sent out.

> **Note** When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To send a calendar appointment
You can send a calendar appointment to another phone over Picture Message.

1. On the Home screen, select **Start > Calendar**.
2. Select an appointment, then select **Menu > Send as vCalendar**.
3. Enter the recipient in the **To** line of the Picture Message, then select **Send**.

5.5 Tasks

Use Tasks to keep track of things you need to do.

To create a task
1. On the Home screen, select **Start > Tasks**.
2. Select **Menu > New Task**.
3. Enter the necessary task information and select **Done**.
   - Set a **Priority** for the task. This item can be referenced when sorting tasks.
   - Enter a **Start date** and **Due date** if the task starts and ends at a specific time.
   - Enter a **Reminder** if you want to be notified if the task is due.
   - Enter the **Categories** (you can set more than one) that best describes the task. This item can be referenced when filtering tasks.

Notes
- You can synchronize information on your phone with your PC to keep your task list up to date in both locations.
- If you create a new task with a reminder on your PC and then synchronize tasks with your phone, the reminder will play at the time that was set on your PC.

To locate a task
1. On the Home screen, select **Start > Tasks**.
2. In the task list, do one of the following:

    • To sort the list, select **Menu** > **Sort by**, and select a sort option.

    • To filter the list by category, select **Menu** > **Filter**, and choose the category you want displayed.

To mark a task as completed
1. On the Home screen, select **Start** > **Tasks**.
2. Select the task, and select **Complete**.

5.6 T-Mobile Address Book

T-Mobile Address Book is a tool that lets you back up and synchronize your Contacts, Tasks, and Calendar items on your phone with the T-Mobile web site. You need an active connection (e.g. EDGE) for you to use T-Mobile Address Book.

To set up T-Mobile Address Book
1. Select **Start > T-Mobile Address Book**.
2. Select **Yes** to begin the setup process.
   You will then be asked to copy SIM contacts to your phone first, since T-Mobile Address Book only allows contacts that are stored on your phone to be synchronized with the T-Mobile web site. Select **Yes** to copy.

    Note If your phone has existing contact entries, you will be asked if you want to replace the them with the SIM card contact entries or merge the SIM card contact entries with the phone contact entries.

4. To include calendar appointments and tasks when synchronizing with the T-Mobile web site, select **Menu > Sync Options** and then check the **Calendar** and **Tasks** boxes.
5. Select **OK**.

To synchronize with the T-Mobile Web site
On the T-Mobile Address Book screen, select **Sync**.

To view synchronization history
On the T-Mobile Address Book screen, select **Menu > History**.

5.7 Voice Recorder

Use Voice Recorder to create short voice recordings. Voice recordings are included in the All Notes list and are named consecutively (Recording1, Recording2, and so on).

To create a voice recording
   1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
   2. Hold the phone's microphone near your mouth.
   3. Select **Record** and say your voice recording.
   4. Select **Stop** to stop recording a voice recording.

To delete a voice recording
   1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
   2. Select the voice recording to delete and select **Menu** > **Delete**.
   3. Select **Yes**.

Tip   If you delete a voice recording that has a default name, such as Recording1, this name becomes available for a new voice recording.

To listen to a voice recording
   1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
   2. Select the voice recording to play, and press **CENTER SELECT**.

Tip   To stop listening to the voice recording, select **Stop** while the voice recording is playing.

To use a voice recording as a ring tone
   1. On the Home screen, select **Start** > **Accessories** > **Voice Recorder**.
   2. Select the voice recording, and select **Menu** > **Set As Ringtone**.

5.8 Voice Notes

Voice Notes lets you record a voice clip and quickly send it via Multimedia Messages.

To record a voice clip

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Voice Notes > New Voicenote**.

2. Hold the phone's microphone near your mouth.

3. Select **Record** to start recording your voice clip. You can select **Pause** to temporarily stop recording. When you want to continue recording, select **Resume**.

4. Select **Stop** to stop recording.

    Note   Select **Menu** > **Play** to play back the recorded voice clip. If you are not satisfied with the recording, select **Menu** > **Record Again**.

5. Select **Send** to automatically open the Multimedia Message program with the voice note file automatically inserted as the audio file for the Picture Message.

Chapter 6

Exchanging Messages

6.1 Messaging

Messaging is where all of your e-mail, text message, and Picture Message accounts are located. When you receive a new message, you can open that particular message from the Home screen. Simply scroll down to the **Notifications** icon on the Shortcuts Bar then select the message.

To access your message accounts, select **Start > Messaging** and then select the account you want to open.
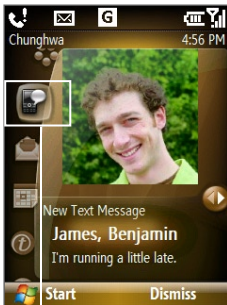
Notifications icon on the Shortcuts Bar.
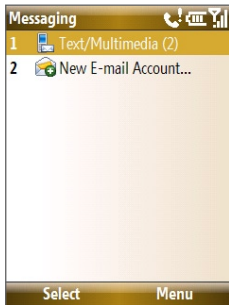
Messaging screen

While in a messaging account's main screen, select **Menu > Tools > Switch Accounts** to switch to another message account.

To change message account settings
- On the Messaging screen, select the message account whose settings you want to change and select **Menu > Settings**.
- On a message account's message list, select **Menu > Tools > Options**.

6.2 Text Messages

Send short text messages to your contacts.

Compose and send text messages

To compose and send a text message

1. On the Home screen, scroll down to 📧 on the Shortcuts Bar, then select **Text Messages > New Message**. .

2. Enter the mobile phone number of one or more recipients, separating them with a semicolon (;). To access phone numbers from Contacts, in **To,** press **CENTER SELECT** and select a recipient from the list.

3. Enter your message. You can enter up to 160 characters in one message.

4. Select **Send**.

Tips

- To cancel the text message, select **Menu** > **Cancel Message**.

- If you want to know if your text message was received, before sending the message, select **Menu** > **Message Options** and select **Request message delivery notification**.

Receive text messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by T-Mobile until the next time the phone is turned on.

- Save your SMS messages to your SIM card by selecting **Menu > Copy to SIM**.

- Copy SMS messages saved on your SIM card to the Inbox by selecting **Menu > Copy to Inbox**. Copying them to your phone results in duplicate messages in the Inbox folder when the SIM card is in use.

- The icon 📇 next to a message indicates that it is saved on the SIM card.

6.3 Picture Messages

Sending Picture Messages (MMS) to your friends and family is fun and easy. You can include pictures, video, and an audio clip in a picture message.

To access Picture Messages

On the Home screen, scroll down to 📧 on the Shortcuts Bar, then select **Picture Messages**.

**Note** When you purchase your phone, it is already preset with T-Mobile's Picture Message settings. If you accidentally lost the preset settings or you want to add another wireless service provider, you can configure the settings while composing a Picture Message.

Create and send Picture Messages

You can compose Picture Messages in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

To start composing a Picture Message

1. On the Home screen, scroll down to 📧 on the Shortcuts Bar, then select **Picture Messages > New Message**.

2. In **To**, enter the recipient's phone number or e-mail address .

3. In **Subject**, enter a subject for your message.

4. Select **Insert Picture/Video t**o select a photo or video clip from the Select Media screen and insert it.
To capture a new photo or video, select **Menu > Capture Picture/Video**.
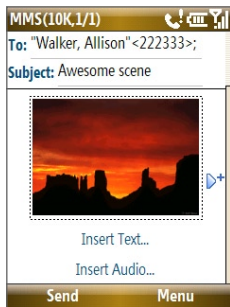
   Tip After inserting a Picture message element, press **NAVIGATION** right to add a new slide.

5. Select **Insert Text** to enter text for your Picture message.

   • To insert predefined text or emoticons, select **Menu > My Text or Insert Emoticon**.

- To insert contact details of a contact or appointment details, select **Menu > Insert Contact** or **Insert Calendar**. You can then choose the details that you want to insert.

6. Select **Insert Audio** to insert an audio clip. Select an audio clip on the Select Audio screen.
   To record a new audio clip, select **Menu** > **Capture Audio**

7. Select **Send** to send the message.

Notes

- To send a copy of this message to others, access **Cc** and **Bcc** by selecting **Menu > Options > Send Options**.
- To remove the photo, text, or audio, select the item and press the **BACK** key.

View, reply to and block Picture Messages

To receive Picture Messages
On any Picture message folder screen, select **Menu** > **Send/Receive**. By default, messages are automatically downloaded to your phone.

To view a Picture Message
You can view Picture Messages in several ways.

- Press **CENTER SELECT** to view and play the message on your phone. Select **Pause** or **Menu** > **Stop** to pause or stop the playback of the message.
- Select **Menu** > **Object View** to see a list of files included in the message. To open a file, select it and select **Open**. To save a file, select it, and select **Save**, **Menu** > **Save Audio**, or **Menu** > **Save Photo**.
- View each slide included in the message by selecting **Menu** > **Next**.

To reply to a Picture Message
Select **Menu > Reply > Reply** to reply to the sender of the message, or select **Menu** > **Reply** > **Reply All** to reply to all persons listed in the To and CC boxes of the message. Select **Menu > Reply > Forward to** forward the message to someone else.

To block a phone number from sending you Picture Messages
You can choose to block a phone number from sending you Picture messages if you do not want to receive future Picture messages from that number.

1. View the Picture Message then select **Menu** > **Show Message Details**.
2. In the MMS Details screen, select the contact in the **From** field then select **Menu** > **Open**.
3. Select the number on the screen and press **CENTER SELECT**. On the menu that opens, select **Save to Blacklist**.

Note   By adding the number to the Blacklist, you will not receive future Picture messages from that number. To edit the MMS Blacklist, on a Picture Message, select **Menu > Options > Message Options > Menu > Edit Blacklist**. Here you can remove a number from the Blacklist.

6.4 Using Instant Messaging

AIM®
You will need an AIM® account to use instant messaging. To set up an account, go to http://www.aim.com/t-mobile.

To sign on
1. On the Home screen, select **Start** > **Instant Messaging**.
2. Select **AOL Instant Messenger**.
3. Type your screen name and password. Note that your password is case-sensitive.
4. Scroll to **Save password** and **Auto-Sign On** and press **CENTER SELECT** to place checks in the check boxes, if desired.
5. Select **Sign On**.

To sign off
1. At Buddy List®, select **Menu** > **Sign Off**.
2. Select **Yes**.

To add a buddy

1. At Buddy List®, select **Menu** > **Add Buddy**.

2. Type your buddy's screen name and select **Add**.

To delete buddy

1. At Buddy List®, scroll to the buddy you want to delete.

2. Select **Menu** > **Delete Buddy**.

3. Select **Yes**.

To send message to buddy

1. At Buddy List®, scroll to and select the buddy you want to send a message.

2. Select **Menu** > **Send IM**.

3. Type your message and select **Menu** > **Send IM**.

To send message to unlisted buddy

1. At Buddy List®, select **Menu** > **Send IM to**.

2. Type your buddy's screen name and select **OK**.

3. Type your message and **Menu** > **Send IM**.

To block buddy

1. At Buddy List®, scroll to the buddy you want to block.

2. Select **Menu** > **Block**.

3. Select **Yes**.

To set away status

1. At Buddy List®, select **Menu** > **My Status**.

2. Scroll to and select **Away**.

ICQ®

You will need an ICQ account to use instant messaging. To set up an account, go to http://www.icq.com.

To sign on

1. On the Home screen, select **Start** > **Instant Messaging**.

2. Scroll to and select **ICQ®**.

3. Type your ICQ® number and password. Note that your password is case-sensitive.

4. Scroll to **Save password** and **Auto-Sign On** and press **CENTER SELECT** to place checks in the check boxes, if desired.

5. Select **Connect**.

To sign off
  1. At contact list, select **Menu** > **Disconnect**.
  2. Select **Yes**.

To add contact
  1. At contact list, select **Menu** > **Add User**.
  2. Type the contact's ICQ® number and nickname.
  3. Select **Add**.

To delete contact
  1. At contact list, scroll to the contact.
  2. Select **Menu** > **Delete User**.
  3. Select **Yes**.

To send message to a contact
  1. At contact list, scroll to the contact.
  2. Select **Menu** > **Send message**.
  3. Type your message and select **Menu** > **Send message**.

To send message to unlisted contact
  1. At contact list, select **Menu** > **Send message to**.
  2. Type the contact's ICQ® number and select **OK**.
  3. Type your message and select **Menu** > **Send message**.

To block contact
  1. At contact list, scroll to the contact you want to block.
  2. Select **Menu** > **Block**.
  3. Select **Yes**.

To set away status

1. At contact List, select **Menu** > **My Status**.
2. Scroll to and select **Away**.

Yahoo!®

You will need a Yahoo!® account to use instant messaging. To set up an account, go to http://messenger.yahoo.com.

To sign in

1. On the Home screen, select **Start** > **Instant Messaging**.
2. Scroll to and select **Y! Messenger**.
3. Type your Yahoo! ID and password. Note that your password is case-sensitive.
4. Scroll to **Save password** and **Auto-Sign On** and press **CENTER SELECT** to place checks in the check boxes, if desired.
5. Select **Sign In**.

To sign out

1. At contact list, select **Menu** > **Sign Out**.
2. Select **Yes**.

To add contact

1. At contact list, select **Menu** > **Add Contact**.
2. Type the contact's Yahoo! ID and select **Add**.

To delete contact

1. At contact list, scroll to the contact you want to delete.
2. Select **Menu** > **Delete Contact**.
3. Select **Yes**.

To send message to contact

1. At contact list, scroll to the contact you want to send a message.
2. Select **Menu** > **Send a Message**.
3. Type your message and select **Menu** > **Send Message**.

To send message to unlisted contact

1. At contact list, select **Menu** > **Send a Message to**.
2. Type the contact's Yahoo! ID and select **OK**.
3. Type your message and select **Menu** > **Send Message**.

To set away status

1. At contact List, select **Menu** > **My Status**.
2. Scroll to and select **Away**.

6.5 Set Up E-Mail

Set Up E-Mail provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, Gmail®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

Note Restrictions may apply. Contact your e-mail provider for additional information.

To add e-mail accounts using Set Up E-mail

1. On the Home screen, scroll down to ◌ on the Shortcuts Bar, then select **Set Up E-mail**.
2. On the Select Account screen, select the type of e-mail accounts you want to add to your device.

To set up AOL/AIM Mail, Yahoo! or Gmail
Select **AOL/AIM Mail**, **Yahoo!**, or **Gmail**, then simply enter your e-mail address and password.

To set up Windows Live Mail
Select **Windows Live**, then sign in using your Windows Live ID.
See Chapter 8 for details.

To set up Outlook E-mail
  1. On the Select Account screen, select **Outlook E-mail**.

  2. To send and receive personal e-mail on your phone:

     • Check if the synchronization software has been installed on your PC and a sync partnership has been created with your phone. If these have been done, then just connect your phone to your PC to send and receive Outlook e-mails.

       If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in Chapter 3.

  3. To set up your company e-mail account on your phone:

     • Set up your phone to synchronize via a wireless LAN or over-the-air connection with your company's Exchange Server. For more information about synchronizing with the Exchange Server, see Chapter 7.

To set up a POP3 or IMAP4 e-mail account
If you have an e-mail account from an ISP and other Web-based accounts such as Gmail®, add them as POP3 or IMAP4 accounts on your device.

  1. On the Select Account screen, select **Other**.

  2. Enter your e-mail address and password, then select **Next**.

     Note If your e-mail provider settings cannot be found, you will be prompted to enter settings such as the incoming and outgoing server names. Ask from your provider about these settings.

To access your e-mail accounts
Select **Start > Messaging**. You will see your e-mail accounts in the Messaging screen.

6.6 Using E-mail

After setting up e-mail accounts on your phone, you can start sending and receiving e-mail messages.

Create and reply to e-mails

To compose and send an e-mail
   1. Select **Start > Messaging** then select an e-mail account.
   2. Select **Menu > New**.
   3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, select **To**.
   4. Enter a subject and compose your message. To quickly add common messages, select **Menu > My Text** and select a desired message.
   5. Select **Send**.

Tips
   • To set the priority, select **Menu > Message Options**.
   • If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

**To add an attachment to an e-mail**
   1. In the message that you are composing, select **Menu > Insert** and select the item you want to attach: **Picture**, **Voice Note**, or **File**.
   2. Select the file you want to attach, or record a voice note.

Filter the Inbox message list

Filter the e-mail messages in your Inbox to only display the e-mails that contain the sender or e-mail subject you are searching for.

Enter the sender name or e-mail subject you want to look for using the keyboard. As you press keys, the list narrows down to the conditions you set.

For example, pressing "J" then "A" narrows the list to only the e-mails that contain sender names, e-mail subjects, and/or message body that start with "JA."
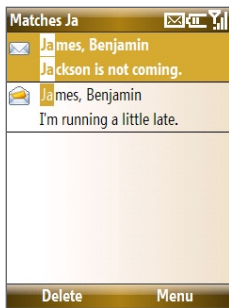
Note   This feature works for all Messaging accounts.

View and reply to e-mails

To read incoming messages
By default, only the first few kilobytes of a message are shown when you open and read an incoming message. To read the whole message, do one of the following:

- Scroll down to the end of the message and select **Get the rest of this message**; or

- Select **Menu > Download Message**.

To download an attachment
In an open message with an attachment to download, select the attachment. If there is more than one attachment, select the other attachments to download them. You can directly open the file in the associated program after you download them by selecting the attachment again.

To reply to or forward an e-mail
1. Open the message and select **Menu > Reply** > **Reply, Reply All**, or **Forward**.
2. Enter your response. To quickly add common messages, select **Menu > My Text** and select a desired message.
3. Select **Send**.

Tips

- To see more header information, scroll up.
- To always include the original message, from the list view, select **Menu > Tools > Options > Sending**, and select the **Include copy of original message when replying to e-mail** check box.
- In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

Note HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see "Customize e-mail settings".

2. Select **Start > Messaging**, select your e-mail account, and open an HTML e-mail that you received.

3. Select **Get the rest of this message** that's shown at the bottom of the message to download the whole message.

4. Scroll up (if needed) and select **Click to scroll right** to be able to scroll sideways and get a complete horizontal view of the message.

   Note If images do not immediately appear, select **Internet pictures blocked** > **Download Internet pictures**.

5. Select **Reply** or select **Menu > Reply** and choose whether to reply to the sender(s) or forward the message.

6. Enter your response and select **Send**.

Tip E-mail can contain hyperlinks to Web pages.

Send and download e-mails

The manner in which you send and receive e-mails depends on the type of e-mail account you have.

To send and receive e-mail for an Outlook account
1. Select **Start > ActiveSync**.
2. Connect your phone to your PC.

   Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with your company e-mail server. See Chapter 7 for details.
3. Synchronization automatically begins, and your phone sends and receives Outlook e-mail.

Tip   You can also manually synchronize anytime by selecting **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

To send and receive e-mail for a POP3/IMAP4 account
If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you first need to connect to the Internet or your corporate network.

1. Select **Start > Messaging** and select your POP3/IMAP4 e-mail account.
2. Select **Menu > Send/Receive**. The messages on your phone and e-mail server are synchronized: new messages are downloaded to the phone Inbox folder, messages in the phone Outbox folder are sent, and messages that have been deleted from the server are removed from the phone Inbox folder.

Customize e-mail settings

To change the download size and format for Outlook e-mail
1. Disconnect your phone from the computer.
2. Select **Start > ActiveSync**.
3. Select **Menu > Options**, select **E-mail**, then select **Settings**.
4. On the E-mail Sync screen, set the **Download size limit** and **Message format**.
5. Close ActiveSync and reconnect your phone to the computer.

To change the download size, e-mail format and other settings for POP3/IMAP4 e-mail

1. Select **Start > Messaging**.
2. Use the up/down **NAVIGATION** to select your POP3 or IMAP4 e-mail account, then select **Menu > Settings**.
3. You can make changes to your e-mail address, user name, password, etc., and customize the following settings:

Options	Description
Automatic Send/Receive	You can select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your phone.
Send/receive when I click Send	By default, messages are immediately delivered when you select **Send**. If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by selecting **Menu > Send/Receive**).
Use automatic send/ receive schedule when roaming	This allows your phone to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your phone.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

4. When you have finished customizing settings, select **Finish**.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. Customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your phone, select **Menu > Options**.
2. Select the **E-mail** information type and select **Settings**.
3. Select **Menu > Advanced**.
4. In the **My e-mail addresses** text box, enter your e-mail address.
5. Select **Done**.

6.7 Using Keyboard Shortcuts

You can use keyboard shortcuts to quickly access messaging functions, such as reply, forward, etc.

To see the list of keyboard shortcuts

1. Select **Start > Messaging** and select a messaging account (Text/ Multimedia or any e-mail account).
2. While on a message list, press any key.
3. If this is your first time to use keyboard shortcuts, the following Message Tips screen will appear first:
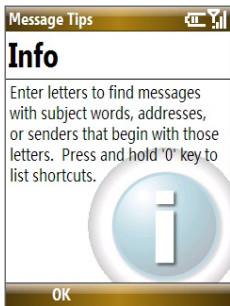
Select **OK** to close the screen.

4. Press and hold the "0" key until the shortcuts list is displayed. Scroll up or down to view the whole list.

To use a keyboard shortcut

Press and hold the respective key. For instance, to reply to a message, press and hold **2**.

Chapter 7

Working with Company E-mails and Meeting Appointments

7.1 Synchronizing Your Phone with the Exchange Server

To keep up-to-date with your company e-mails and meeting schedules while you're out of the office, you can connect your phone to the Internet wirelessly and synchronize these information with your company's Exchange Server. You can also access your company address book anytime. Your company must have a mail server that is running Microsoft Exchange Server with Exchange ActiveSync.

Before you can start to synchronize with or access information from the Exchange Server, you need to set up an Exchange Server connection on your phone. You need to get the following information from your network administrator and enter them on your phone: Exchange Server name (must be the Outlook Web Access server name), domain name, and the user name and password that you use at work.
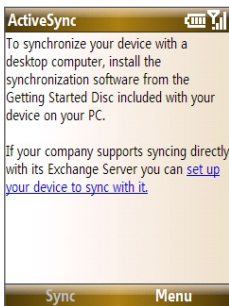
You can set up the Exchange Server connection either from your phone or your PC.

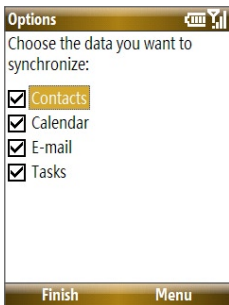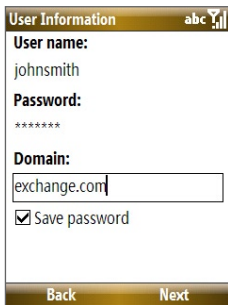### Set up an Exchange Server connection from your phone

If you have not synchronized your phone with your PC, follow these steps to set up an Exchange Server connection.

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Set Up E-mail**.

2. On the Select Account screen, select **Outlook E-mail** then select **Next**.

3. On the ActiveSync screen, select **set up your device to sync with it**.

    Note If you have previously created an ActiveSync partnership between your phone and PC, skip this step.

Select Account

AOL | AIM Mail   Gmail   Windows Live Hotmail

Yahoo   Outlook   Other

FAQ's   About

Cancel   Next

ActiveSync

To synchronize your device with a desktop computer, install the synchronization software from the Getting Started Disc included with your device on your PC.

If your company supports syncing directly with its Exchange Server you can set up your device to sync with it.

Sync   Menu

4. In **Server address**, enter the Exchange Server name, and select **Next**.

5. Enter your user name, password, and domain, and select **Next**.

6. Select the check boxes of the types of information items that you want to synchronize with the Exchange Server.

User Information

User name:
johnsmith

Password:
****

Domain:
exchange.com

☑ Save password

Back   Next

Options

Choose the data you want to synchronize:

☑ Contacts
☑ Calendar
☑ E-mail
☑ Tasks

Finish   Menu

Tip   To change the rules for resolving synchronization conflicts, select **Menu > Advanced**.

7. To change synchronization settings of an information type, for example, E-mail, select the type of information, and select **Menu > Settings**.

8. Select **Finish**.

Note If you synchronized e-mails with your PC before, open ActiveSync on your phone and select **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select the **E-mail** check box under Exchange Server.

Tip To change Exchange Server settings, open ActiveSync on your phone and select **Menu > Configure Server**.

Set up an Exchange Server connection from your PC

On a Windows Vista PC

1. Set up synchronization between your PC and phone. See "Set up synchronization in Windows Mobile Device Center" in Chapter 3 for details.

2. Click **Start > All Programs > Windows Mobile Device Center** on your PC.

3. On Windows Mobile Device Center's Home screen, mouse over **Mobile Device Settings**, click **>>more**, then click **Sync wirelessly with Exchange Server**.

4. Enter your company's Exchange Server address, your username, password, and domain.

5. Click **Set Up**.

6. On Windows Mobile Device Center's Home screen, click **Change content sync settings**.

7. Select the check box of items you want to synchronize with the Exchange Server. Click **Sync Settings** to choose synchronization settings for the selected items. Click **Save**.
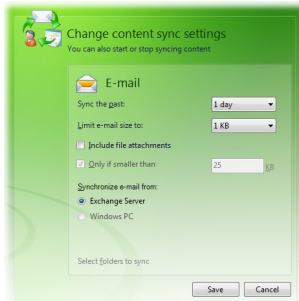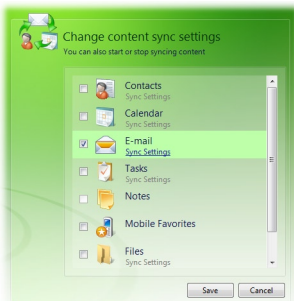
On a Windows XP PC

1. Install Microsoft ActiveSync on your PC if you have not yet done so. See "Install ActiveSync" in Chapter 3 for details.

2. Connect your phone to the PC.

3. If you have not set up synchronization with your PC before, follow the steps in "Set up synchronization in ActiveSync" in Chapter 3 and make sure to select the **Synchronize directly with a server running Microsoft Exchange** option in the Synchronization Setup Wizard.

4. If you have synchronized your phone with your PC before, do the following steps to set up synchronization with the Exchange Server:

   a. Right-click the ActiveSync icon ( ) at the bottom right side of your PC, then click **Open Microsoft ActiveSync**.

   b. In ActiveSync on your PC, click **Tools > Add Server Source** then enter your company's Exchange Server address, your username, password, and domain, then click **OK**.
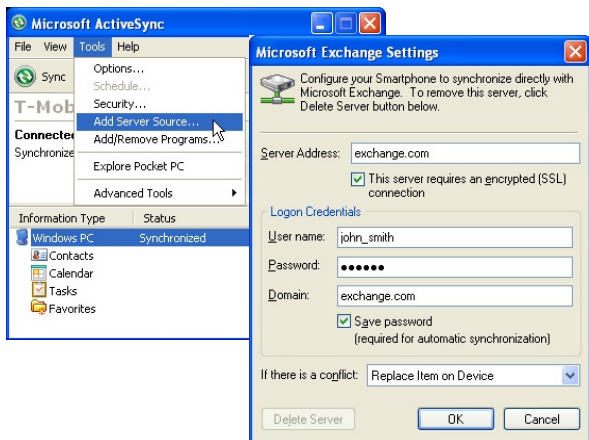
c. Choose the items to be synchronized and other settings in the **Options**, **Schedule** and **Security** tabs, then click **OK**.

Options tab

Schedule tab

Security tab
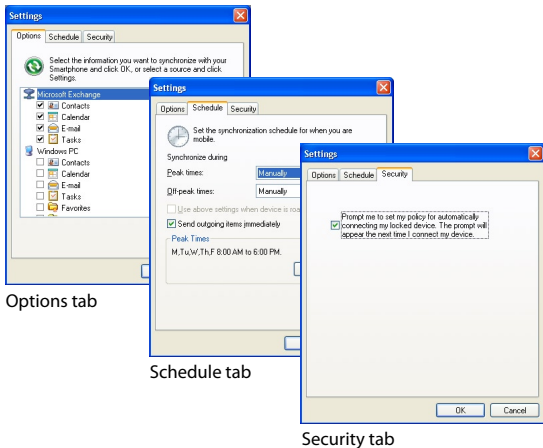
Start synchronization

Before you start synchronizing with the Exchange Server, make sure your phone has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connecting to the Internet, see Chapter 8.

After you finish setting up an Exchange Server connection, your phone automatically starts synchronization.

You can manually start synchronization anytime by selecting **Sync** in ActiveSync.

Notes

- You need a T-Mobile data plan to be able to synchronize with the Exchange Server.

- If you connect your phone to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to "pass through" to the network and download Outlook e-mails and other information to your phone.

7.2 **Working with Company E-mails**

Your phone gives you instant access to your company e-mails and lets you manage your messages easier. Messaging features such as Direct Push, Fetch Mail, and Filtering messages are just some of the tools you can use to manage your e-mails.

Note Some messaging features depend on the MIcrosoft Exchange Server version used. Please check with your network administrator for the availability of Exchange Server features.

### **Automatic synchronization through Direct Push**

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your phone as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your phone when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a GPRS connection on your phone.

You need to perform a full synchronization between your phone and the Exchange Server first before Direct Push can be enabled.

Requirement The Direct Push feature works for your phone only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version** or an equivalent push e-mail solution.
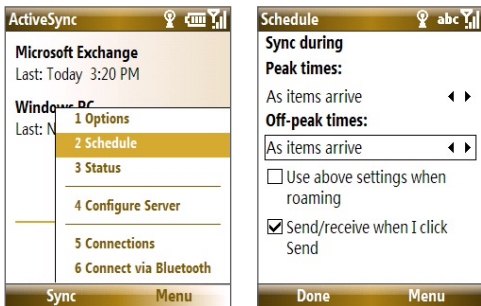
To enable Direct Push via Comm Manager

1. On the Home screen, scroll down to on the Shortcuts Bar, then select **Manage Connections**.

2. On the Comm Manager screen, select the **Microsoft Direct Push** button. The button will turn to , which indicates that you will receive e-mails as they arrive.

   When the button is in the state, you need to manually retrieve your e-mails.

To enable Direct Push via ActiveSync

1. In ActiveSync on your phone, select **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.

ActiveSync	
Microsoft Exchange	
Last: Today 3:20 PM	
Windows PC	**1 Options**
Last: N	**2 Schedule**
	3 Status
	4 Configure Server
	5 Connections
	6 Connect via Bluetooth
Sync	Menu

Schedule	
Sync during	
Peak times:	
As items arrive	◀ ▶
Off-peak times:	
As items arrive	◀ ▶
☐ Use above settings when roaming	
☑ Send/receive when I click Send	
Done	Menu

Note When both the GPRS/EDGE and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for GPRS/EDGE, for which you could be charged per your T-Mobile's service plan.

Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information.

1. In ActiveSync on your phone, select **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip Select **Menu > Peak Times** to set the peak and off-peak times.

Instant download through Fetch Mail

Fetch Mail downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action.

Requirement   Fetch Mail works for your phone only if your company is using **Microsoft Exchange Server 2007 or higher**.

1. Select **Start > Messaging > Outlook E-mail**.
2. Select an e-mail message to open it.
3. By default, only the first few kilobytes of the message is shown. To download the whole e-mail, scroll to the bottom of the message then select **Get the rest of this message**.
4. A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

Tip   For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in Chapter 6.

Search for e-mails on the Exchange Server

You can access messages that are not available on your phone by searching your Microsoft Exchange Server mailbox. The search results will be downloaded and displayed in a Search Results folder.

Requirement   Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Select **Start > Messaging > Outlook E-mail**.
2. Select **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the **Date range** of messages to search from and where to search in **Look in**.
5. Select **Search**.
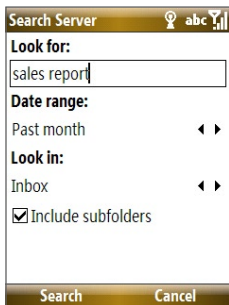
Flag your messages

Flags serve as a reminder to yourself to follow-up on important issues or requests that are indicated in the messages.

Requirement   Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

1. Select **Start > Messaging > Outlook E-mail**.

2. Select a message, or open a message.

3. Select **Menu > Follow Up** and select one of the following options:

   • **Set Flag** Mark the message with a red flag to indicate that it needs follow up.

   • **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.

   • **Clear Flag** Remove the flag to unmark the message.
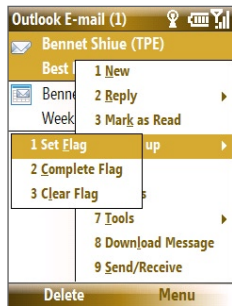
Note   E-mail message reminders are displayed on your phone if the messages are flagged with reminders and synchronized from the Exchange Server

Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

Requirement   Your company must be using **Microsoft Exchange Server 2007 or higher**.

To send out-of-office auto-reply messages

1. Select **Start > Messaging > Outlook E-mail**.
2. Select **Menu > Tools > Out of Office**.
3. From the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message then select **Done**.

View a document linked to an e-mail message

When you receive an e-mail that contains a link to a document such as a PDF or Microsoft® Office document located on SharePoint or an internal file server, you can view the document on your phone.

Requirement You can view the document only if you have a Microsoft Outlook account that synchronizes with **Microsoft Exchange Server 2007 or later**. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

1. On the Home screen, select **Start > Messaging**.
2. Select an e-mail account, then open a message with a link to a SharePoint document.
3. Select the link to open and view the document.

7.3 Managing Meeting Requests

When you schedule and send meeting requests from your phone, you can invite attendees to your meeting and check their status to know their availability.

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Note You can still accept meeting requests on your phone if your company is using an earlier version of Microsoft Exchange Server, but some features will not be enabled. To use the features mentioned in this section, your company must be using **Microsoft Exchange Server 2007 or higher**.

To reply to a meeting request

1. When there's an incoming e-mail with a meeting request, a notification message will be displayed on your phone's Home screen. Scroll to **Outlook e-mail** and select it.

2. In the Outlook message list, select the e-mail to open it.

3. Select **Accept** to reply and accept the meeting request, or select **Menu > Decline** if you cannot attend the meeting.

   Tips

   - Before responding, you can check your availability during the time of the requested meeting by selecting **View your calendar**.

   - If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.

3. Choose whether or not to edit the response e-mail before sending and then select **OK**:
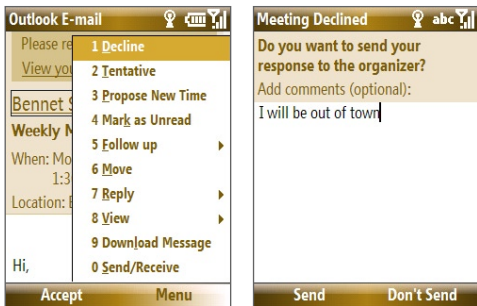
4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your phone.

To view the list of meeting participants

1. Select **Start > Calendar**.

2. Open a meeting request that you previously sent, then select **Attendees**. The list of required and optional attendees will be listed.
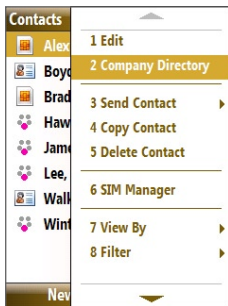
Notes

- For information about creating a meeting request, see "To send a meeting request" in Chapter 5.
- If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.
- To view an attendee's contact information, select the attendee's name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, select **Company Directory** to view the contact information.

7.4 Finding Contacts in the Company Directory

In addition to having contacts on your phone, you can access contact information from your organization's Company Directory.
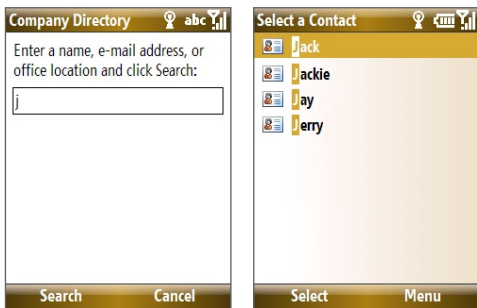
Requirement Access to the Company Directory is available only if your organization is running **Microsoft Exchange Server 2003 SP2 or higher**, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.

2. Do any of the following:

   - In Contacts, select **Menu > Company Directory**.
   - In a new e-mail, select the **To** box and then select **Company Directory** at the top of the list or select **Menu > Company Directory**.
   - In a new meeting request using Calendar, scroll to **Attendees** and select **No attendees > Add Required Attendee** or **Add Optional Attendee** and then select **Company Directory** at the top of the list.

Contacts	
Alex	1 Edit
Boyd	**2 Company Directory**
Brad	3 Send Contact ▶
Haw	4 Copy Contact
Jame	5 Delete Contact
Lee,	6 SIM Manager
Wall	7 View By ▶
Wint	8 Filter ▶
New	

In Contacts

3. Enter the part or full contact name and select **Search**. In the search results list, select a contact to select it.

Company Directory	Select a Contact
Enter a name, e-mail address, or office location and click Search:	Jack
	Jackie
j	Jay
	Jerry
Search Cancel	Select Menu

Notes

- You can save the contact from the Company Directory to your phone by selecting the contact then selecting **Menu > Save to Contacts**.
- You can search on the following information as long as that information is included in your organization's Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

7.5 E-mail Security

Windows Mobile® on your phone protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Requirement   S/MIME encryption and digital signatures for Windows Mobile® powered smartphones are available only with **Exchange Server 2003 SP2 or a later version** that supports S/MIME. If you are not using one of these products, or have not yet synchronized, these options are unavailable.

Note   You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

Encrypt and sign messages

### To individually sign and encrypt a new message

1. Select **Start > Messaging > Outlook E-mail**.

2. Select **Menu > New** to create a new message.

3. Select **Menu > Message Options**.

4. From the **Security** list, select whether to encrypt only, sign the message only, or do both.

5. Select **Done**.

To verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.

2. At the top of the message, select **View signature status**.

   Note You may need to download the rest of the message in order for you to see the name of the person who signed the e-mail.

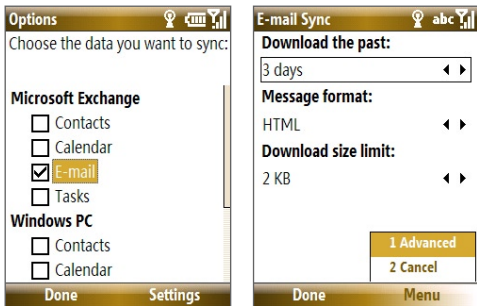3. Select **Menu > Check Certificate**.
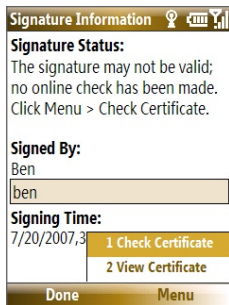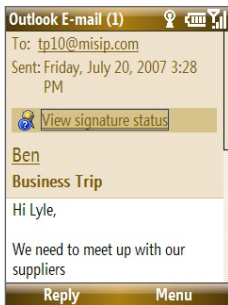
To view the details of the certificate in the message, select **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

To digitally sign and encrypt all messages
You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Select **Start > ActiveSync**.
2. Select **Menu > Options**.
3. Select the **E-mail** information type, and select **Settings**. On the E-mail Sync Options screen, select **Menu > Advanced**.

4. Select **Encrypt messages** to protect your e-mails from being viewed except by the intended recipients. Select **Sign messages** so that recipients are certain that e-mails are sent by you and have not been altered.
5. Select **Menu > Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

Set permissions on an e-mail message
Another way of protecting your e-mail messages is to send messages with restricted permissions using Information Rights Management (IRM).

Requirement   This works only with a Microsoft Outlook e-mail account and if your company is using RMS Server SP1.

1. Select **Start > Messaging > Outlook E-mail**.
2. Create a message, then select **Menu > Message Options**.

   3. In **Permissions**, do one of the following:

   - To allow anyone to read the message, select **Unrestricted Access**.
   - To prevent the message from being forwarded, printed, or copied, select **Do Not Forward**.

   4. Select **Done**.

   Tip   An IRM-protected message received on your phone can only be replied to or forwarded if the message permits it.