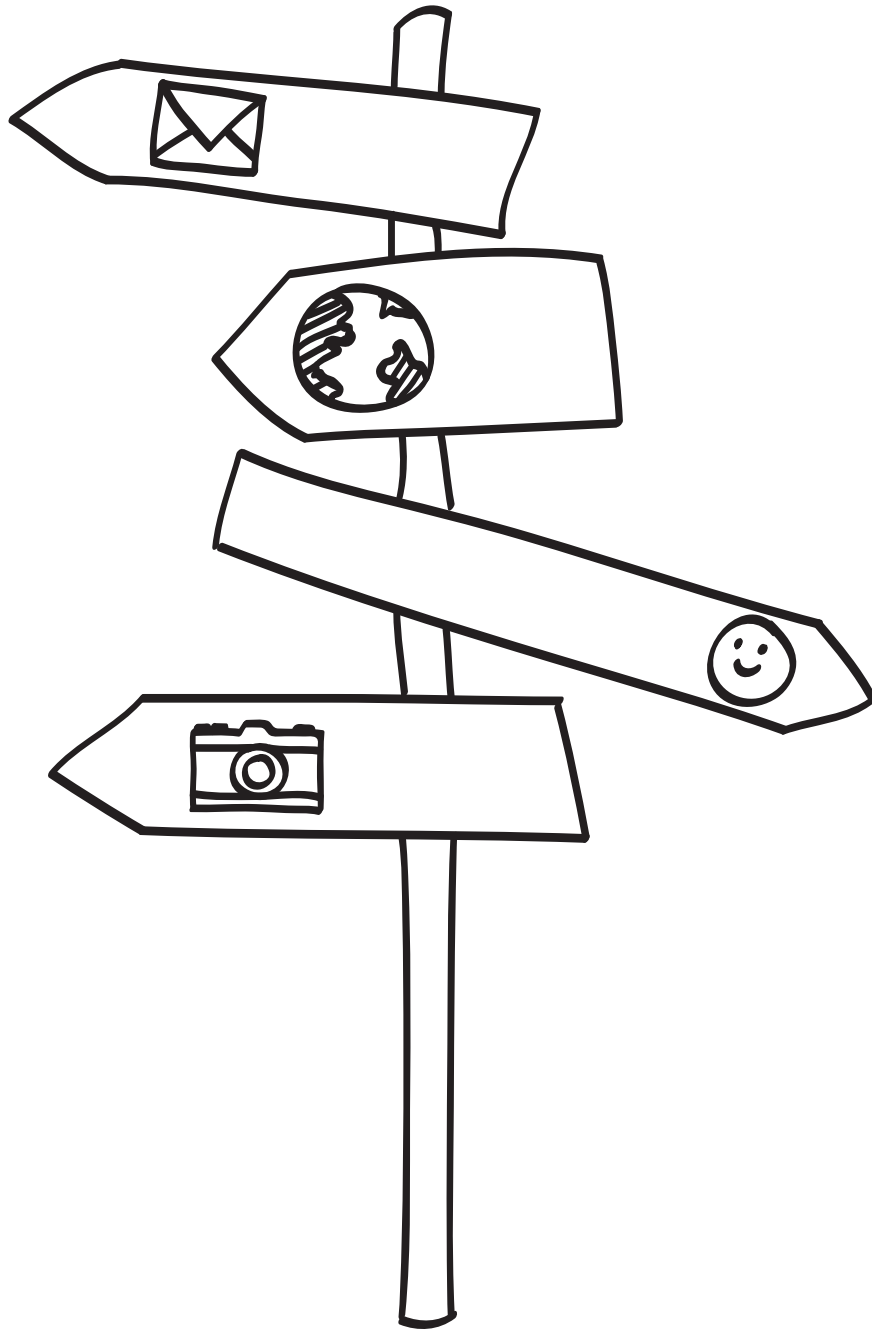


User guide



Conventions used in this guide

In this user guide, we use the following symbols to indicate useful and important information:



This is a note. A note often gives additional information, such as what happens on your phone when you choose to do or not to do a certain action. A note also provides information that may only be applicable to some situations.



This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.



This indicates that something is very important. Important information is something that you need to do in order to accomplish a certain task or to get a phone feature to work properly.



This provides safety precaution information, that is, information that you need to be careful about to prevent potential problems when using your phone.

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Basics

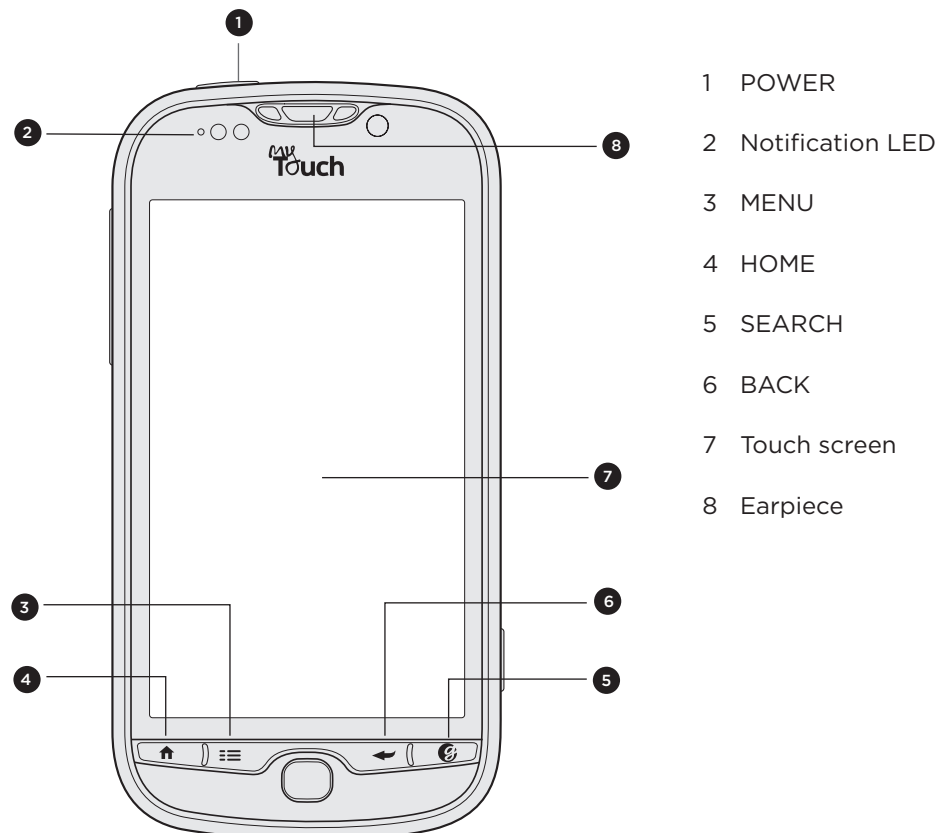
Inside the box

You will find the following inside the box:

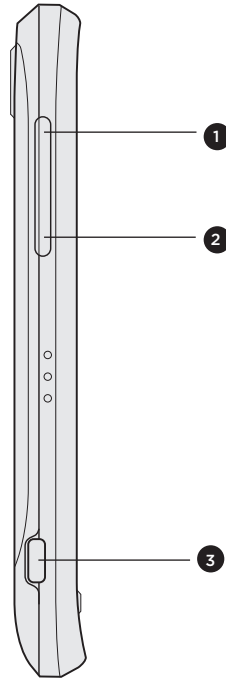
- Phone
- Battery (preinstalled)
- microSD™ card (preinstalled)
- USB cable
- 3.5mm stereo headset
- Power adapter
- Quick start guide
- Safety and regulatory guide

Your phone

Front panel

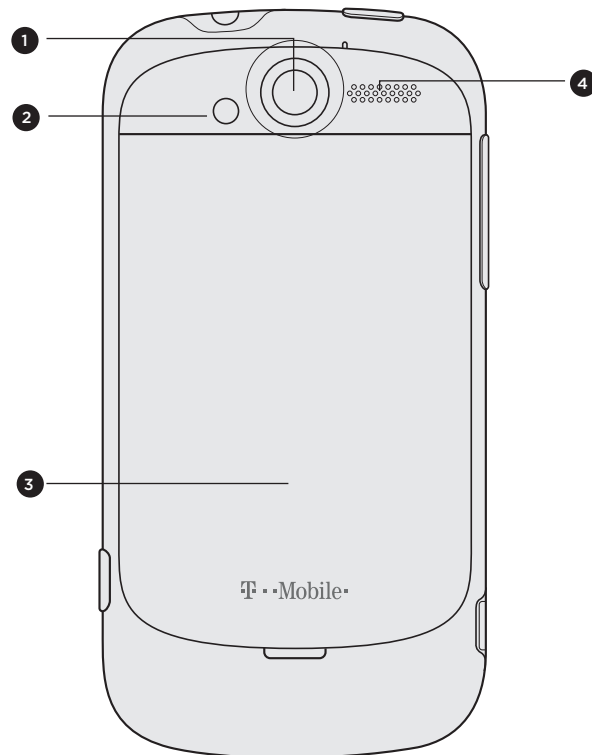


Left panel



- 1 VOLUME UP
- 2 VOLUME DOWN
- 3 USB connector

Back panel



- 1 5 megapixel camera
- 2 LED flashlight
- 3 Battery compartment cover
- 4 Speaker

Bottom panel



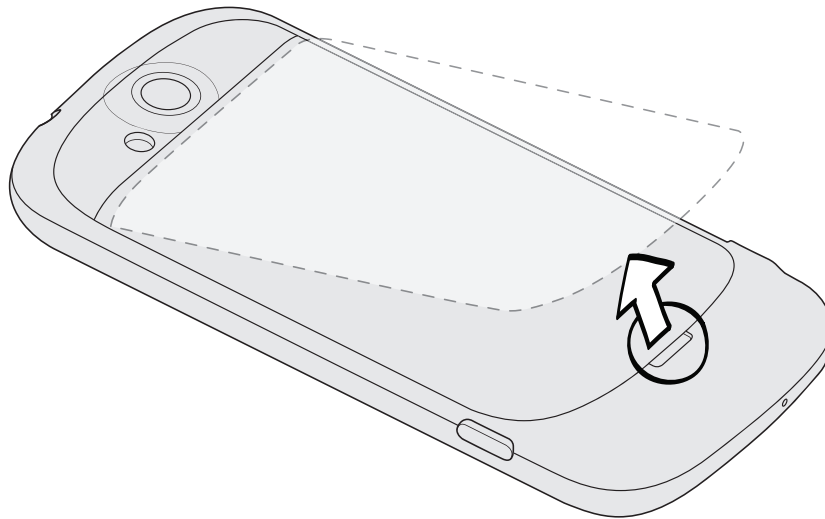
- 1 Microphone

Bottom cover

Removing the bottom cover


Remove the bottom cover to access the SIM card slot and storage card slot.

1. With the phone switched off, hold your phone securely with the front facing down.
2. With your right and left thumbs, push the bottom cover out to remove it.



Replacing the bottom cover

1. Slide the bottom cover onto the exposed area of your phone's back panel.
2. Push the bottom cover towards the phone. You'll hear a click when the bottom cover is locked in place.

 Your phone's antenna is placed underneath the bottom cover. We recommend that you secure the bottom cover to the phone's back panel to get the best radio reception for your phone.

SIM card

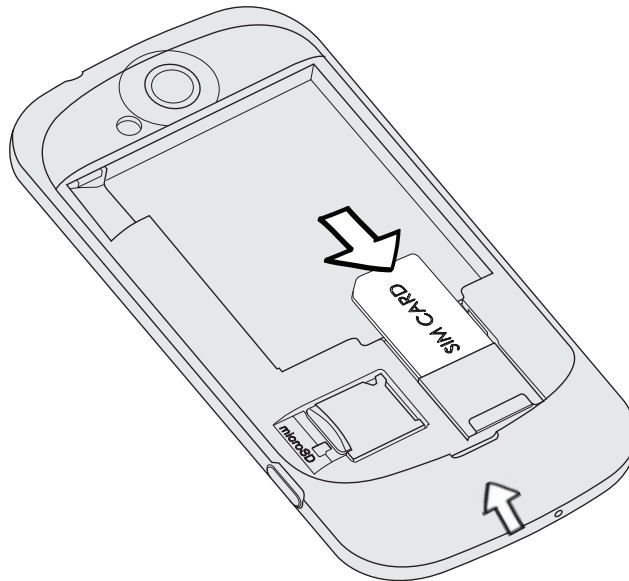
The SIM card contains your phone number, service details, and phonebook/message memory. Your phone supports both 1.8 V and 3 V SIM cards.



Some legacy SIM cards may not function with your phone. You should consult with your mobile operator for a replacement SIM card. There may be fees for this service.

Inserting the SIM card

1. Take the bottom cover off.
See “Removing the bottom cover.”
2. With the SIM card’s gold contacts facing down and its cut-off corner facing out, insert the SIM card halfway into the SIM card slot.



Removing the SIM card



Make sure to switch off your phone before removing your SIM card. Otherwise, the phone will automatically turn off when you remove the SIM card.

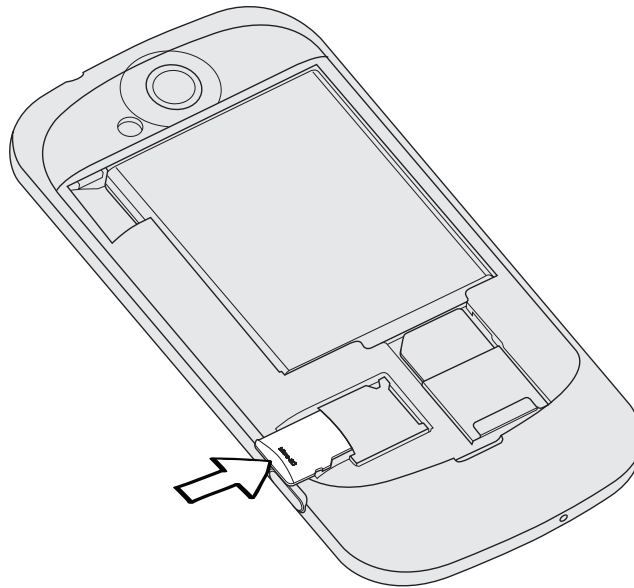
1. Take the bottom cover off.
See “Removing the bottom cover.”
2. With your thumb, slide the SIM card out from the SIM card slot.

Storage card

Use the microSD card to store your photos, videos, and music. You'll find the microSD card already inserted in your phone.

Inserting the storage card

1. Take the bottom cover off.
See "Removing the bottom cover."
2. Insert the microSD card into the storage card slot with its gold contacts facing down and push it until it clicks into place.



Removing the storage card

1. Take the bottom cover off.
See "Removing the bottom cover."
2. Push the storage card in to eject it from its slot.
3. Slide the storage card out from its slot.

Removing the storage card while the phone is on

When you need to remove the storage card while the phone is on, unmount the storage card first to prevent corrupting or damaging the files in the storage card.

1. On the Home screen, press MENU, and then tap **Settings**.
2. Scroll down the screen, and then tap **SD & phone storage**.
3. Tap **Unmount SD card**.
4. Remove the storage card by following the steps in "Removing the storage card."

Battery

Your phone uses a rechargeable battery. Please use only original batteries and accessories that came with your phone or replacements that we recommend.

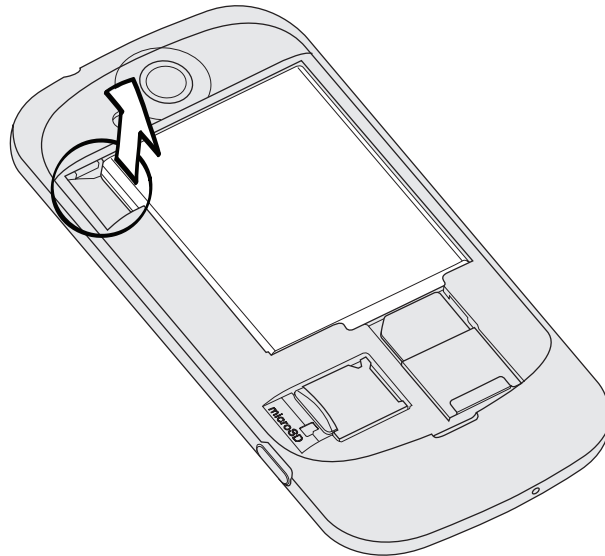
How long the battery can last before it needs recharging depends on how you use your phone. Among these are the phone features and accessories you use (for example, leaving your Bluetooth connection always on uses more power). Long phone calls and frequent web browsing use up much battery. Also, consider your location: poor signal strength from your mobile network and extreme temperature make the battery work harder.

Removing the battery



Right after you take your phone out from the box for the first time, don't forget to remove the thin film wrapped around the battery that's inside your phone.

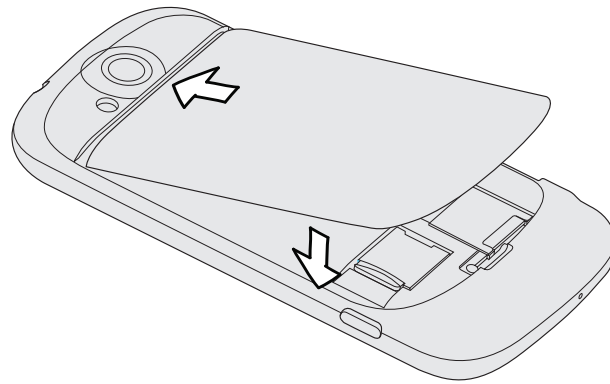
1. With the phone turned off, hold your phone securely with the front facing down.
2. With your thumb or finger, lift the battery compartment cover off from the small opening on the left side of your phone.



3. Pull the battery out from the battery compartment.

Inserting the battery

1. Hold your phone securely with the front facing down.
2. With your thumb or finger, lift the battery compartment cover off from the small opening on the left side of your phone.
3. Insert the battery (with its exposed copper contacts first) into the battery compartment.
4. Put back the battery compartment cover, pushing the battery all the way in.



5. Press down all sides of the cover to lock it in place.



Your phone's Bluetooth and Wi-Fi antennas are placed underneath the battery compartment cover. We recommend that you secure the battery compartment cover to the phone for stronger Bluetooth or Wi-Fi connection.

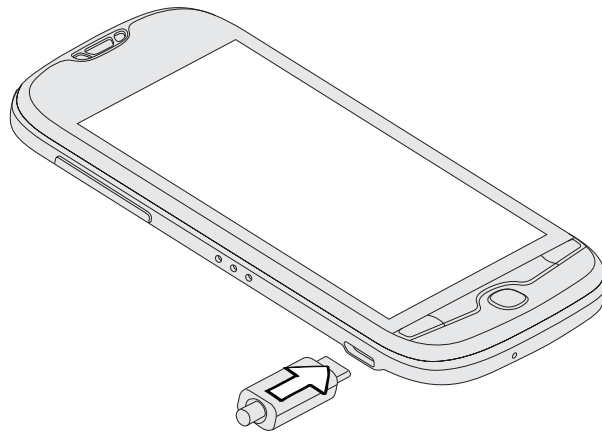
Charging the battery

The battery is partially charged when shipped. Before you turn on and start using your phone, it is recommended that you charge the battery. Some batteries perform best after several full charge/discharge cycles.





- Only the power adapter and USB sync cable provided with your phone must be used to charge the battery.
- Do not remove the battery from the phone while you are charging it using the power or car adapter.

1. Plug the power adapter into the USB connector of your phone.



2. Plug in the power adapter to an electrical outlet to start charging the battery.

As the battery is being charged, the notification LED shows a solid red light. The light turns to solid green when the phone is fully charged.

When you charge the battery while the phone is on, the charging battery icon () is displayed in your phone's status bar. After the battery has been fully charged, the charging battery icon turns to a full battery icon ().



As a safety precaution, the battery stops charging when it overheats.

Switching your phone on or off

Switching your phone on

Press the POWER button. Easy.



When you turn on the phone for the first time, you'll need to set it up. See the Getting started chapter for details.

Switching your phone off

1. If the display is off, press the POWER button to turn it back on, then unlock the screen by sliding down the bar on the lock screen.

See “Unlocking the screen” in the Getting started chapter for details.

2. Press and hold the POWER button for a few seconds.
3. When the Power options menu appears, tap **Power off**.

Entering your PIN

Most SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**.

To find out how to enable, disable, or change the PIN, see “Protecting your SIM card with a PIN” in the Security chapter.



If you enter the wrong PIN three times, your SIM card is blocked. No problem. Just contact your mobile operator and ask for the PUK (PIN Unblocking Key).

Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (for example, a contact or link in a web page), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.
Flick	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways. When entering text, you can turn the phone sideways to bring up a bigger keyboard.
Pinch	In some apps, like Gallery or the web browser, you can “pinch” the screen using two fingers (for example, thumb and index finger) to zoom in or zoom out when viewing a picture or a web page.

Getting started

Setting up your phone for the first time

When you switch on your phone for the first time, you'll be asked to set up your phone. You can choose your language, how you want to connect to the Internet, and whether you want your current location to be automatically detected. If you still have personal contacts and calendar events stored on your old phone, you can easily transfer them to your new phone through Bluetooth as well.

Be sure to sign in to your Google Account so you can use Google apps like Gmail™/Google Mail. You can also set up your other email accounts, favorite social networks like Facebook® and Twitter™, and more.

Just follow the onscreen instructions and you'll be up and running with your phone in no time.



Some features that need to connect to the Internet such as location-based services and auto-sync of your online accounts may incur extra data fees from your mobile operator. Don't worry. You can enable or disable them in your phone's settings as you go along later on. To find out how, see the Settings chapter.

Home screen

Your Home screen is where you make your phone your own. It comes with a weather clock widget that shows the time and weather in your current location. You can also add your favorite apps, shortcuts, folders and widgets so they're always just a tap away.



To find out how, see the Personalizing chapter.

Extended Home screen

As you start to do more things with your phone, you might find that one Home screen is not enough. No problem. You can use up to six extra screens. It should be plenty.

Slide your finger horizontally to the left or right and you'll discover more space for adding icons, widgets, and more.

Press HOME to return to the main Home screen (that is, the center home screen).

Using Leap view

To jump straight to the screen that you want, press HOME while on the main Home screen or pinch the screen to show the Leap view. It reveals all seven Home screens as thumbnails.

































Just tap the one you want and you'll leap right there.

Status and notifications

Status icons

You can tell a lot about your phone by checking the icons in its status bar. Here's what each one means:








































 Signal strength	 Battery is full
 GPRS connected	 Battery is charging
 GPRS in use	 Battery is low (20% remaining)
 EDGE connected	 Battery is very low (10% remaining)
 EDGE in use	 Silent mode
 3G connected	 Vibrate mode
 3G in use	 Phone microphone is mute
 HSDPA connected	 Speakerphone on
 HSDPA in use	 Wired microphone headset connected
 Roaming	 Wired headset connected
 No signal	 Bluetooth is on
 No SIM card installed	 Connected to a Bluetooth device
 Connected to a Wi-Fi network	 Airplane mode
 Data synchronizing	 GPS is on
 Network sharing is on	 Alarm is set

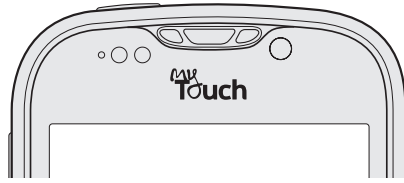
Notification icons

A busy life means a busy phone. Notification icons on the status bar make it easy for you to keep on top of your messages, calendar events and alarms. Here's what each one means:



 New Gmail/Google Mail message	 Call in progress
 New Microsoft Exchange ActiveSync or POP3/IMAP email	 Missed call
 Problem with email delivery	 Call on hold
 New SMS/MMS	 Call forwarding on
 Problem with SMS/MMS delivery	 Message forwarding on
 New Google Talk instant message	 The phone is connected to a computer via USB cable
 New voicemail	 Wi-Fi is on and wireless networks are available
 Upcoming event	 Portable Wi-Fi Hotspot is on
 New updates from your social networks	 Uploading data (animated)
 New tweet	 Downloading data (animated)
 Matched contacts suggestion	 Waiting to upload
 New push message	 Downloaded Android Market app installed successfully
 Bluetooth pairing request	 Update available for an app downloaded from Android Market
 Phone software update available	 Storage card is safe to remove or storage card is being prepared
 TV out	 No storage card installed on the phone
 Song is playing	 Storage card is low on free space
 FM Radio app in use	 General notification
 Voice recording is on	 More (not displayed) notifications
 Compass needs orientation	

Notification LED



The notification LED shows a:

- Solid green light when the phone is connected to the power adapter or a computer and the battery is fully charged.
- Flashing green light when you have a pending notification.
- Solid red light when the battery is being charged.
- Flashing red light when the battery level reaches very low.

Notifications panel

When you get a new notification, you can open the Notifications panel to see the message, reminder or event notification. The Notifications panel also lets you switch between recently-opened apps as quickly as possible.

Opening the Notifications panel

Press and hold the status bar, then slide your finger downward to open the Notifications panel.



If you have several notifications, you can scroll down the screen to see them all.

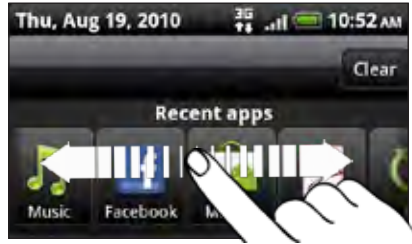


You can also open the Notifications panel on the Home screen by pressing MENU and then tapping Notifications.

Switching between recently-opened apps

On the Notifications panel, you can easily access up to eight apps you just recently opened.

1. Press and hold the status bar, then slide your finger downward to open the Notifications panel.
2. In the Recent apps section, slide your finger left or right to see recently-opened apps.



3. Tap an app to open it.



You can also go to the Recent apps screen when you press and hold HOME.

Closing the Notifications panel

Press and hold the bottom bar of the Notifications panel, then slide your finger up the screen. Or just press BACK.

Connecting your phone to a computer

Whenever you connect your phone to a computer using the USB cable, the Connect to PC screen opens and lets you choose the type of USB connection. Select one of the following choices, and then tap **Done**:

Charge only	Select this option if you only want to charge the battery while your phone is connected to your computer.
HTC Sync	Select this option to synchronize contacts, calendar, and other information between your computer and your phone. For more information, see “Synchronizing with your computer” in the Accounts and sync chapter.
Disk drive	This mode is available only when there’s a microSD card on your phone. Select this mode when you want to copy files between your phone’s storage card and your computer. For more information, see “Copying files to or from the storage card” in this chapter. When Disk drive mode is enabled while your phone is connected to the computer, you will not be able to use apps on your phone to access the storage card.
USB tethering	When you do not have Internet connection on your computer, you can select this mode to share your phone’s mobile data connection with your computer. For more information, see “Using your phone as a modem (tethering)” in the Internet connections chapter.
Internet pass-through	If you don’t have a data plan for your phone or you don’t have access to a Wi-Fi network, you can select this mode to share your computer’s Internet connection with your phone. For more information, see the Internet connections chapter.

You can also change the type of USB connection on-the-fly, without having to disconnect and reconnect your phone. Slide open the Notifications panel, and then tap the notification that says “Select to change USB connection type” to open the Connect to PC screen again.



To change the default connection type or choose between showing and hiding the Connect to PC screen, press MENU from the Home screen, and then tap **Settings > Connect to PC**.

Copying files to or from the storage card

You can copy your music, photos, and other files to your phone’s storage card.



1. Connect your phone to your computer using the supplied USB cable.
2. On your phone’s Connect to PC screen, tap **Disk drive**, and then tap **Done**.
On your computer, the connected phone is recognized as a removable disk.
3. Navigate to the removable disk and open it.
4. Do one of the following:
 - Copy the files from the computer to the phone’s storage card’s root folder.
 - Copy the files from the phone’s storage card to a folder in your computer.
5. After copying the files, unmount the removable disk (that is, the connected phone) as required by your computer’s operating system to safely remove your phone.
6. Do one of the following:
 - Disconnect the phone from the computer.
 - If you want to keep the phone connected to the computer but want the phone to be able to access the storage card, open the Notifications panel, tap **Disk drive**, select an option except **Disk drive**, and then tap **Done**.

Searching your phone and the Web

Find all types of information on your phone and the Web. Search Anywhere sifts through different files, information, and apps on your phone. You can also choose to search the Web using your favorite web search service.

Simply press SEARCH from the Home screen. Then enter the first few letters of what you want to search for. Matching items will be shown as you type.



- 1 This icon () indicates that your phone will search for all types of information. Tap it if you want to choose and search only for one type of item, for example, Mail.
- 2 Type in what you want to search for.
- 3 Matching search suggestions and results. You can:
 - Scroll down to see more search results.
 - Tap  to see more results for a particular category.
 - Tap a search result item to open its app.
- 4 After entering a word or phrase in the search box, tap to search the Web using your favorite search service. To find out how to select a search service to use, see “Setting your phone’s search options”.


Setting your phone’s search options

1. From the Home screen, press SEARCH.
2. When the search box appears, press MENU, and then tap **Settings**.
3. Tap any of the following:

Web search engine	Choose a web search service you want to use.
Searchable items	Choose the types of items or apps to include in the search.

Quickly looking up information on the Web


Quick Lookup helps you learn about something right on the spot. When you enter a new word or phrase, you can readily look it up in popular websites or search services such as Wikipedia, Google Search, YouTube, Google Translate, and Google Dictionary.

1. From the Home screen, tap  > **Quick Lookup**.
2. If the onscreen keyboard is open, press BACK to close it first so you'll see the bottom tabs.
3. Slide across the tabs to pick where you want to look up information. Then in the search box, enter what you want to search for.

If, for example, you've found the information you were looking for in one tab such as Wikipedia, you can switch to the other tabs to automatically search the same item in Google Search on the Web, watch related videos in YouTube, or look up translations and meanings in Google Translate and Google Dictionary.





Translating words to other languages

1. From the Home screen, tap  > **Quick Lookup**.
2. Press BACK to hide the onscreen keyboard first, then slide to the **Google Translate** tab.
3. Under **From language**, choose the original language, then enter the word or phrase you want to translate.
4. Under **To language**, choose from the languages available for translation.
5. Tap **Translate**.

Adjusting the volume

Adjusting the ringer volume changes the volume level of the phone ringtone, while adjusting the media volume changes the volume level of sound notifications and music or video playback.

Adjusting the ringer volume

- Press the VOLUME UP or VOLUME DOWN button on the left panel of the phone to adjust the ringer volume to your desired level. The Ringer volume window appears on the screen to display the volume levels.
- While in the lowest ringer volume level (Silent mode), press VOLUME DOWN once to set your phone to Vibrate mode. The phone vibrates and the vibrate mode icon () appears in the status bar.
- While in Vibrate mode, press VOLUME UP once to switch to silent mode. The speaker mute icon () displays in the status bar.

Adjusting the media volume

When playing music or watching video, press the VOLUME UP or VOLUME DOWN button on the left panel of the phone to adjust the media volume. The Media volume window appears on the screen to display the volume level.

Adjusting the earpiece volume for phone calls

During a phone call, press the VOLUME UP or VOLUME DOWN button.

Adjusting the volume via settings

1. From the Home screen, press MENU, and then tap **Settings > Sound > Volume**.
2. Drag the volume sliders to the left or right to adjust the volume levels of your phone's ringtone, media playback, alarms, and notifications.

Your phone briefly plays a sample tone with the volume being adjusted as you drag a slider.
3. If you want the same volume for your ringtone and notifications, select **Use incoming call volume for notifications**.
4. When you're done, tap **OK**.

Sleep mode

Sleep mode saves battery power by putting your phone into a low power state while the display is off. It also stops accidental button presses when the phone's in your bag or pocket. You'll still receive messages and calls though.



To change the delay before your screen turns off, see “Adjusting the time before the screen turns off” in the Settings chapter.

Switching to Sleep mode

Quickly press the POWER button to turn off the display and switch your phone to Sleep mode. Your phone also automatically goes into Sleep mode when it's idle for a while.

Waking up from Sleep mode

Your phone automatically wakes up when you have an incoming call. To wake it up manually, press the POWER button. You'll need to unlock the screen.

Unlocking the screen

Press the bar on the lock screen and then slide your finger down to unlock the screen or answer an incoming call.



If you have set up a screen unlock pattern, pin, or password, you will be asked to draw the pattern on the screen or enter the PIN or password before it unlocks. See “Protecting your phone with a screen lock” in the Security chapter for details.

Personalizing

Personalizing your phone with scenes


Your phone becomes multiple phones in one when you use scenes. Scenes are personalized Home screen layouts that you can quickly apply to your phone. By switching between scenes, you instantly turn your phone into your perfect weekend phone, travel phone, work phone, or pure play phone.



Everytime you add or modify something on the Home screen, your phone automatically saves your changes to the current scene selected.

Using a preset scene

Your phone features preset scenes, each preconfigured with a different wallpaper and collection of widgets that reflect different moments in your life. You can choose a scene that is suitable for work, play, travel, or your social life.

1. From the Home screen, tap  > Scene.
2. Slide your finger on the screen from right to left to select the scene you want.




3. Tap Apply.




To download more scenes, tap **Get more**. To know more about downloading from HTC Hub, see the HTCSense.com chapter.

Creating a new scene


You'll start with an empty Home screen when you create a new scene.

1. From the Home screen, tap  > **Scene**.
2. Press MENU, then tap **New**.
3. Enter a new scene name, then tap **Done**.
4. Personalize the scene by adding widgets and other elements, arranging the Home screen layout, and changing the skin or wallpaper. All of your changes will be automatically saved to this scene.

Renaming a scene


1. From the Home screen, tap  > **Scene**.
2. Slide your finger on the screen from right to left to select the scene you want to rename.
3. Press and hold a scene thumbnail, then tap **Rename**.
4. Enter a new scene name, then tap **Done**.

Deleting scenes

1. From the Home screen, tap  > **Scene**.
2. Press MENU, then tap **Delete**.
3. Slide your finger on the screen from right to left to browse through scenes, then tap one or more scenes you want to delete.
4. Tap **Delete**.

Changing your wallpaper

Personalizing your wallpaper with your favorite photo is a quick and easy way to change the feel of your phone and give it a fresh look. Browse the collection of wallpapers included in your phone or choose from photos that you have taken with the camera. You can also change your Home screen to use an animated wallpaper.

1. From the Home screen, tap  > **Wallpaper**.
2. Tap one of the following:


HTC wallpapers	Choose a preset wallpaper, then tap Preview > Apply .
Live wallpapers	Choose from preset animated wallpapers. Tap Preview to view the animation, and then tap Apply .
Gallery	Choose a photo that you have taken using the camera or copied to your storage card. Crop the photo and then tap Save .



To download more wallpapers, tap **Wallpaper** > **HTC wallpapers** > **Get more**. To know more about downloading from HTC Hub, see the HTC Sense.com chapter.

Applying a new skin

Personalize beyond the Home screen by applying a new skin. Skins are set to give a different look and feel to most of your phone's onscreen buttons, application screens, option menus, and other items.

1. From the Home screen, tap  > Skin.
2. Slide your finger on the screen from right to left to select the skin you want.
3. Tap Apply.




To download more skins, tap **Get more**. To know more about downloading from HTC Hub, see the HTC Sense.com chapter.

Personalizing your Home screen with widgets

Widgets put at-a-glance important information and media content up front on your Home screen. Some widgets are already added to your Home screen for your convenience. You can add more from the available selections of widgets, or download more widgets.

Adding a widget

1. Go to a part of the Home screen where there's space to add a new widget.
2. Tap  > Widget.
3. Select a widget that you want.
4. Most HTC widgets are available in a variety of designs and sizes to suit your needs. Slide your finger on the screen from right to left to view the different styles, and then tap **Select** to choose one.



You can also add widgets that allow you to quickly switch on or off certain settings of your phone, such as Wi-Fi, Mobile Network, Bluetooth, and more. Scroll down the widgets list, tap **Settings**, and then tap the widget that you want.

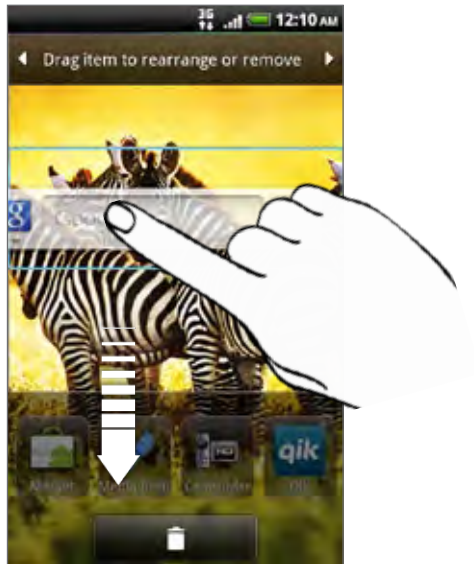
Changing the settings of a widget

Basic settings of some widgets (for example, the People and Mail widgets) can be modified from the Home screen.

1. Press and hold a widget on the Home screen.

The phone vibrates and you'll see a colored box around the widget. Don't lift your finger just yet.

2. Drag the widget to the **Edit** button (if it's enabled).



The relevant screen where you can change some settings for this widget then opens.


3. Customize the widget settings.

Adding icons and other shortcuts on your Home screen


Place app icons on your Home screen to open apps quicker. You can also add shortcuts to settings and specific information such as a bookmarked webpage, someone's phone number, a music playlist, route directions, and many other items, to your Home screen.



The shortcuts available depend on the apps that are installed on your phone.

1. Go to a part of the Home screen where there's space to add a new icon or shortcut.
2. Tap , then do one of the following:
 - To add an app icon, tap **App** and then select one from the Add app shortcut list.
 - To add a shortcut to a setting or information, tap **Shortcut** and then select the type of information or setting.




To add an app icon on the Home screen, you can also press HOME, tap , and then press and hold an app icon. Without lifting your finger, drag the icon to an empty area on the Home screen, and then release it.

Adding folders on your Home screen

Use folders to group related apps and other shortcuts to keep your Home screen tidy and organized. You can also add information folders that show up-to-date information such as Bluetooth received files, your Facebook phonebook, and more.

Creating a new folder and adding items to it

1. Go to a part of the Home screen where there's space to add a new folder.
2. Tap  > Folder.
3. Tap New Folder.
4. Press and hold an app icon or a shortcut that you want to move to the folder. The phone then vibrates. Don't lift your finger just yet.
5. Drag the app icon or shortcut and drop it on top of the folder.

Simply tap the folder to open it so you can access the apps and shortcuts inside the folder.



Renaming a folder

1. Tap the folder to open it.
2. Press and hold the folder window's title bar.
3. Enter a new folder name and then tap OK.

Rearranging or removing widgets and icons on your Home screen

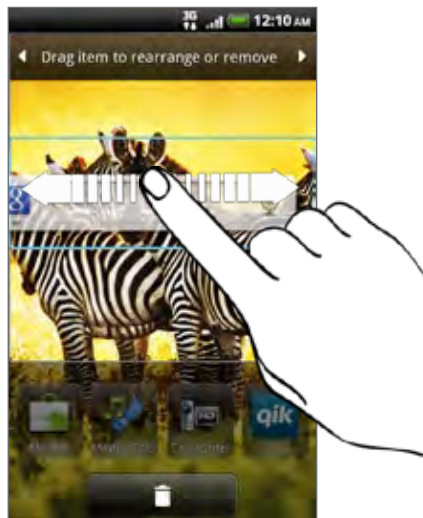
Rearrange the widgets and icons on your Home screen to give room for adding more items to the Home screen. You can also remove widgets and icons that you don't frequently use.

Moving a widget or icon

1. Press and hold the widget or icon you want to move.

The phone vibrates and you'll see a colored box around the widget or icon. Don't lift your finger just yet.

2. Drag the widget or icon to a new location on the screen.



You can pause at the left or right edge of the screen to drag the widget or icon onto another Home screen panel.

3. When the widget or icon is where you want it, lift your finger.

Removing a widget or icon

1. Press and hold the widget or icon you want to remove.

The phone vibrates and you'll see a colored box around the widget or icon. Don't lift your finger just yet.

2. Drag the widget or icon to the **Remove** button.
3. When the widget or icon also turns red, lift your finger.

Rearranging the Home screen

Reorder your Home screen panels in any way that fits how you use the Home screen. For example, move the panels with frequently-used widgets, shortcuts, and folders closer to the main Home screen.

1. Pinch the Home screen to show the Leap view.
2. Press and hold the thumbnail of the home screen you want to move.
The phone then vibrates. Don't lift your finger just yet.
3. Drag the thumbnail to its new position, and then lift your finger.




The center thumbnail in Leap view is always the main Home screen.

Changing your ringtones and alarms

Select, create, and download sound sets (different collections of ringtone, notification sounds, and alarm) so that you can instantly change from subtle ringtone and notification sounds while you're in the office into something fun when you're out with friends.


Choosing a preset sound set

1. From the Home screen, tap  > **Sound set**.
2. On the Sound sets screen, tap a sound set name.
3. You can tap **Details** to hear sample tones of the assigned ringtone, notification sounds, and alarm for that sound set.
4. Tap **Apply**.



To download more sound sets, tap **More sound sets** > **Browse HTC Hub**. To know more about downloading from HTC Hub, see the HTCSense.com chapter.

Creating a sound set

1. From the Home screen, tap  > **Sound set**.
2. On the Sound sets screen, tap **More sound sets** > **Create new sound set**.
3. Enter a new sound set name, then tap **Done**.

The newly created sound set is then added to your phone's list of sound sets. To find out how to assign different tones to the sound set, see "Customizing a sound set".

Customizing a sound set


You can customize a sound set by applying your personal choice of ringtone, notification sounds, and alarms that may be from your phone's preset selection or your storage card (except for notification sounds).

To find out how to copy files to your storage card, see the [Getting started](#) chapter.




Be sure to choose the correct sound set before changing the ringtone, notification sounds, and alarm since your phone automatically saves your changes to the current sound set selected.

Changing the ringtone

1. From the Home screen, tap  > **Ringtone**.
2. Scroll through the available ringtones and tap the ringtone you want to use.
The ringtone briefly plays when selected.
3. If the audio file is on your storage card, tap **More ringtones** > **Create new ringtone**, select the item you want to import to the Ringtones list, then tap **OK**.
4. Tap **Apply**.


Changing the notification sounds

1. From the Home screen, tap  > Notification sound.
2. Choose the type of notification that you want to change.
3. Scroll through the available tones and tap the item you want to use.
A sample tone briefly plays when selected.
4. Tap Apply.




Although you won't be able to import notification sounds from your storage card, you can tap **More notification sounds** to download more audio files from HTC Hub.

Changing the alarm sound

1. From the Home screen, tap  > Alarm.
2. Scroll through the available tones and tap the item you want to use.
A sample tone briefly plays when selected.
3. If the audio file is on your storage card, tap **More alarms > Create new alarm**, select the item you want to import to the Alarms list, then tap **OK**.
4. Tap Apply.

Deleting sound sets

1. From the Home screen, tap  > Sound set.
2. Press MENU, and then tap **Delete**.
3. Tap one or more sound sets you want to delete.
4. Tap **Delete**.

Rearranging or hiding application tabs

You can rearrange the tabs at the bottom of some of your phone's apps to prioritize the types of information you frequently use or remove the tabs you don't really need.

1. Open an app that has the usual tabs at the bottom of its screen (for example, the contact details screen in People).



2. Press and hold a tab. When you see the Drag to remove screen, lift your finger.
3. Do any of the following:

To	Do this
Move a tab	Press and hold the tab you want to move, and then drag it to its new position.
Remove a tab	Press and hold a tab you want to hide, then drag it up. When you see a colored box, lift your finger. You cannot hide the tab if it's grayed out.

4. When you're done, press BACK.

Putting back the tabs you've removed

1. Open the app that you've previously removed some of its tabs.
2. Press and hold a tab. When you see the Drag to remove screen with the hidden tabs, lift your finger.
3. Press and hold the tab you want to show, then drag it down to where you want to position it again.



4. When you're done, press BACK.

Phone calls

Making calls



Most SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**.

If you enter the wrong PIN three times, your SIM card is blocked. To unlock your SIM card, see "Restoring a SIM card that has been locked out" in the Security chapter.





Your phone's antenna is placed underneath the bottom cover. We recommend that you secure the bottom cover to the phone's back panel to get the best radio reception for your phone.



Making a call on the Phone dialer screen


You can either dial a number directly, or use the Smart dial feature to search and call a stored contact or a number from your call history.

1. On the Home screen, tap **Phone**.
2. Begin entering the first few digits or characters by tapping the keys on the phone keypad.

The Phone dialer screen then displays numbers and names that match the keys you tapped.

If you enter a wrong digit or letter, tap  to delete it. To erase the entire entry, press and hold .

3. Tap  to close the phone keypad and to see if there are more matching numbers or contacts. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.
4. To place a call, do one of the following:
 - Tap a phone number or contact from the list.
 - After entering a complete number, tap **Call**.
 - To call a different phone number associated with the contact, you can tap  at the right side of the contact name. On the contact details screen, tap the number you want to call.

While dialing or when the call is in progress, the status bar displays the Call in progress icon () and its color changes to pulsing green.

What is Smart dial?

The phone dialer's Smart Dial feature makes it quick and easy for you to place a call. Simply enter the phone number or first few letters of the person's name you want to call. Smart Dial automatically searches and filters your contacts list (stored on your phone, SIM card, and online accounts such as Google Account and Exchange ActiveSync) and the phone numbers from the call history.

Using Speed dial

Use Speed dial to call a phone number with a single tap. For example, if you assign a contact's number to the number 2 key, you can simply press and hold this key on the Phone dialer keypad to dial that number.


Assigning a speed dial key

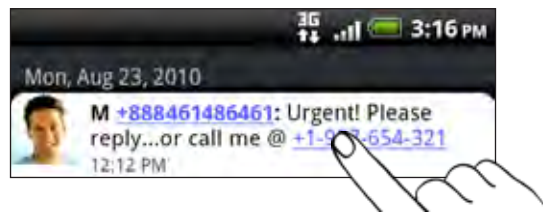
1. On the Home screen, tap **Phone**.
2. Press MENU, and then tap **Speed dial > Add new**.
3. Enter the name of the contact you want to add. When the name comes up in the list, tap the name.
4. On the Speed dial screen, choose the phone number of the contact to use, and a speed dial key to assign.
5. Tap **Save**.

Calling a speed dial number

1. On the Home screen, tap **Phone**.
2. On the phone keypad:
 - The number 1 key is generally reserved for your voicemail. Press and hold this key to call voicemail and retrieve your voicemail messages.
 - Press and hold the key that is associated with the contact you want to call.

Calling a phone number in a text message

1. From the Home screen, tap  > **Messages**.
2. Tap the number or name of the person who sent you the text message.
3. Tap the phone number within the message.




4. Edit the phone number if needed, and then tap **Call**.



To call the message sender, press and hold the sender or the received message, and then tap **Call** on the options menu.

To find out more about text messaging, see the Messages chapter.

Calling a phone number in an email

1. From the Home screen, tap  > Mail.
2. In your email account's inbox, tap the email that contains the phone number to call.
3. In the email body, tap the phone number. A selection menu then pops up and the phone number is highlighted.

The phone will recognize a number as a phone number if the number has a minimum of 5 digits and have at least one of the following:

- Numbers starting with a plus sign (+). For example, +1-987-654-321 or +1987654321.
 - Numbers starting with an area or country code enclosed in a parenthesis. For example, (02)987654321 or (02)987-654-321.
 - Numbers separated by dashes. For example, (02)-987-654-321 or 0987-654-321.
4. Tap **Call**.
 5. When the phone dialer screen opens with the phone number already entered, tap **Call**.

To find out more about using email on your phone, see the Email chapter.

Making an emergency call

You can make emergency calls from your phone even if you don't have a SIM card installed or your SIM card has been blocked.

1. From the Home screen, tap **Phone**.
2. Dial the international emergency number for your locale (for example, 000), and then tap **Call**.



Additional emergency numbers may be included in your SIM card. Contact your mobile operator for details.

If you enabled but forgotten your lock screen password, lock pattern, and/or the SIM lock, you can still make emergency calls by tapping **Emergency call** on the screen.

Receiving calls

When you receive a phone call from a contact, the Incoming call screen appears and displays the caller ID icon, name, and phone number of the calling party.

When you receive a phone call from someone who is not stored in People, only the default caller ID icon and phone number appear on the Incoming call screen.



You can use your phone's polite ringer and pocket mode features for receiving calls. To find out how, see "Turning on or off automatic ring volume adjustment" in the Settings chapter.

Answering or rejecting an incoming call



If	To answer the call	To reject the call
Display is on	Tap Answer .	Tap Decline .
Display is off	When the Lock screen appears, drag the bar that shows the caller name or number downward.	Drag the bar upward. Or, press MENU and then tap Decline .

You can also do one of the following to reject an incoming call:

- Press the POWER button twice.
- To reject the call and send a text message, press MENU, and then tap **Send message**.

Changing the text message to send out for rejected calls

1. On the Phone dialer screen, press MENU.
2. Tap **Settings > Edit default message**.
3. Enter the new message, and then tap OK.

Muting the ringing sound without rejecting the call

Do one of the following:

- Press the VOLUME DOWN or VOLUME UP button.
- Press the POWER button.
- Place the phone face down on a leveled surface.



If the phone is already facing down, the phone will still ring when there are subsequent incoming calls.

HTC Caller ID

Everytime you make a call or your friend gives you a ring, you get to see your friend's latest status update from social networks like Facebook or Twitter right on the call screen.


You also won't miss people's birthdays. You'll see a birthday reminder, if your friend's birthday will occur sometime within the next seven days.



Using in-call options

When a call is in progress, use the buttons onscreen to mute or unmute the microphone or to turn on or off the speakerphone. You can also press MENU and choose whether to add a call, place the call on hold, mute the microphone, and more.

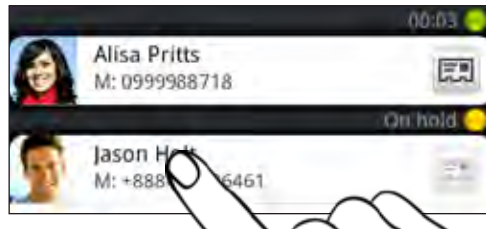
Putting a call on hold

Press MENU and then tap **Hold** to put the call on hold. When you put a call on hold, the status bar displays the Hold call icon () and its color changes to pulsing red. Press MENU, and then tap **Unhold** to resume the call.

Switching between calls

If you're already on a call and accept another call, you can choose to switch between the two calls.

1. When you receive another call, tap **Answer** to accept the second call, and to put the first call on hold.
2. To switch between the calls, tap the person you want to talk to on the screen.







3. To end the current call and return to the other call, tap **End call**.

Setting up a conference call

Conference calling with your friends, family, or co-workers is easy. Make the first call (or accept a call), and then simply dial each subsequent call to add to the conference.





Make sure your SIM card is enabled with conference calling service. Contact your mobile operator for details.


1. Make a call to the first conference call participant.
2. When connected, press MENU, tap **Add call**, and then dial the number of the second participant. The first participant is put on hold when you dial the second participant.
3. When connected to the second participant, tap  (merge).
4. To add another participant to the conference call, tap  on the conference call screen, and then dial the number of the contact you want to invite to the conference call.
5. When connected, tap  to add the participant to the conference call.
When you want to talk to a person in the conference call in private, tap , and then select **Private call** on the options menu.
6. When finished, tap **End call**.

Turning the speakerphone on or off during a call

To turn the speakerphone on, you can do any of the following:

- Flip your phone over during a call (be sure that **Flip for speaker** is selected in HOME > MENU > **Settings** > **Sound**).
- On the call screen, tap .



The speakerphone icon () appears in the status bar when the speakerphone is on.

To turn the speakerphone off, just flip the phone over again, facing it up. Or tap  again.



To decrease potential damage to your hearing, do not hold your phone against your ear when the speakerphone is on.

Muting the microphone during a call

On the call screen, tap  to toggle between turning the microphone on or off. When the microphone is turned off, the Mute icon () appears in the status bar.


Ending a call

Do one of the following to end the call:

- On the call screen, tap **End call**.



If the phone display is off, press **POWER** to turn on the screen so you can tap **End call**.

- Slide open the Notifications panel, then tap .
- If you are using the provided wired headset, press the button to end the call.

If the phone number of the person who called is not in your contacts list, you can choose to save the number to your contacts list after you hang up.

Using Call history




Use the Call history to check missed calls, your dialed numbers and received calls.

Checking a missed call

You will see the missed call icon  in the status bar when you miss a call.

1. Slide open the Notifications panel to check who the caller is.
2. To return the call, tap the missed call notification. Then tap the caller's name or number on the Call history screen.

Checking calls in the call history

1. From the Home screen, tap  > **Call history**. You can also tap  on the Phone dialer screen.
2. On the Call history screen, you can:
 - Tap a name or number in the list to call.
 - Press and hold a name or number in the list to display the options menu where you can select to check the call history details, view contact information (if the number is stored in your contacts list), edit the number before you redial, send a text message, delete from call history, or block the caller.
 - Tap  to check only the call history of a particular contact.
 - Press MENU, then tap **View** to display just a particular type of calls such as Missed calls or Outgoing calls.



You can also access Call history from the People app. For details, see the People chapter.

Adding a new phone number to your contacts from call history

1. On the Call history screen, press and hold a phone number that you want to save to your contacts, and then tap **Save to People**.
2. Choose whether to create a new contact or to save the number to an existing contact on your phone.
3. Do any of the following:
 - When creating a new contact, enter the contact name, contact type, and other information in the blank contact record that appears. The phone number is automatically added to the **Mobile** field in the Phone section. To store it as another type of number, for example a home number, tap the **Mobile** button.
 - When saving the number to an existing contact, tap a contact stored on your phone, and then select the number type.
4. Tap **Save**.



To find out how to add new contacts or edit the contact information, see the People chapter.

Clearing the call history list


On the Call history screen, you can do the following:

- To remove one name or number from the list, press and hold the name or number, and then tap **Delete from call history**.
- To clear the entire list, press MENU, and then tap **Delete all**.

Blocking callers

When you block a phone number or a contact from calling you, all blocked calls go directly to your voicemail.


Blocking one or more contacts from calling

1. From the Home screen, tap  > **Blocked callers**.
2. On the **All** tab, tap **Add caller**.
3. Select the contacts you want to block, then tap **Save**.




You can also press and hold the name or phone number in People or Call history, then tap **Block caller**.

Checking your blocked call history

1. From the Home screen, tap  > **Blocked callers**.
2. Slide to the **Blocked call history** tab.
3. Press and hold a name or number in the list to display the options menu where you can select to check the call history details, view the contact information (if the number is stored in your contacts list), edit the number before you calling, send a text message, or delete from call history.

Unblocking callers

1. From the Home screen, tap  > **Blocked callers**.
2. On the **All** tab, press MENU, then tap **Remove callers**.
3. Select one or more contacts, then tap **Delete**.
4. When prompted, tap **OK**.

Call services

Your phone can directly link to the mobile phone network, and enable you to access and change the settings of various phone services for your phone. Call services may include call forwarding, call waiting, voicemail, and more. Contact your mobile operator to find out about the availability of call services for your phone.

To open call services, press MENU from the Home screen, and then tap **Settings > Call**.

Fixed Dialing Numbers	Restrict outgoing calls to a fixed set of numbers. To enable this feature, you must know your SIM card's PIN2 code.
Voicemail service	Shows the current voicemail service being used.
Voicemail settings	Specify another voicemail number aside from the voice mail number on your SIM card.
Clear voicemail notification	If you have a notification of a new voicemail, you can clear the notification with this option.
Phone settings	Edit the call reject message, choose whether to open the message editor when you reject a call with a message, and choose whether to allow automatic saving of an unknown contact number when a call with that number ends.
Cell broadcast	Enable or disable receipt of cell broadcast messages from your service provider.
Cell broadcast settings	Configure channels and language for cell broadcast messages.
Call forwarding	Select how you want your phone to handle busy, unanswered, and unreachable calls. You can also set the call forwarding option for all incoming calls.
Call barring settings	Choose whether to block various categories of incoming and outgoing call.
Additional call settings	Enable or disable operator services such as caller ID and call waiting.

Turning Airplane mode on or off

In many countries, you are required by law to turn off the phone while on board an aircraft. A way to turn off the phone function is to switch your phone to **Airplane mode**. When you enable Airplane mode, all wireless radios on your phone are turned off, including the call function, data services, Bluetooth, and Wi-Fi.

To turn Airplane mode on or off, you can:

- Press and hold POWER, and then tap **Airplane mode**.
- From the Home screen, press MENU. Tap **Settings > Wireless & networks**, and then select or clear the **Airplane mode** check box.

When enabled, the Airplane mode icon () is displayed in the status bar.



When you disable Airplane mode, the call function is turned back on and the previous state of Bluetooth and Wi-Fi is restored.

People

About People

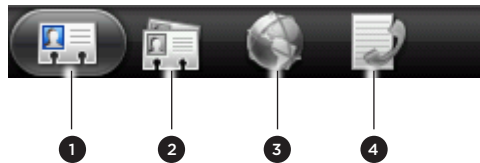
With the People app, you can sync your phone with contacts from your Google Account, computer, and Facebook. You can also sync with work contacts from the Exchange ActiveSync Server in your workplace. To find out how, see “Ways of getting contacts into your phone.”

Per contact, link the person’s information from all these different sources as one so you won’t have duplicated entries in your contacts list. To find out how to link, see “Merging contact information.”

And that’s not all. You can manage your communications with your contacts via phone, messaging, and email without the need to jump from one app to another. After you’ve linked contacts to their social network accounts like Facebook, Twitter, and Flickr, you’ll also see their updates and events from these accounts all in one place.

People screen


The People screen has the following tabs:



1	All tab	Gives you access to all contacts on your phone, including Google contacts, Exchange ActiveSync contacts, Phone contacts, contacts stored on your SIM card, and Facebook contacts. You can also use this tab to open or update My contact card. For more information, see “Setting up My contact card” in this chapter.
2	Groups tab	Lets you assign contacts to groups so you can easily send an SMS, MMS, or email message to a whole group. For more information, see “Contact groups” in this chapter.
3	Online directories tab	View your friends list in your social network accounts. You can also search for contacts in your Exchange ActiveSync account to copy to your phone.
4	Call history tab	Lists all your dialed numbers and received and missed calls. See “Using Call history” in the Phone calls chapter.

Setting up My contact card

My contact card provides a convenient way to store your personal contact information so that you can easily send it via SMS, MMS, email, or Bluetooth.

1. From the Home screen, tap  > **People**.
2. On the **All** tab of the People screen, tap **Me**.



If you are logged in to your Facebook account through Facebook for HTC Sense, instead of **Me**, you will see the name you use in Facebook. Tap your name. Then press **MENU** and tap **Edit**.


3. Enter your name and contact details.
4. Tap **Save**.

Ways of getting contacts into your phone

Gmail/Google Mail	Google contacts are imported to your phone after you sign in to your Google Account. You can also create more Google contacts right from your phone. To find out how, see “Adding a new contact” in this chapter.
Facebook	See “Adding a social network account” in the Accounts and sync chapter for details.
Phone contacts	See “Transferring contacts from your old phone” and “Adding a new contact” in this chapter.
SIM card	See “Importing contacts from your SIM card” in this chapter.
Exchange ActiveSync Server	See “Adding a Microsoft Exchange ActiveSync account” in the Email chapter.
Contacts on your computer	See “Synchronizing with your computer” in the Accounts and sync chapter.

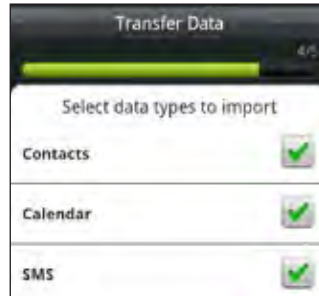
Transferring contacts from your old phone

Easily transfer contacts from your old phone to your new HTC phone through Bluetooth. Depending on your old phone’s model, you may also transfer other types of data such as calendar events and text messages to your phone.

1. From the Home screen, tap  > **Transfer Data**.
2. Tap **Is my old phone supported?** to check different phone models that your new HTC phone can connect to. If your phone is supported, tap **Next**.
3. On your old phone, turn Bluetooth on and set it to discoverable mode.
If you do not know how, tap **How do I turn on Bluetooth?** to see some tips.
4. Tap **Next** to continue.
Your new HTC phone automatically turns Bluetooth on and searches for Bluetooth devices.
5. From the device list, select your old phone and then tap **Next**.


Your new HTC phone then tries to pair with your old phone. You'll then see a security passkey on the Transfer Data screen.

6. On your old phone, enter this passkey or simply confirm it.
7. Select the **Contacts** check box (and other supported types of data you want to import), and then tap **Next**.



8. When your new HTC phone finishes importing data, tap **Done**.

Adding a new contact

1. From the Home screen, tap  > **People**.
2. On the **All** tab, tap **Add contact**.
3. Select the **Contact type**, for example **Google** or **Microsoft Exchange ActiveSync**. This determines which account the contact will sync with. For more information, see “Ways of getting contacts into your phone” in this chapter.




Some fields may not be supported when you're adding contacts to your SIM card.

4. In the **Name** field, enter the first and last name of the contact, then tap **OK**.
5. Enter the contact information in the fields provided.
Press **BACK** if you want to close the onscreen keyboard first and easily scroll through the other fields.
6. Scroll to the bottom of the screen, and then tap **Save**.

Importing contacts from your SIM card



You can copy all your SIM contacts to your phone. You can import them as Phone contacts, Google contacts, or Exchange ActiveSync contacts, if you have set up the relevant accounts.

1. From the Home screen, tap  > **People**.
2. On the **All** tab, press **MENU**, and then tap **Import/Export** > **Import from SIM card**.
3. If you have Google or Exchange ActiveSync accounts set up on your phone, tap the type for the imported contacts.
4. Do one of the following:
 - To import all contacts, press **MENU**, and then tap **Select all**.
 - To import a contact, tap the contact.
5. Tap **Save**.

Importing a contact from an Exchange ActiveSync account

You can search for a work contact from your Exchange ActiveSync account, and then copy it to your phone.

You need to have your Exchange ActiveSync account set up on your phone first. To find out how, see “Adding a Microsoft Exchange ActiveSync account” in the Email chapter.

1. From the Home screen, tap  > People.
2. On the **Online directories** tab, tap **Company directory**.
3. Enter the name, and then tap .
4. In the list, tap the name of the contact you want to copy to your phone.
5. Tap **Save to People**.

Merging contact information

If you have stored contacts with the similar contact information such as name, email address, or mobile number in your phone and online accounts, your phone will try to link them as one automatically or create a list of matched contact suggestions. If it doesn't, you can manually link them so that you won't have duplicated entries in your contacts list.


Also link your contacts with other social network accounts such as Twitter and Flickr. You'll then see their updates and events from these accounts all in one place.

Accepting matched contacts suggestions

When your phone finds contact information that can be merged, you'll see the Matched contact suggestions icon () in the notification area of the status bar.

1. Slide down the Notifications panel, and then tap **Matched contacts suggestion**. Your phone displays all suggested contacts that you can merge.
2. Review the suggested links.





3. When there are contacts you don't want to merge, tap  to break the contact information link.
4. Tap OK.



If you don't want to merge any of your contacts, tap **Dismiss all**.






Viewing a list of all your linked contacts

1. From the Home screen, tap  > People.
2. On the All tab, press MENU, then tap More > Linked contacts.




The All linked contacts list then opens where you can check the account types and information merged. You can choose to tap  beside an account type to break the link.

3. When you're done, tap OK.

Manually merging contact information

1. From the Home screen, tap  > People.
2. On the All tab, tap the name of the contact (not the icon or photo) you want to link.
3. On the upper-right corner of the screen, tap  or  or **Link**  (if there are suggested links).
4. On the screen, you can:
 - Under **Suggest links**, tap  to link the contact to an account.
 - Under **Add contact**, tap one of the options to link to another contact.
5. Tap Done.

Breaking the contact information link between contacts

1. From the Home screen, tap  > People.
2. On the All tab, tap the name of the contact (not the icon or photo) whose contact information link you want to break.
3. On the upper-right corner of the screen, tap .
4. Under the **Linked contacts** section, tap  beside an account type to break the link.
5. Tap Done.

Your contacts list

The All tab of the People screen shows all your contacts, including Google contacts, Exchange ActiveSync contacts, Phone contacts, contacts stored on your SIM card, and Facebook contacts.




If you signed in to your Google Account and Facebook account when you first set up the phone, your contacts from those accounts will appear in the contacts list when you open People.



- 1 Create a new contact.
- 2 Tap to edit your My contact card.
- 3 This icon appears when the contact:
 - Has sent you a new text or email message, or tried to call you but you missed the call.
 - Has updated his or her Facebook profile or has added photos on Flickr or Facebook.
 - Has upcoming Facebook events or birthday.
- 4 SIM card contact
- 5 Online status of a contact whom you are friends with in Google Talk. Online status icons are displayed if you're signed in to Google Talk using your Google Account. For details, see "Chatting in Google Talk" in the Social chapter.
- 6 Tap to open the contact details screen for that contact.
- 7 Instant status update appears when you've linked the contact to his or her social network account.
- 8 Tap the photo or icon to open a menu where you can quickly choose how to communicate with the contact. Depending on the contact information stored, you can call, send a message or email, see the contact's Facebook profile, and map his/her address in Google Maps.

Filtering your contacts list

You can choose to display contacts of a particular type only, for example Google contacts or Facebook contacts.


1. From the Home screen, tap  > People.
2. On the All tab, press MENU, then tap View.
3. Select the types of contacts you want to show in your contacts list.



You can also choose how you want to display and sort your contacts.

4. Tap Done.


Searching for a contact

1. From the Home screen, tap  > People.
2. Press SEARCH, then enter the first few letters of a contact's first or last name, email, or company name.


You can also type in the first few digits of your contact's phone number. Matching contacts are displayed.

3. Tap the contact to open his or her contact details screen. See "Contact information and conversations" in this chapter for details.

Backing up your contacts to the storage card

1. From the Home screen, tap  > People.
2. Press MENU, and then tap Import/Export > Export to SD card.
3. Select an account or type of contacts to export, then tap OK.

Importing contacts from the storage card


1. From the Home screen, tap  > People.
2. Press MENU, and then tap Import/Export > Import from SD card.



You can only import contacts that were exported to the storage card using the **Export to SD card** feature on the phone. See “Backing up your contacts to the storage card.”

3. If you have Google or Exchange ActiveSync accounts set up on your phone, tap the type for the imported contacts.

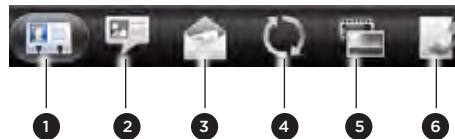
Deleting contacts

1. From the Home screen, tap  > People.
2. On the All tab, press MENU, and then tap Delete.
3. Select the contacts you want to delete, and then tap Delete.
4. When prompted, tap OK.

Contact information and conversations


When you tap a contact on the People screen, the contact details screen opens, showing you the information stored for that contact, exchanged messages and phone calls with that contact, updates and events from social networks, and more.

The contact details screen has the following tabs:



1	Details tab	Shows the information you have stored for the contact, and allows you to get in touch with the contact directly by tapping any of the displayed methods. For example, if the contact has a stored work phone number, tap Call work to call that number.
2	Messages tab	Shows your exchanged SMS messages with the contact. You can reply to the contact's message directly from this tab. To send a new message, press MENU, and then tap New message . See the Messages chapter for details.
3	Mail tab	Shows all the email you have received from the contact. Tap an email to view it. To send a new email, tap New mail . To find out more about sending email, see the Email chapter.
4	Updates and events tab	Shows the contact's updates and events from social network accounts like Facebook, Twitter, and Flickr. You'll be able to see updates such as posted status messages, uploads, and profile changes from all these accounts. To find out more about Facebook for HTC Sense, see the Social chapter.
5	Gallery tab	Shows the contact's Facebook and Flickr photo albums. Tap an album to look at the photos in the album. You need to be logged in to the same social networks on your phone to see the updates and events. If you are not logged in, tap the relevant link on the screen to sign in.
6	Call history tab	Lists all your incoming, outgoing, and missed calls to and from the contact. Tap a list item to call the contact using the displayed number.

Editing a contact's information

1. From the Home screen, tap  > People.
2. On the All tab, press and hold the contact, and then tap **Edit contact**.




You cannot edit the contact information of a Facebook friend.

3. Enter the new information for the contact.
4. Scroll to the bottom of the screen, and then tap **Save**.

Sending contact information as a vCard

Share the contact information on your phone in different ways such as a text or multimedia message, email, and Bluetooth. To find out about how to send through Bluetooth, see the Bluetooth chapter.

Sending someone's contact information


1. From the Home screen, tap  > People.
2. On the All tab, press and hold the name of the contact (not the icon or photo) whose contact information you want to send, and then tap **Send contact as vCard**.



You cannot send contact information that's from your Facebook account.

3. Choose how you want to send it.
4. Select the contact details you want to share, and then tap **Send**.

Sending your contact information


1. From the Home screen, tap  > People.
2. On the All tab, tap [Your name] My contact card.
3. Press MENU, then tap **Send my contact info**.
4. Choose how you want to send it.
5. Select the contact details you want to share, and then tap **Send**.

Contact groups

Assign contacts to groups so you can easily send a message or email to a whole group. You can also sync groups on your phone with the groups in your Google account, accessible via your computer's web browser.


We've also added the **Frequent** group as a special group type that automatically adds the contacts you frequently dial or get calls from as its members.

Creating a group



1. From the Home screen, tap  > People.
2. On the **Groups** tab, tap **Add group**.
3. Enter a name for the group, and then tap **Add contact to group**.
4. Select the contacts you want to add to the group, and then tap **Save**.



If your contacts list is long, you can use the search bar to search for contacts quickly, or press BACK to hide the onscreen keyboard and scroll through the list.

5. Tap  to select a photo for the group.
6. Tap **Save**.


Editing a contact group

1. From the Home screen, tap  > People.
2. On the **Groups** tab, press and hold the group, and then tap **Edit group**.
3. You can:
 - Tap the group name to change the name. You can only change the name for groups that you have created.
 - Tap the icon to the left of the group name to change or remove the group photo.
 - To add contacts to the group, tap **Add contact to group**, select the contacts you want to add, and then tap **Save**.
 - To remove a contact from the group, tap  at the right side of the contact name.
4. Tap **Save**.



Sending a message or email to a group



You will be charged by your mobile provider for each message sent. For example, if you send a message to a group of five people, you will be charged for five messages.

1. From the Home screen, tap  > People.
2. On the **Groups** tab, tap the group you want to send a message or email to.
3. Go to the **Group action** tab, and then do one of the following:
 - Tap **Send group message** to send a message to the group. For information about composing and sending messages, see the Messages chapter.
 - Tap **Send group mail** to send an email to the group. For information on composing and sending email, see the Email chapter.



Rearranging your contact groups

1. From the Home screen, tap  > People.
2. On the **Groups** tab, press MENU, and then tap **Rearrange**.
3. Press and hold  at the end of the group name you want to move. When the row is highlighted, drag it to its new position.




4. Tap **Save**.

Rearranging the members of a contact group

1. From the Home screen, tap  > People.
2. On the **Groups** tab, tap the group to see its members.
3. Press MENU, and then tap **Rearrange**.
4. Press and hold  at the end of the contact's name you want to move. When the row is highlighted, drag it to its new position.
5. Tap **Save**.

Deleting a group

1. From the Home screen, tap  > People.
2. On the **Groups** tab, press and hold the group you want to delete, and then tap **Delete group**.




You can only delete groups that you have created.

People widget

Put the group of people you contact most right on the Home screen of your phone by adding them as the People widget. Using the People widget, you can instantly place a call, send a message, or view details of a favorite contact with a single tap.

Adding People widgets

Stay in touch with different circles of friends or colleagues in your life. You can add several People widgets on the Home screen, with a different group of contacts on each widget.

1. From the Home screen, tap  > Widget > People.
2. Choose the widget style, and then tap **Select**.
3. Select the group you want to add as a widget.
4. Drag the widget to a blank space on a Home screen. When the widget is where you want it, lift your finger.
5. Repeat the above steps to add another People widget.

Setting the default communication method

1. On the Home screen, go to the People widget.
2. Tap a contact on the widget.
3. On the Select default action screen, tap the communication method you want for the contact.

Changing the default communication method

1. On the Home screen, go to the People widget.
2. Tap the name of a contact on the widget to open the person's contact card.
3. Press MENU, and then tap **More > Set widget action**.
4. On the Select default action screen, tap the communication method you want for the contact.

Getting in touch with a contact

1. On the Home screen, go to the People widget.
2. Tap a contact (photo not the name) on the widget. The default communication method will be performed.

If you have not set a default communication method, you need to choose one first. See "Setting the default communication method."



Tap the name of the contact to open the contact details screen for that contact.

Keyboard


Using the onscreen keyboard

When you start an app or select a field that requires text or numbers, the onscreen keyboard becomes available.

After entering your text, you can tap  or press BACK to close the onscreen keyboard.

Selecting a keyboard layout

You can choose from three different keyboard layouts to suit your typing style.

1. On the onscreen keyboard, tap the Language key (for example, tap  if you're currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.





If tapping the **Language** key doesn't display the International keyboard menu, press HOME > MENU, and tap **Settings > Language & keyboard > Touch Input**.

2. Tap **Keyboard types**, and then select the keyboard layout that you want to use. Choose one from the following:

QWERTY	This layout is similar to a desktop computer keyboard. This is the default keyboard layout.
Phone Keypad	This layout resembles the traditional mobile phone keypad.
Compact QWERTY	This layout features two letters on each key. The key size is slightly bigger than on the full QWERTY layout.

Entering text

Use the following keys while entering text using the onscreen keyboard:

	Press and hold keys with gray characters at the top to enter numbers, symbols, or accented letters. The gray character displayed on the key is the character that will be inserted when you press and hold that key. Some keys have multiple characters or accents associated with them.
	Shift key. Tap to enter an uppercase letter. Tap twice to turn on caps lock.
	Tap to switch to the numeric and symbol keyboard.
	Enter key. Tap to create a new line.



Backspace key. Tap to delete the previous character.



Language key. The key you see depends on the keyboard language you are currently using. Tap to switch to another keyboard language (see “Enabling multiple keyboard languages”). You can also access onscreen keyboard settings.




Tap to toggle between Multitap and XT9 predictive modes when using the Compact QWERTY or Phone keypad layout. For more information, see “Entering words with predictive text.”



Tap to hide the onscreen keyboard.

Enabling multiple keyboard languages

If there are multiple keyboard languages available on your phone, you can choose which languages to enable in the onscreen keyboard so that you can switch to these languages and use them to enter text.

1. On the onscreen keyboard, tap the **Language** key (for example, tap  if you’re currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.

If tapping the Language key doesn’t display the International keyboard menu, press HOME > MENU, and tap **Settings > Language & keyboard > Touch Input**.

2. Tap **International keyboard**.
3. Choose the languages that you want.

Available languages depend on the region where you purchased the phone.

Changing to the landscape onscreen keyboard

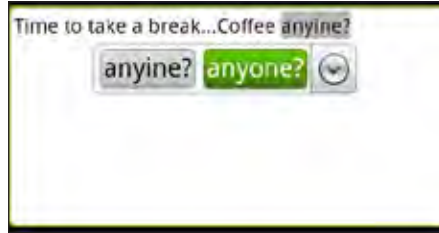
When entering text, you can choose to use the landscape orientation of the onscreen keyboard. Turn your phone sideways to use a larger keyboard for easy typing.



- The **Auto-rotate screen** check box in HOME > MENU > **Settings > Display** needs to be selected for the screen orientation to automatically change.
- The landscape orientation keyboard is not supported in all apps.

Entering words with predictive text

The onscreen keyboard has predictive text to help you type quickly and accurately. Predictive text input is enabled by default, and word suggestions are displayed as you type.




To enter a word in predictive mode, do any of the following:

- If you see the word you want highlighted in green or orange, you can simply tap the space bar to insert the word into your text.
- If you see the word you want shown in the suggestions before you have finished typing the entire word, tap the word to insert it into your text.
- If an arrow is shown to the right of the suggestion list, tap the arrow to see more suggestions.

Setting a second language for the keyboard

Aside from the keyboard language you are currently using, you can set the predictive text to be bilingual. As you type, you'll get word suggestions in two languages that you've selected.

1. On the onscreen keyboard, tap the **Language** key (for example, tap  if you're currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.

If tapping the Language key doesn't display the International keyboard menu, press HOME > MENU, and tap **Settings > Language & keyboard > Touch Input**.

2. Tap **Bilingual prediction**, and then choose the language you want.

Adding a word to the predictive text dictionary

Your phone comes with a list of words that it references for predictive text suggestions. Sometimes you may need to add a word to the predictive text dictionary, for example a name or a specialized technical word.

While entering text using the QWERTY keyboard layout, if you tap any word on the suggestion list, it is automatically added to the predictive text dictionary if it was not in the dictionary already.

You can also add a word to the list manually:

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.
2. Tap **Personal dictionary > Edit personal dictionary > Add new**.
3. Enter the word to add, and then tap **OK**.

Editing or deleting a word in the predictive text dictionary

You can edit or remove words that you previously added to the predictive text dictionary.

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.
2. Tap **Personal dictionary > Edit personal dictionary**.
 - To edit a word, tap the word itself.
 - To delete words from the dictionary, press MENU and tap **Delete**. Then choose the words to remove and tap **OK**.

Backing up your personal dictionary to your storage card

You can use your storage card to back up the new words you've added to the predictive text dictionary.

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.
2. Tap **Personal dictionary > Sync personal dictionary > Copy to storage card**.
3. When prompted, tap **OK**.

Importing your personal dictionary from your storage card

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.
2. Tap **Personal dictionary > Sync personal dictionary > Restore from storage card**.
3. When prompted, tap **OK**.

Entering text by speaking

No time to type? Try speaking the words to enter it in most text fields that let you use the onscreen keyboard.

Simply press and hold the **Language** key. When your phone cues you to “Speak now”, tell your phone what you want to be typed in.



- First make sure to select the language you'll be using in the **Voice input & output settings**. See “Setting the voice input language”.
- Since your phone uses Google's speech-recognition service, you need to be connected to the Internet to enter text by speaking.

Setting the voice input language

1. From the Home screen, press MENU, then tap **Settings > Voice input & output > Voice recognizer settings**.
2. Tap **Language**, then choose the language you want.

Available languages depend on the voice input languages supported by Google.

Editing text

You can select, copy, or cut the text you enter using the onscreen keyboard, then paste it in another text field within or across apps.

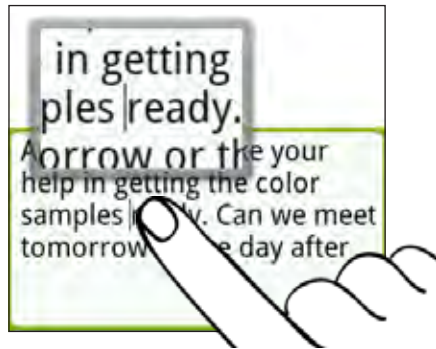


Some apps may offer their own way of selecting or copying text.

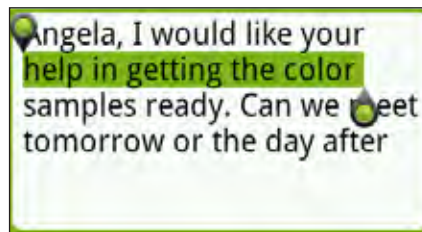
Selecting text

Highlight a portion of a text or select all that you want to copy or cut.

1. Press and hold the text field that contains the text to select. Don't lift your finger just yet to display the magnifier.



2. Drag your finger to move the text cursor to a letter within the text that you want to select. It should be easy since the magnifier gives you a bigger view of the text.
3. After positioning the text cursor, lift your finger. The text selection menu then pops up.
4. Do one of the following:
 - Tap **Select text**. When the word where you've placed the text cursor is highlighted, drag the start and end markers to select the text you want.



- Tap **Select all** to select everything in the text field.

Copying and pasting text

1. After you have selected the text you want to copy, tap **Copy** or **Cut**.


The selected text is then copied to the clipboard.

2. Within the same or another app, press and hold a text field where you want to paste the text. Don't lift your finger just yet to display the magnifier.

3. Drag your finger to move the text cursor to where you want to paste the text.
4. After positioning the text cursor, lift your finger. The text selection menu then pops up.
5. Tap Paste.

Adjusting touch input settings

Open the Touch Input settings by doing one of the following:

- On the onscreen keyboard, tap the **Language** key (for example, tap  if you're currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.
- From the Home screen, press MENU and then tap **Settings > Language & keyboard > Touch Input**.

Touch Input settings

Keyboard types	Select the keyboard layout to use. You can choose from QWERTY, Phone Keypad, or Compact QWERTY.
International keyboard	Add or remove languages from the onscreen keyboard language list.
Bilingual prediction	Select a secondary keyboard language to use. See "Setting a second language for the keyboard".
Text input	Set text input options when entering text, calibrate the keyboard, and set a sound and/or vibration feedback whenever you tap a key. See "Text input" for details.
Tutorial	Learn how to use the onscreen keyboard with this interactive tutorial.
Personal dictionary	Add, edit or remove words in the predictive text dictionary. See "Entering words with predictive text."

Text input

QWERTY	
Prediction	Select to enable the word prediction feature which provides a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
Spell correction	Select to correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
Phone keypad & compact QWERTY	
Spell correction	Select to correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
Word completion	When using the Compact QWERTY or Phone keypad, lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.

Other settings

Sound feedback	Select to hear a clicking sound whenever you tap a key on the keyboard.
Vibrate when typing	Select to enable vibration feedback whenever you tap a key on the keyboard.

Finger touch precision

Calibration tool	Tap to re-calibrate the keyboard touch accuracy. Re-calibrate the keyboard if you feel that the keyboard keys are not responding accurately to your taps.
Reset calibration	Tap to reset the calibration back to factory default.

Messages

About Messages

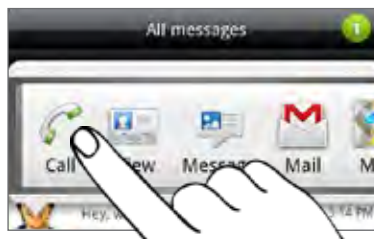
Keep in touch with important people in your life. Use the Messages app to compose and send text (SMS) and multimedia messages (MMS).

From the Home screen, tap  > Messages.



On the All messages screen, all your sent and received messages are neatly grouped into conversations, by contact name or phone number. You can:



- Scroll up or down the list of conversations by swiping your finger on the screen.
- Tap a contact name or number to view the exchange of messages.
- Tap the photo or icon to open a menu where you can quickly choose how to communicate with the contact.

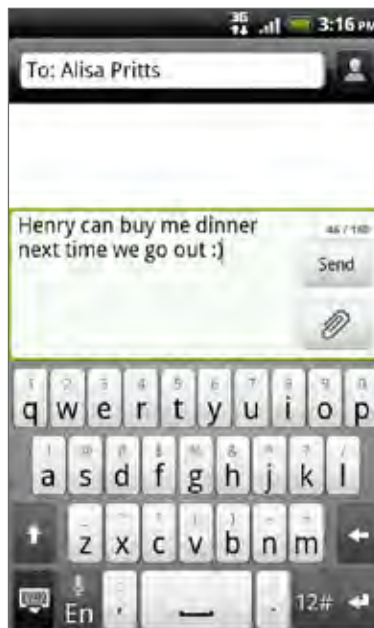


You can also view your messages on the Home screen with the Messages widget. If this widget is not there already, you can add it by following the steps in “Personalizing your Home screen with widgets” in the Personalizing chapter.

Sending a text message (SMS)

If you exceed the limit on the number of characters for a single text message, your text message will be delivered as one but will be billed as more than one message.

1. From the Home screen, tap  > Messages.
2. On the All messages screen, tap **Compose message**.
3. Fill in one or more recipients. You can:
 - Enter the first few letters of a contact name or starting digits of a mobile number. As you type, matching names with phone numbers from your stored contacts are displayed. Tap a name or one of the contact's number.
 - Tap the  icon, and then select the phone numbers of the contacts to whom you want to send the message. You can also select contact groups as recipients.
When you have selected all the message recipients, tap **OK**.
 - Enter the complete phone numbers directly in the **To** field.
4. Tap the box that says "Tap to add text", and then enter your message.



5. Tap **Send**.




Or press **BACK** to save it as a draft. To open and edit a draft message, see "Resuming a draft message."





Your text message automatically becomes a multimedia message when you enter an email address as the recipient, add a message subject, attach an item, or compose a very long message.

Sending a multimedia message (MMS)

To compose a multimedia message, start by creating a new text message. Then choose the type of attachment to include in your message.

1. From the Home screen, tap  > **Messages**.
2. On the All messages screen, tap **Compose message**.
3. Fill in one or more recipients. You can:
 - Enter the first few letters of a contact name or starting digits of a mobile number. As you type, matching names with phone numbers and email addresses from your stored contacts are displayed. Tap a contact's number or email address.
Email addresses will be displayed when **Show email address** is selected in Recipient list settings. To find out more about message settings, see "Setting message options".
 - Tap the  icon, and then select the phone numbers of the contacts to whom you want to send the message. You can also select contact groups as recipients.
When you have selected all the message recipients, tap **OK**.
 - Enter the complete phone numbers or email address directly in the **To** field.
4. To add a subject line, press **MENU** and then tap **More > Add subject**.
5. Tap the box that says "Tap to add text", and then enter your message.
6. Tap  and then choose the type of attachment.

Picture	Select Camera to take a photo and attach it, or Gallery to attach a photo from your storage card.
Video	Select Camcorder to capture a video and attach it, or Videos to attach a video from your storage card.
Audio	Select Voice Recorder to make a voice recording and attach it, or Music & sounds to attach a music file or voice recording from your storage card.
App recommendation	Choose an app you've installed from Android Market that you want to share with others. The URL from which the app can be downloaded will be inserted to your message.
Location	Add your current location (requires GPS to be turned on), or a location you pick on a map to your message. See the Maps and location chapter for more details.
Contact (vCard)	Select a contact, and then select the information to attach.
Appointment (vCalendar)	Select the calendar event you want to attach.
Slideshow	See "Creating a slideshow" for details.

7. To make changes to your attachment, tap  or  (depending on the type of file you've attached).


You can also press **MENU**, then tap **Remove** to start over.



8. Tap **Send**.

Or press **BACK** to save it as a draft. To open and edit a draft message, see "Resuming a draft message."

Creating a slideshow

In a multimedia message, you can add slides, each containing a photo, video, or audio.

1. In the multimedia message you're composing, tap  > **Slideshow**.
2. On the Edit slideshow screen, tap **Add slide**.
3. Tap **Slide 1**.
4. To compose your slideshow, do any of the following:

Add a picture	Tap Insert picture .
Add a video	Press MENU , and then tap Add video (you cannot add both a picture and a video on the same slide).
Add music or a voice recording	Press MENU , and then tap Add audio .
Add a caption	Tap the box that says "Tap to add text".
Add a new slide	Tap Add slide .
View the next or previous slide	Tap  or  .
Preview your slideshow	Press MENU , and then tap Preview .

For more options, press **MENU**, and then tap **More**.


5. When finished, tap **Done** to attach the slideshow to your message.
6. Tap **Send**.

Or press **BACK** to save it as a draft. To open and edit a draft message, see "Resuming a draft message."

Resuming a draft message

1. On the All messages screen, press **MENU**, and then tap **Drafts**.
2. Tap the message to resume editing it.
3. When you finish editing the message, tap **Send**.

Viewing and replying to a message

Depending on your notification settings, the phone plays a ringtone, vibrates, or displays the message briefly in the status bar when you receive a new message. A new message icon  is also displayed in the status bar.



You can change the notification for new messages. See "Setting message options."

Viewing a message

To open and read your received messages, you can:

- Press and hold the status bar, and then slide your finger down to open the Notifications panel. Then tap the new message notification.
- Open the Messages app to access and read the message.

While reading the message, you can:

Call or save a phone number contained in the message	Tap the phone number. Then choose whether to dial the number or add it to your contacts.
Open a link in the message	Tap the link to open it in the web browser.
Send to or save an email address contained in the message	Tap the email address. Then choose whether to send an email, send a multimedia message, or save the email address to your contacts.
Forward a message	Press and hold the message to open the options menu, and then tap Forward .
Check message details	Press and hold the message to open the options menu, and then tap View message details .

Replying to a message

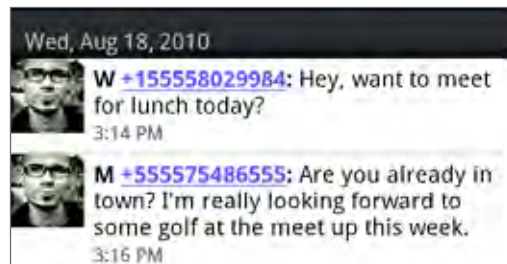
1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. To reply to the message, tap the text box at the bottom of the screen, then enter your reply message.

You can also reply with a multimedia message. See “Sending a multimedia message (MMS)” for details.

3. Tap **Send**.

Replying to another phone number of the contact

When a contact has multiple phone numbers stored on your phone, you'll see the particular phone number used within the message. There's also a bold letter before the phone number to indicate the number type (for example, **M** stands for **Mobile**).



Keep in mind that your response will be sent to the phone number of the latest message you've received from this contact.

If you want to change the phone number before you send out your reply, press **MENU**, then tap **More > Recipient phone number**. Select another phone number of this contact, and then tap **OK**.

Viewing and saving an attachment from a multimedia message

If you are concerned about the size of your data downloads, check the multimedia message size first before you download it.



When **Auto-retrieve** in MMS settings is disabled, only the message header is downloaded. To download the entire message, tap the **Download** button at the right side of the message. To find out more about message settings, see “Setting message options.”

- If there’s a media attachment such as a photo or video in a received message, tap it to view the content.
- If the attachment is a contact (vCard), tap it to view the contact information, then tap **Save** to add to your contacts. Open the People app to view the contact. See the People chapter.
- If the attachment is an appointment or event (vCalendar), tap it and then choose the calendar where to save it. Tap **Import**. Open the Calendar app to view the appointment or event. See the Calendar chapter.
- To save the attachment to your storage card, press and hold the multimedia message, and then tap **Save [attachment type]** on the options menu.

Viewing push messages


Push messages contain a web link. Often, the link will be to download a file that you have requested, for example a ringtone.

When you receive a push message, a notification icon  is displayed in the status bar.

Opening and reading a new push message

1. Press and hold the status bar, and then slide the status bar down to open the Notifications panel.
2. Tap the new message.
3. Tap **Visit website**.

Viewing all your push messages


1. From the Home screen, tap  > Messages.
2. Press MENU, and then tap **Push messages**.

Managing message conversations

Protecting a message from deletion


You can lock a message so that it will not be deleted even if you delete the other messages in the conversation.

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message that you want to lock.
3. Tap **Lock message** on the options menu.

A lock icon () is displayed at the right hand side of the message.

Copying a message to your SIM card

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold a message, and then tap **Copy to SIM**.

A SIM card icon () is displayed at the right hand side of the message.

Deleting a single message

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message that you want to delete.
3. If the message is locked, tap **Unlock message** on the options menu, and then press and hold the message to display the options menu again.
4. Tap **Delete message** on the options menu.
5. When prompted to confirm, tap **OK**.

Deleting several messages within a conversation

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press MENU and then tap **More > Delete**.
3. Tap **Delete by selection**.



You can also tap **Delete by phone number** if the contact used multiple phone numbers throughout the conversation and you want to delete the messages sent from a particular number.

4. Select the messages you want to delete and then tap **Delete**.

Deleting a conversation

1. On the All messages screen, press and hold a contact (or phone number) whose messages you want to delete, and then tap **Delete**.

While looking at the exchange of messages in a conversation, you can also press MENU and then tap **More > Delete > Delete thread**.

Any locked messages in the conversation thread will not be deleted unless you select the **Delete locked messages** check box.

2. When prompted to confirm, tap **OK** to delete the entire thread.

Deleting several conversations

1. On the All messages screen, press MENU, and then tap **Delete**.
2. Select the conversation threads you want to delete.
3. Tap **Delete**.

Any locked messages will not be deleted.

Setting message options

On the All messages screen, press MENU and then tap **Settings**. You'll find several groups of settings.

Storage settings

Delete old messages	Automatically delete older messages, except for locked messages, when the set limits are reached.
Text message limit	Choose the maximum number of text messages to store in each conversation thread (this does not include locked messages).
Multimedia message limit	Choose the maximum number of MMS messages to store in each conversation thread (this does not include locked messages).

Recipient list settings

Show email address	Search and display the email addresses of stored contacts when you're adding message recipients.
--------------------	--

Message forwarding

Forward to phone number	Forward the text and multimedia messages you'll receive to another phone number (this may incur extra fees from your mobile operator).
Forward to email address	Forward the text and multimedia messages you'll receive to an email address (this may incur extra fees from your mobile operator).

SMS settings

Delivery reports	Receive a report on the delivery status of your message.
Service center	Displays the message service center number used. Tap to change the number. It is recommended that you do not change the number here for it may cause problems in receiving and sending messages.
Manage SIM card messages	View text messages stored on your SIM card. You can also delete or copy these messages to your phone's memory.

MMS settings

Delivery reports	Receive a report on the delivery status of your message.
Read reports	Receive a report whether each recipient has read the message or deleted it without reading.
Auto-retrieve	Automatically retrieve all your MMS messages completely. When selected, the MMS message header plus the message body and attachments will automatically download to your phone. If you clear this check box, only the MMS message header will be retrieved and shown on the All messages screen.
Roaming auto-retrieve	Automatically retrieve all your MMS messages completely when roaming. This may incur significant phone charges.
Priority setting	Set the message priority of MMS messages sent.
Maximum message size	Set the maximum file size of an MMS message. The MMS message will not be sent out if it exceeds the file size set here.

Received messages

Received notification	Receive a notification in the status bar when a new message arrives.
Play notification sound	Set your phone to play a sound when a new message arrives.
Notification sound	Choose a sound that will play when you receive a message.
Vibrate	Set your phone to vibrate when a new message arrives.

Sent messages

Sent notification	Receive a notification in the status bar when a message is sent successfully.
Failure notification	Receive a notification in the status bar when a message is not sent successfully.
Play notification sound	Set your phone to play a sound when a sent or failure notification is received.
Notification sound	Choose a sound that will play when there's a sent or failure notification.
Vibrate	Set your phone to vibrate when a new message arrives.
Display message on screen	Set your phone to show pop-up notifications (not just in the status bar) when your messages are sent successfully or not. You can also select None to disable this option.

Accounts and sync

Synchronizing with online accounts

About online accounts

These are some of the types of information your phone can sync with your online accounts:

- Gmail™/Google™ Mail and Exchange ActiveSync email.
- Google and Exchange ActiveSync contacts, as well as your friends' contact information in Facebook® and their Twitter™ profiles. For information on contacts, see the People chapter.
- Calendar events from your primary Google Account, from Exchange ActiveSync, and from your Facebook account. For information on using Calendar, see the Calendar chapter.
- Status updates and links shared by your friends and yourself on social networks such as Facebook and Twitter. For details, see the Social chapter.
- Flickr™ and Facebook photo uploads. For information on viewing photos, see the Photos, videos, and music chapter.



You can set up an Exchange ActiveSync account on your phone either in the Mail app or the Accounts & sync setting.

To set it up in the Mail app, see “Adding a Microsoft Exchange ActiveSync account” in the Email chapter.

Synchronizing with a Google Account

Signing in to your Google Account lets you sync Gmail/Google Mail and your Google contacts and calendars between your phone and the Web. You also need to sign in to a Google Account to use Google apps such as Google Talk™ and Android Market™.



If you skipped signing in to a Google Account when you first set up your phone, you may encounter problems when using some Google apps. If these problems persist, you may need to factory reset your phone and enter your Google Account details when you set up the phone again. To factory reset your phone, see “Restarting or factory resetting your phone” in the Update and reset chapter.

Adding more Google Accounts

You can add more than one Google Account on your phone. However, subsequent Google Accounts can only sync contacts, emails, and calendar events. Other Google services use the first Google Account you added.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.
2. Tap **Add account > Google**.
3. Follow the onscreen instructions to sign in to an account or create a new account.

Forgot your Google Account password?

You need your Google Account password to sync Google Mail (Gmail), Calendar, and Google contacts to your phone. You also need this password to use Google Talk and download apps from Android Market.

If you have forgotten your Google Account password, you can try to recover it by going to the Google website.

1. On your phone or computer, open your web browser and go to <https://www.google.com/accounts/ForgotPasswd>.
2. Enter the email address or username that you use to sign in to your Google Account.
3. Complete the word verification process. Enter the characters that you see onscreen and click **Submit**.

An email will be sent to the alternate email address you provided when you created your Google Account. Follow the instructions in the email to reset your password.

If you don't have an alternate email address or cannot access the email account you used to create your Google Account, you can reset your Google Account after 24 hours by answering the security question for password recovery.

Adding a social network account

If you skipped setting up your social network account (such as Facebook, Twitter, or Flickr) when you first turned on and set up your phone, you can still sign in to these accounts through your phone's settings.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.
2. Tap **Add account**, and then tap the account type you want to add.
3. Follow the onscreen instructions to enter your account information.

Your social network account will be added to the list on the Accounts & sync screen. Depending on how you set up the account, the new information may start synchronizing with your phone.

Managing your online accounts

Changing general sync settings

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.
2. Select or clear the following:

Background data	If this is selected, apps can send and receive online account information even if you are not currently using them.
Auto-sync	If this is selected, apps can use the sync schedule defined in the account settings. If this is cleared, you will need to sync accounts manually. For instructions on doing this, see “Synchronizing an account manually”.

Synchronizing an account manually

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.
2. Tap the account that you want to sync.
3. Tap **Sync now**.

Changing account settings

You can change settings such as the sync frequency and the types of information synchronized, the kinds of notification you receive, and the way that account information is displayed.

1. On the Accounts & sync screen, tap the account that you want to edit.
2. Tap the type of information you want to sync or select an item to edit its settings.

Removing an account

You can remove an account to delete it and all information associated with it from your phone, for example messages, contacts, or settings. Removing an account does not delete information from the online service itself.



You cannot remove some accounts, such as the first Google Account you signed into on the phone, except by deleting all personal information from your phone with a hard reset. For instructions on doing this, see “Restarting or factory resetting your phone” in the Update and reset chapter.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.
2. Tap the account that you want to remove.
3. Tap **Remove account**, and then confirm that you want to remove the account.

Synchronizing with your computer

You have your new vacation photos on your phone while your business calendar is on your computer. Why not make these types of files and information available on both devices? With HTC Sync™, you can:

- Sync your contacts between your Microsoft® Outlook®, Outlook® Express or Windows Contacts on your computer and your phone.
- Sync your calendar events between the Outlook or Windows Calendar on your computer and your phone.
- Bring your photos, videos, documents, songs, and playlists from your computer to your phone and enjoy them on the go.
- Easily import your captured photos and videos from your phone to your computer.
- Sync bookmarks inside the “HTC Bookmarks” favorites folder on your computer and all bookmarks stored on your phone’s web browser.
- Download maps and useful add-on services for your phone’s Locations app to your computer first, and then sync them to your phone.
- Install third-party mobile phone apps (not downloaded from Android Market) from your computer.



You need a microSD card inserted into your phone to be able to sync multimedia files, maps, and documents.


Installing HTC Sync that came with the microSD card

Make sure the microSD card is inserted to your phone. Copy the HTC Sync installer from the microSD card to your computer and use it to install.



- The HTC Sync version in the microSD card that came with your phone can be installed on a computer running Windows 7, Windows Vista, or Windows XP.
- HTC Sync requires USB 2.0 on your computer to connect and sync with your phone.
- For trouble-free installation, first quit all running programs and temporarily exit from your anti-virus program before you start installing HTC Sync.

1. Connect your phone to your computer using the supplied USB cable.
2. On your phone’s Connect to PC screen, tap **Disk drive**, and then tap **Done**.
On your computer, the connected phone is recognized as a removable disk.
3. Navigate to the removable disk and open it.
4. Copy **HTCSync.exe** to your computer.
5. After copying, unmount the removable disk (that is, the connected phone) as required by your computer’s operating system to safely remove your phone.
6. On your computer, double-click **HTCSync.exe** and follow the onscreen instructions to install HTC Sync.

After installing HTC Sync, the HTC Sync icon () is added to your computer’s system tray (check the bottom-right side of your computer screen). You can double-click this icon to open HTC Sync.

Setting up HTC Sync to recognize your phone

After installing, set up HTC Sync to recognize your phone.

1. Connect your phone to your computer using the supplied USB cable.
2. On your phone's Connect to PC screen, tap **HTC Sync**, and then tap **Done**.

On your computer, wait for HTC Sync to recognize your phone.

3. When the Device setup screen opens, enter a name for your phone, and then click **Save**.

The Device panel then opens.



- 1 Click a category of items to see its sync options on the right section of the Device panel. Click **Overview** to see your phone's basic software information and storage card usage, change the phone name, or install third-party apps to your phone.
- 2 Shows the available sync options for the category you've selected.
- 3 Click to start synchronization.
- 4 **Estimated storage usage bar.** When there are new items to be synchronized and added to your phone, this bar shows the estimated storage card space that will be used.

Setting the Music sync options

Bring the music tracks and songs you play on your computer to your phone. If you have playlists created in iTunes® or Windows Media® Player, you can sync these too and enjoy them on the go.



You can sync audio files in these formats:

*.aac, *.amr, *.m4a, *.mid, *.midi, *.mp3, *.wav, and *.wma.

1. On the Device panel, click **Music**, and then click the **On** button.

Turning Music sync on means you want this category included every time you sync your computer and phone.

2. Select **Sync music files from**, and then click **Add**.

3. Choose the folder that contains your audio files, and then click **OK**.

All supported audio files added to this folder will also be copied to your phone's storage card during synchronization.

4. Select **Sync music files from iTunes and Windows Media Player** if you're using any of these apps on your computer. Then, choose one of the following:

All songs and playlists	Choose to sync all songs and playlists from iTunes and Windows Media Player.
--------------------------------	--

Selected playlists	Choose to select only your favorite playlist titles.
---------------------------	--

Setting the Gallery sync options

You can choose to automatically copy your phone camera shots to your computer. At the same time, when you select a folder from your computer, the photos and videos stored in it are also synchronized on your phone's storage card.



You can sync photos and videos in these formats:

- Photos: *.bmp, *.gif, *.jpeg, *.jpg, and *.png.
- Videos: *.3gp, *.3g2, *.mp4, and *.wmv.

1. On the Device panel, click **Gallery**, and then click the **On** button.

Turning Gallery sync on means you want this category included every time you sync your computer and phone.

2. To automatically import your camera shots to your computer during synchronization, select **Copy device Camera Shots to PC**.

Photos and videos from your storage card will be saved to the **\My Photos\Device Camera Shots** folder on your computer.

3. Select **Sync PC photos & videos from**, and then click **Add**.

4. Choose the folder on your computer that contains your multimedia files, and then click **OK**.

All supported image and video files added to this folder will also be copied to your phone's storage card during synchronization.

Setting Calendar sync options

Your phone can sync appointments and events with your calendar in Outlook (Outlook XP, Outlook 2003 or Outlook 2007) or Windows Calendar (for Windows Vista).

1. On the Device panel, click **Calendar**, and then click the **On** button.
Turning Calendar sync on means you want this category included every time you sync your computer and phone.
2. Select the app you want to sync calendar events with.
3. Choose the number of days of calendar events to sync. You can choose **One week ago**, **Two weeks ago**, or **One month ago**.
4. In cases when conflicting information are found on both the phone and computer, choose which information you want to keep.



You can only sync the following calendar event details: Event name, Event date, Start time, End time, Event location, Description, Reminder, and Repetition.

Setting People sync options

Sync your phone contacts with your Outlook (Outlook XP, Outlook 2003 or Outlook 2007), Outlook Express, or Windows Contacts (for Windows Vista).

If you have contacts to sync from your SIM card, you have to import these first to your phone storage.

1. On the Device panel, click **People**, and then click the **On** button.
Turning People sync on means you want this category included every time you sync your computer and phone.
2. Choose the app you want to sync your contacts with.
3. In cases when conflicting information are found on both the phone and computer, choose which information you want to keep.



Only the contact fields supported on your phone will be synchronized.

Setting Bookmarks sync options

Sync the bookmarks inside the “HTC Bookmarks” favorites folder in your computer’s web browser with the bookmarks stored on your phone’s web browser.

1. On the Device panel, click **Bookmarks**, and then click the **On** button.
Turning Bookmarks sync on means you want this category included every time you sync your computer and phone.
2. Choose the web browser that stores the bookmarks to sync with your phone.



- Only the web page title and URL information are synchronized.
- If you are using Firefox® and have selected it to sync with your phone, make sure to close all Firefox browser windows before you begin synchronization.
- When conflicting information are found on both the phone and computer, HTC Sync keeps the information from your computer.

Setting Documents sync options

You can sync files and documents from your computer to your phone. Make sure that your phone has the app needed to open or view such files and documents.

Usually, your phone can open and view these file types: Microsoft Office 2003 and 2007 Word (.doc), Excel (.xls), and PowerPoint (.ppt), PDF files (.pdf), Text files (.txt).

You can also sync email attachments that you stored on your phone's storage card to your computer.



To sync email attachments stored on your phone's storage card to your computer, you must set up an Exchange ActiveSync or POP3/IMAP email account on your phone using Mail. For more information on how to do this, see the Email chapter.

1. On the Device panel, click **Documents**, and then click the **On** button.

Turning Documents sync on means you want this category included every time you sync your computer and phone.

2. To sync email attachments that you've stored on your phone's storage card, select **Copy all download Mail documents to PC**.

When you sync the phone with your computer, email attachments will be saved to the `\My Documents\Device documents\` folder on your computer.

3. To sync files and documents from your computer to your phone's storage card, select **Sync PC documents from**, and then click **Add**.

4. Choose a folder that contains the files you want to sync with your phone, and then click **OK**.

When you sync the phone with your computer, the files and documents from your computer will be saved to the `\My Documents\Documents\` folder on your phone's storage card.

Setting Maps sync options

Before going on a trip to another city or country, you can download the maps you need using HTC Sync on your computer, then sync it to your phone. Aside from different maps, you can also purchase licenses for other useful data such as driving and walking navigation, safety camera map views, and more.

To find out how you can use the downloaded content on your phone, see the Maps and location chapter for more information.

1. On the Device panel, click **Maps**, and then click the **On** button.

Turning Maps sync on means you want this category included every time you sync your computer and phone.

2. Choose one of the following:

All Maps and Licenses	Choose to sync all maps and licenses between your computer and your phone.
Select Maps and Licenses	Choose to sync only the maps and licenses you want.

3. If you want to purchase and download more maps and other data, click **Get more Maps and Licenses**.



The Maps feature will be available in the next release of HTC Sync. You can use it to download maps, voices, and add-on services for your phone's Locations app to your computer first, and then sync them to your phone. Visit our support website (www.htc.com/support) from time to time to check for updates and more information.

Synchronizing your phone

When you are done setting up synchronization for your selected categories, click the **Sync now** button.



After synchronization is complete, click **Disconnect** and safely remove your phone as required by your computer's operating system. The next time you connect your phone to your computer, synchronization automatically begins based on your sync options.



Always check the estimated file size of new items that you want to synchronize with your phone. You will see a warning icon beside the estimated storage usage bar when there isn't enough space left on your storage card.

Installing apps from your computer to your phone

If you have app (*.apk files) on your computer, you can use HTC Sync to install them to your phone. We strongly recommend that you install only app that you trust.

Before you begin, make sure that your phone is set to allow app from your computer to be installed to your phone. To do this, press MENU from the Home screen, tap **Settings > Applications**, and then select the **Unknown sources** check box.

1. Connect your phone to the computer with the supplied USB cable.
2. On your phone's Connect to PC screen, tap **HTC Sync** and then tap **Done**.
HTC Sync automatically starts on your computer.
3. On the Device panel of HTC Sync, click **Application installer**.
4. Locate the app on your computer, and then click **Open**.
5. Click **Done**. The installation process starts on your phone.

6. Check your phone's screen to see if there are additional instructions to complete the installation.
7. After installation is complete, you can click **Disconnect** and safely remove your phone as required by your computer's operating system.

Synchronizing another phone with your computer

HTC Sync can synchronize up to three phones with your computer, making your favorite music, videos, photos, and files always available to you.



Make sure that all the phones you connect with your computer and synchronize using HTC Sync are running on Android 2.1 or later.

1. Connect the other phone to your computer using the supplied USB cable.
2. On the phone's Connect to PC screen, tap **HTC Sync**, and then tap **Done**.
3. On your computer, wait for HTC Sync to recognize the other phone. When the Device setup screen opens, enter a name for the phone, and then click **Save**.
4. You can separately customize your sync settings for this phone.

To switch between the connected phones, click **Devices** on the top left corner of the Device panel, and then click the phone's name or image.

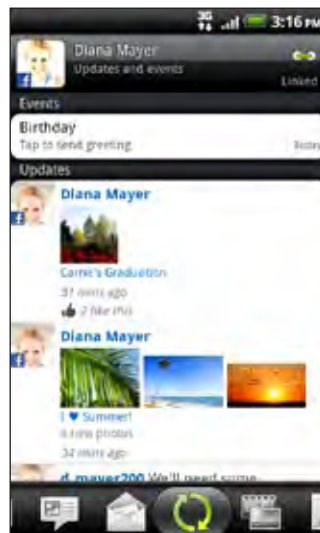
Social

Facebook for HTC Sense

If you signed in to your Facebook account when you turned on and set up your phone for the first time, that means your Facebook account is linked to Facebook for HTC Sense on your phone. (If you did not do this, see the Accounts and sync chapter to find out how to sign in to Facebook for HTC Sense.)

With Facebook for HTC Sense, you can:

- See all your Facebook contacts and their instant status updates in People.



When you tap a contact on the People screen, slide to the **Updates and events** tab to see updates such as posted status messages, uploads, and profile changes.

When there is a notification of the contact's birthday, you can tap the notification to call the contact directly or send a message greeting.

- See Facebook photos right on the Gallery app.



You can also upload one or more photos from your storage card to Facebook, then tag and add captions that go with it.

When you're viewing the albums of a Facebook friend, you can also share a link to a particular album, or comment on the album photos.

To know more about viewing Facebook photos, see the Photos, videos, and music chapter.

- Check your friends' Facebook status updates in Friend Stream. See "Friend Stream" to find out the things you can do on the Friend Stream app.
- Add your Facebook events and your friends' birthdays to the Calendar app. See the Calendar chapter for details.


Facebook for Android

The Facebook app on your phone lets you keep up and stay close with your friends in Facebook. It offers most of the features that you are familiar with when using Facebook on your computer.

With the Facebook app, you can:

- Share your thoughts and check other people's status updates.
- View your friends list and write on someone's wall.
- Comment on and like a friend's post.
- View someone's personal information, including photo albums.
- Check your Facebook notifications.
- Take a photo and upload it straight to your Facebook account.

Using the Facebook app

1. Press HOME, and then tap  > Facebook.
2. If this is your first time to use Facebook, follow the onscreen instructions to sign in to your Facebook account.
3. On the News Feed screen, press MENU, and then tap **Home** to access the other functions.



- While on the Facebook home screen, press MENU, and then tap **Settings** to set refresh and notification options.
- On some Facebook screens, you can press and hold an item to open an options menu.

Adding the Facebook widget

Add the Facebook widget to the Home screen by following the steps in "Personalizing your Home screen with widgets" in the Personalizing chapter.



The widget will only link to the Facebook account that you logged into on the Facebook app.

What's the difference between Facebook for Android and Facebook for HTC Sense?

- Facebook for HTC Sense is not a standalone app. It is integrated in People, Friend Stream, Gallery, and Calendar to give you up-to-date information about your Facebook contacts (their status updates, shared links, and photos) in these apps.
- Facebook for Android is a standalone app. Use this app to do most of the things that you would do when you're using your computer's web browser to access your Facebook account, such as adding a friend and sending Facebook messages.
- The two do not share the same login credentials. Signing in to Facebook for HTC Sense does not sign you in to the Facebook for Android app and vice versa. If you want to use the same Facebook account for both, you'll have to sign in to both using the same login credentials.




If you have more than one Facebook account, you may sign in to the Facebook app using your second account, since the Facebook app does not share the same login credentials as Facebook for HTC Sense.

Tweeting on your phone

You can post and read tweets, send and receive direct messages, search for new Twitter users to follow using the Peep app. Peep is a Twitter client that lets you enjoy “tweeting” on your phone.

You can also link your contacts in People to their Twitter profiles (if you're following them). To find out how, see “Merging contact information” in the People chapter.

If you did not sign in to your Twitter account when you first turned on the phone, you can do one of the following:

- Sign in to your Twitter account from Peep. From the Home screen, tap  > Peep, then follow the onscreen instructions.
- Add the **Twitter for HTC Sense** account in **Settings > Accounts & sync**. To find out how, see “Adding a social network account” in the Accounts and sync chapter.



Twitter for HTC Sense and Peep share the same login credentials. This means that when you use Peep on your phone for tweeting, you can also link your contacts to their Twitter profiles via Twitter for HTC Sense.



Using Peep

From the Home screen, tap  > Peep. Peep opens in the All tweets tab.





- | | |
|---|--|
| 1 | Tap in this area to compose and send a tweet. |
| 2 | Tap a person's name to check profile details and all of his or her tweets. |
| 3 | If you have linked the contact in People, tap the photo or icon to open a menu where you can quickly choose how to communicate with the contact. |
| 4 | Press and hold a tweet to open an options menu to reply, send a direct message, retweet, and more. |
| 5 | All tweets tab. View all the tweets from people you follow and tweets that you have posted. |
| 6 | Mentions tab. View all tweets that mention your username using the "@[your username]" convention. |
| 7 | Direct message tab. View all private/direct messages that you have received or sent. |
| 8 | Favorites tab. View tweets that you have marked as favorites. |

Sending a tweet

- On the **All tweets** tab, tap the box that says "What's happening?".
- Type your tweet.
- Add a picture or location to your tweet.
 - Tap  to post a picture from Gallery or Camera to your default photo hosting site and add the link to the picture in your tweet.
 - Tap  to insert your location into the tweet. You can choose to add a map link, insert your location name, or insert your position coordinates.
- Tap **Update**.

Searching for Twitter users to follow

1. On the Peep screen, press the SEARCH button.
2. Type a Twitter name in the search box.
You can also narrow down the search when you tap  > Users.
3. Tap .
4. In the list of search results, tap the Twitter user you want to follow.
5. Press MENU, and then tap Follow.

Unfollowing a Twitter user

1. On the Peep screen, tap the name of the Twitter user you want to stop following.
2. Press MENU, and then tap Unfollow.

Sending a direct message

You can only send a direct message to someone who is following you.

1. On the Peep screen, press MENU, and then tap **New message**.
2. Tap the **To** field, and then enter the name. As you enter characters, the names of the Twitter users that match the characters you enter will appear. Tap the name when you see it.
3. Enter your message, and then tap **Update**.

You can also send a direct message when you press and hold a tweet of the person you want to send the direct message to, and then tap **Send direct message** on the options menu.

Setting Peep options

On the Peep screen, press MENU, and then tap **More > Settings**. You can set these options:

Account settings	Sign out of your Twitter account.
General settings	Choose whether to show the screen name or the real name of the people you follow.
Send & receive	Set the frequency to check for new tweets and set the number of tweets to download.
Services	Set your photo hosting site, photo quality, location options, and URL shortening host.
Notification settings	Select when and how you want to be notified.

About the Twitter widget

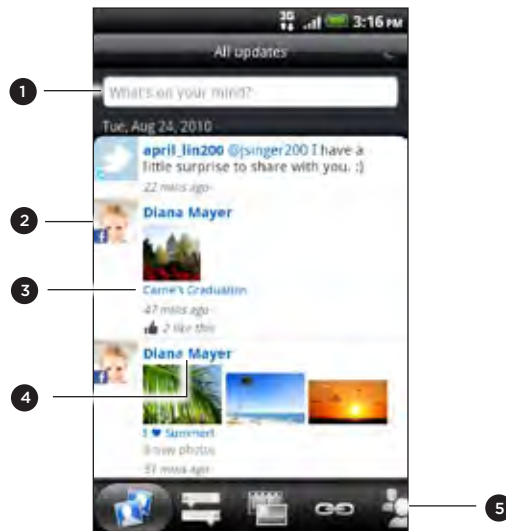
Use the Twitter widget to send and follow your tweets right on your Home screen.

To find out how to add a widget to the Home screen, see “Personalizing your Home screen with widgets” in the Personalizing chapter.

Friend Stream

Friend Stream connects you to your social networks. Share and get updates from friends in popular networks like Facebook and Twitter in a single feed. With Friend Stream, you can easily track your friends' status messages, photo uploads, notifications, and more — or comment and post your own.

- You must be signed in to at least one social network account to use Friend Stream. To find out how, see “Adding a social network account” in the Accounts and sync chapter.
- To use your Facebook account on Friend Stream, you need to be signed in via Facebook for HTC Sense. See “Facebook for HTC Sense” in this chapter.



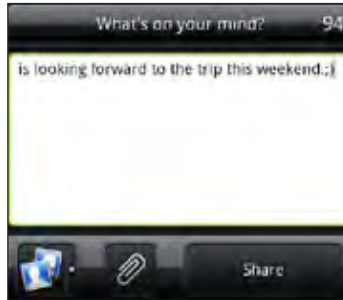
- 1 Tap in this area to compose and send a status update.
- 2 If you have linked the contact in People, tap the photo or icon to open a menu where you can quickly choose how to communicate with the contact.
- 3 When you tap someone's status update, you can:
 - Open Peep and view all tweets. See “Tweeting on your phone” in this chapter.
 - Write a comment. Like or unlike someone's Facebook posts.
 - Look at someone's album photos.
- 4 When you tap someone's name, you can:
 - Check the person's profile details.
 - Look at the person's Facebook wall.
 - Check the person's posted tweets.
- 5 Slide to the other tabs to view social network updates grouped as status updates only, photo uploads, links, updates from members of your Facebook list, or social network notifications.


Updating your status

You can update your status simultaneously on all the social network accounts you are signed in to.

1. From the Home screen, tap  > Friend Stream.
2. On the All updates tab, tap the box that says “What's on your mind?”.

3. Enter your status update.



4. If you do not want to send the status update to all your social network accounts, tap  and clear the check boxes of the social networks to exclude.

5. Tap  and then choose what you want to attach to your tweet or status update.

App recommendation	Choose an app you've installed from Android Market that you want to share with others. The URL from which the app can be downloaded will be inserted to your status. To find out more about sharing app, see "Sharing games and apps" in the More apps chapter.
Picture	Select From Camera to take a photo and attach it or From Gallery to attach a photo from your storage card.
Location	Add your current location or a location you pick on a map. See the Maps and location chapter for details.

6. Tap Share.

Commenting on and liking Facebook posts

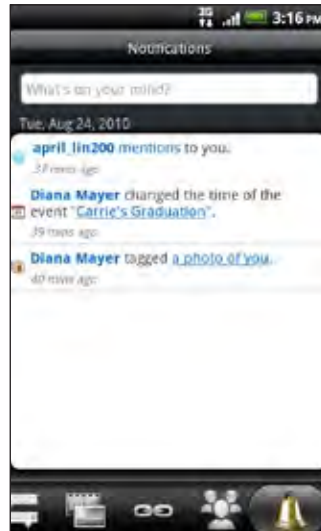
After tapping someone's status update on the **All updates** tab, you can do the following:



- 1 Tap a photo or the album name shown in the status update to view and comment on the album photos using the Gallery app. See the Photos, videos, and music chapter.
- 2 Type what you think about the person's status update.
- 3 Like or unlike the person's status update.

Checking notifications from your social networks

Slide to the Notifications tab to easily see a single feed of your notifications from different social networks. It can be a comment on your Facebook post, a mention or direct message in Twitter, a tagged photo of you, and more.



About the Friend Stream widget

Use the Friend Stream widget so you can easily update your status and view other people's status updates right on the Home screen.


If you don't have this widget on your Home screen, see "Personalizing your Home screen with widgets" in the Personalizing chapter to find out how to add it to the Home screen.

Chatting in Google Talk

Google Talk is Google's instant messaging program. It lets you communicate with other people that also use Google Talk.

If you signed in to your Google Account when you first set up the phone, you are already signed in to Google Talk.

Chatting with friends

1. From the Home screen, tap  > Talk.
2. Tap a friend in the Friends list.
3. Enter your message in the text box. You can also insert a smiley by pressing MENU, and then tapping **More > Insert smiley**.
4. Tap Send.
5. While chatting, press MENU and then tap any of these options:

Chat off record	Your Google Talk messages are stored in the Chats folder of your Gmail account. Tap this option if you don't want to store your chat messages.
Switch chats	If you have more than one chat going, tap this to switch chat with another friend.
Friends list	Return to the Friends list.
Add chat	Add another friend to your chat. The friend you invited and the friend your currently chatting with receive an invitation to a group chat. Each one who accepts the invitation joins the group chat.
End chat	End your current chat.
More	Clear the chat history, insert a smiley or view your friend's contact details.


Accepting chat invitations

When a friend sends you a Google Talk message, you receive a notification. Their entry in the Friends list turns white and displays the message.

Do one of the following:

- In the Friends list, tap the friend who sent you the invitation to chat.
- Open the Notifications panel, and then tap the chat notification. See "Opening the Notifications panel" in the Getting started chapter.

Changing your online status and picture


1. From the Home screen, tap  > Talk.
2. In the Friends list, tap your name to open the Set Status screen.
3. Enter your new status message, or press BACK to choose a custom status from the list.
4. Tap the online status beside your picture, and then select the status you want on the menu.

5. Tap your picture, and then tap **Remove** to remove your photo, or **Change** to select another picture on the storage card. Note that if you've selected a big picture, you will be asked to crop it.
6. Tap **Done**.

Your online status, message, and picture appear in your contact's Friends lists and in other apps where your Google Talk status are displayed.


Adding and managing friends

The Friends list is where you add and manage your friends in Google Talk.

1. From the Home screen, tap  > **Talk**.
2. In the Friends list, do any of the following.

Invite a friend	<ol style="list-style-type: none"> 1. Press MENU, and then tap Add friend. 2. Enter the Google Talk instant messaging ID or Gmail address of the friend you want to add. 3. Tap Send invitation.
View all friends	Initially, only those friends that you often chat with — the most popular — are shown in the Friends list. To view all your friends, press MENU , and then tap All friends . To view only friends that you often chat with, press MENU , and then tap Most popular .
Make a friend popular	<ol style="list-style-type: none"> 1. Press MENU, and then tap All friends. 2. Press and hold a friend's name, and then tap Always show friend.
Block a friend	<p>You can block a friend from sending you messages. When blocked, your friend is removed from the Friends list and is added to the blocked friends list.</p> <ol style="list-style-type: none"> 1. Press MENU, and then tap All friends. 2. Press and hold a friend's name, and then tap Block friend.
Unblock a friend	<ol style="list-style-type: none"> 1. Press MENU, and then tap More > Blocked. 2. Tap the name of the blocked friend, and then tap OK.
View all invited friends	Press MENU , and then tap More > Invites . Friends who have not yet accepted your invitation are listed in the screen.

Changing the settings and signing out

1. From the Home screen, tap  > **Talk**.
2. In the Friends list, press **MENU** and then tap:
 - **Settings** to change the app and notification settings.
 - **Sign out** to sign out from Google Talk.

Email

Using Gmail/Google Mail


Gmail/Google Mail is Google's web-based email service. When you first set up your phone, make sure you sign into your Google Account so you can send and receive Gmail/Google Mail messages. If you didn't do so, go to the **Accounts & sync** setting to sign in.

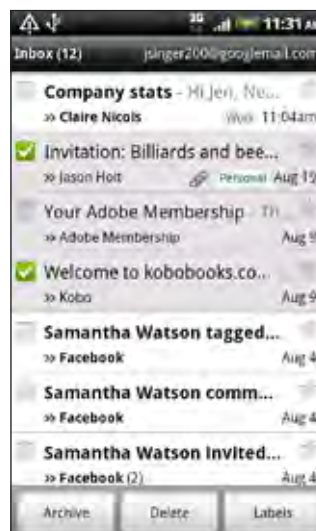
You can also set up more than one Google Account on your phone, and then switch between accounts in Gmail/Google Mail. To find out how to set up several Google Accounts, see "Adding more Google Accounts" in the Accounts and sync chapter.

Viewing your Gmail/Google Mail Inbox

The Inbox conversations list is your default Gmail/Google Mail view. All your received emails are delivered to your Inbox.

Gmail/Google Mail groups each message you send with all the responses you receive. This conversation list continues to grow as new replies arrive, so you can always see your messages in context. A new message or a change to the subject of a current message will begin a new conversation.

1. From the Home screen, tap  > Gmail/Google Mail.
Your inbox appears.




2. Do any of the following:

View more email messages


If the Inbox is full, swipe your finger up the screen to view more messages and conversations.

Read a new email message

Tap the unread message or the conversation with an unread message (just arrived items display in bold). For more information, see "Reading and replying to a message."

Select messages and conversations	Tap the box () before the email or conversation.
View the Inbox of your other Gmail/Google Mail account	Press MENU, tap Accounts , and then tap the account you want to view.
Refresh the Inbox	Press MENU, and then tap Refresh .

Sending a new message

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, press MENU and then tap **Compose**.
3. Enter the message recipient's email address in the **To** field. If you are sending the email to several recipients, separate the email addresses with a comma. As you enter email addresses, any matching addresses from your contacts list are displayed. Tap a match to enter that address directly.




If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, press MENU and then tap **Add Cc/Bcc**.


4. Enter the email subject, and then compose your email.
5. If you want to attach a picture, press MENU and then tap **Attach**. Locate and then tap the picture you want to attach.
6. After composing your message, tap **Send**.





- While composing the message, tap **Save as draft** or press the **BACK** button to save it as a draft. To view your draft email messages, in the Inbox, press MENU and then tap **Go to labels > Drafts**.
- To view your sent messages, in the Inbox, press MENU and then tap **Go to labels > Sent**.

Reading your messages



Depending on your notification settings, the phone plays a ringtone or vibrates when you receive a new email. A new email icon () also appears on the notifications area of the status bar to tell you that you have a new email. For more information on email notification settings, refer to “Changing Gmail/Google Mail settings” later in this chapter.

1. Press and hold the status bar, and then slide down your finger on the screen to open the Notifications panel.
2. Tap the new email.
3. In the Inbox, tap the unread email or the conversation with the unread email to view it.
4. On the email message or conversation, do any of the following:
 - Scroll through the messages in the conversation by swiping your finger up or down the screen.
 - If you have two or more email messages in the conversation, tap  to expand all message headers in the conversation.


- Tap the star () to star the message. See “Searching and organizing your emails” for more information.
- If the sender is a friend in Google Talk, check the button () before the star in the message header to know your friend’s online status.
- Tap **Archive** to remove the conversation from your Inbox and transfer it to the All mail folder in your Google Account.
- Tap **Delete** to delete the conversation from your Inbox.



- If you’ve archived or deleted a conversation by accident, tap **Undo** at the top of the conversations list. The conversation is returned to your Inbox.
- To view your archived or deleted messages, in the Inbox, press MENU and then tap **Go to labels > All Mail** (for archived messages) or **Trash** (for deleted messages).

- Tap  or  to see the previous or next conversation in your Inbox.
- Press MENU to see more options.



Replying to or forwarding an email message

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, tap the email message or conversation.
If the email message is long, swipe your finger up the screen.
3. Tap **Reply**, **Reply to all**, or **Forward**.
4. Do one of the following:
 - If you selected **Reply** or **Reply to all**, enter your reply message.
 - If you selected **Forward**, specify the message recipients.
5. Tap **Send**.

Searching and organizing your emails

Searching for messages




You can search for messages that contain one or more words in their contents or in their addresses, subjects, labels, and so on. When you search for messages, all of the messages in your Gmail/Google Mail account on the web are included (except those labeled **Trash** or **Spam**), not just those that you’ve synchronized onto your phone.

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, press SEARCH.
3. Enter the word or words to search for.
4. Tap , or tap the Enter key on the onscreen keyboard.

A conversation list opens, displaying all of the conversations with messages that contain the words you searched for. The words you searched for are displayed below the status bar. You work with the conversations in this list just as you would with the conversations in your Inbox or any other conversation list.

Starring an email message or conversation


You can star an important message or a conversation so that you can easily find it again. To view just starred messages or conversations with starred messages, see “Filtering conversations” in this chapter.

1. From the Home screen, tap  > Gmail/Google Mail.
2. Do one of the following:
 - In the Inbox, tap the star () to the right of the conversation subject to star the latest message in the conversation. Conversations with starred messages are displayed with a star in your Inbox and in other conversation lists.
 - In the inbox, tap a conversation and then go to the message that you want to star. Touch the star () in the message header.

To unstar a message or conversation, touch its star again. You can also tap a star in a conversation list to unstar all messages in that conversation.


Labeling a conversation

You can organize conversations by labeling them. Gmail/Google Mail has several preset labels you can use, and you can also add your own labels, using Gmail/Google Mail on the web.

1. From the Home screen, tap  > Gmail/Google Mail.
2. Tap a conversation to view the messages in it.
3. Press MENU and then tap **Change labels**.
4. Select the labels that you want to assign to the conversation, and then tap **OK**.

Filtering conversations


You can choose to display conversations that have the same label or only those that are starred.

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox or in another conversation list, press MENU, and then tap **Go to labels**.
3. Tap a label to view a list of conversations bearing that label.

The conversation list resembles your Inbox, but the label replaces “Inbox” below the status bar. You work with labeled conversations lists in the same way as with your Inbox.


Cleaning up your Inbox

You can clean up your Inbox by archiving, deleting, or muting conversations. You can also report a conversation as spam to stop receiving any future messages from that sender.

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, tap the box () before the conversations you want to work on, and then do any of the following:


Delete	Tap Delete . If you've deleted the conversation by accident, tap Undo at the top of the screen to move the conversation back to the Inbox.
Archive	Tap Archive . If you've archived the conversation by accident, tap Undo at the top of the screen to move the conversation back to the Inbox.
Mute	Press MENU, and then tap Mute . If you 'mute' a conversation, you will not receive any future messages for that conversation.
Report as spam	Press MENU, and then tap Report spam . The Gmail/Google Mail webmail service works hard to prevent spam (unwanted and unsolicited "junk" mail) from reaching your Inbox. But when spam makes it through, you can help improve the service by reporting the conversation as spam.

Changing Gmail/Google Mail settings

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, press MENU and then tap **More > Settings**.
3. Set the following options:

Signature	Enter a signature that automatically appears at the end of your email messages.
Confirm actions	Show a confirmation box when you archive, delete or send a conversation.
Auto-advance	Select which conversation to display after you delete or archive a conversation.
Message text size	Adjust the size of text in your email messages.
Batch operations	When selected, this adds a check box to the left of each conversation so you can add it to a batch.
Clear search history	Remove the searches you have performed.
Labels	Set how many days and which Gmail/Google Mail labels to synchronize. See "Changing Gmail/Google Mail synchronization settings" in this chapter.
Email notifications	Show a notification icon on the status bar when you receive a new email.
Select ringtone	Choose a notification sound for new email messages.
Vibrate	Make your phone vibrate when you receive a new email message.
Notify once	When cleared, you are notified every time you receive a new email message.


Changing Gmail/Google Mail synchronization settings

1. From the Home screen, tap  > Gmail/Google Mail.
2. In the Inbox, press MENU, and then tap **More > Settings > Labels**.
3. To set the number of days to synchronize, tap **Number of days to sync**.
4. To set synchronization for a particular message label, tap the label, and then select whether you want messages bearing that label to sync according to the default number of days you selected earlier, sync all, or sync none of them.

Using Mail

Use the Mail app to add your webmail and other POP3 or IMAP email accounts. You can also set up and use your Exchange ActiveSync email on your phone.

Adding a POP3/IMAP email account


1. From the Home screen, tap  > Mail.
2. Do one of the following:
 - If this is your first time to add an email account in Mail, tap **Other (POP3/IMAP)** on the Choose a mail provider screen.
 - If you've already added an email account in Mail, press MENU, and then tap **More > New account**. If the Choose a mail provider screen is displayed, tap **Other (POP3/IMAP)**.
3. Enter the email address and password for your email account and then tap **Next**.
4. If the account type you want to set up is not in the phone database, you'll be asked to enter more details.
5. Enter the account name and your name and then tap **Finish setup**.

Adding a Microsoft Exchange ActiveSync account

You can add one or more Microsoft Exchange ActiveSync accounts on your phone. You can sync with Microsoft Exchange Server 2003 Service Pack 2 (SP2) or later.



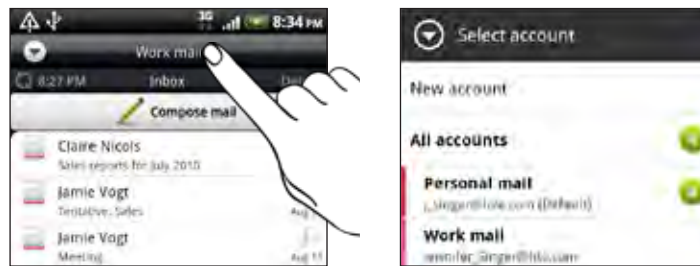
You can add up to 15 Exchange ActiveSync accounts on your phone.

1. From the Home screen, tap  > Mail.
2. Do one of the following:
 - If this is your first time to add an email account in Mail, tap **Exchange ActiveSync** on the Choose a mail provider screen.
 - If you've already added an email account in Mail, press MENU, and then tap **More > New account**. If the Choose a mail provider screen is displayed, tap **Exchange ActiveSync**.

3. Enter the Exchange ActiveSync account details, and then tap **Next**. Your corporate Exchange Server must support auto-detect for the phone to automatically set up the Exchange ActiveSync account. If your corporate Exchange Server does not support auto-detect, you will need to enter your Exchange Server settings after you tap **Next**. Ask your Exchange Server administrator for details.
4. Choose the types of information you want to sync, and then tap **Finish setup**.

Checking your Mail inbox

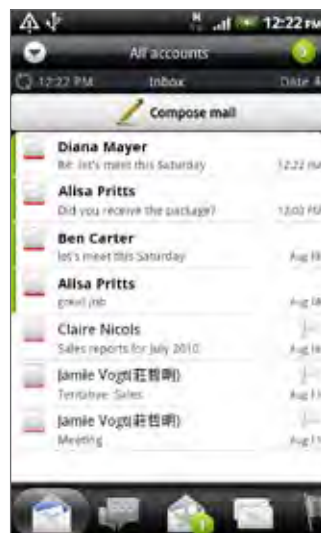
When you open the Mail app, it displays the inbox of one of your email accounts that you've set up on your phone. To switch between email accounts, tap the bar that shows the current email account, and then tap another account.



Viewing the unified inbox of all your email accounts

You can view email from all your accounts just in one place without having to switch to different accounts.

Just tap the bar that shows the current email account, and then tap **All accounts**.



Up to 15 email accounts can be shown in the unified inbox.

Different views of your inbox

If you have lots of email messages, it may take you some time to browse through the long list and find a single email or related email messages. To skim through your email messages easier, tap one of the following tabs to change the view of your inbox:



Received. Displays email messages as individual items.



Conversations. Displays email messages as conversations, grouped according to the subject line. Tap a subject in the list to show the email conversation.



Group. Displays all email messages from a contact group. To choose which contact group to display, press MENU, tap **View**, and then select a group. To find out more about working with contact groups, see “Contact groups” in the People chapter.



Unread. Displays unread messages.



Marked (Exchange ActiveSync only). Displays all flagged messages.



Meeting invitations (Exchange ActiveSync only). Displays meeting invitations which you have not yet accepted or declined.



Attachments. Displays all messages that have attachments.



You can rearrange the tabs to the order that you want. To find out how, see “Rearranging or hiding application tabs” in the Personalizing chapter.

Refreshing your email account

Whatever your automatic synchronization settings are, you can also synchronize your sent and received emails manually at any time.

- While in the account you want to sync, press MENU, and then tap **Refresh**.
- If you have several email accounts, you can refresh them all at the same time. Go to the unified inbox first. Then press MENU and tap **Refresh**.

To find out how to display the unified inbox, see “Viewing the unified inbox of all your email accounts.”

Sorting email messages

You can sort email messages by date received, priority, subject, sender, or size.

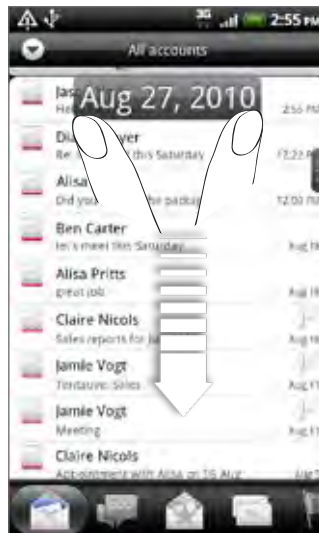
On the email account inbox, press MENU, tap **Sort**, and select from the sorting options.

Quickly browsing your inbox

If you have a long list of email messages in your inbox, it may not be easy to browse the list and find an email that you want.

You can quickly browse through your inbox by using finger gestures.

1. Choose a sorting order for displaying your email messages. See “Sorting email messages.”
2. Press and hold your two fingers on any email message, and then slightly drag downward without lifting your fingers.



Your screen then jumps to the next or previous set of email messages based on your chosen sorting order. For instance:

- If your email messages are arranged by date, your screen jumps to the email messages received on the previous or next date, depending on your sorting order.
- If your email messages are arranged alphabetically by sender name or subject, your screen jumps to the previous or next sender or subject, depending on what's your sorting order.

Managing email messages

Deleting an email message

1. On the inbox, press and hold the message you want to delete.
2. On the options menu, tap **Delete**.

Selecting several email messages

1. Tap the check boxes of email messages to select them.
2. Choose what you want to do with the selected messages: **Mark unread**, **Delete**, or **Move to another folder**.



You cannot move email messages when you're in the unified (**All accounts**) inbox.

Moving several email messages to another folder

1. Switch to the email account you want to use.
2. Go to **Received** tab or any other tab (except for the **Conversations** tab).
3. Tap the check boxes of email messages you want to move.
4. Tap **Move to**, and then tap the folder where to move the email messages.

Moving an email message after reading

In the open message, press MENU, and then tap **More > Move to**.



Deleting all messages

1. First tap the check box of any email message.
2. Press MENU, and then tap **Select all**.
3. Tap **Delete**.

Switching to other mail folders

1. Press MENU, and then tap **Folders**.
2. Tap the mail folder whose messages you want to view.

Sending an email message

1. From the Home screen, tap  > **Mail**.
2. Switch to the email account that you want to use for sending email.
3. On the email account inbox, tap **Compose mail**.
4. Fill in one or more recipients. You can:
 - Enter email addresses directly in the To field, separating them with a comma. As you enter email addresses, any matching addresses from your contacts list are displayed. Tap a match to enter that address directly.
 - Tap the  icon, and then choose the contacts to whom you want to send the message. You can also select contact groups as recipients, or add contacts from the company directory if you have set up an Exchange ActiveSync account on your phone. When you have selected all the message recipients, tap **OK**.



If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, press MENU, and then tap **Show Cc/Bcc**.

4. Enter the subject, and then compose your message.
5. To add an attachment, press MENU, tap **Attach**, and choose from the following options:

Picture	Select Camera to take a photo and attach it, or Gallery to attach a photo from your storage card.
Video	Select Camcorder to capture a video and attach it, or Videos to attach a video from your storage card.
Audio	Select Voice Recorder to make a voice recording and attach it, or Files to attach a music file or voice recording from your storage card.
App recommendation	Choose an app you've installed from Android Market that you want to tell other people about. The URL from which the app can be downloaded will be inserted in your email. See "Sharing games and applications" in the More apps chapter.

Location	You can attach location information. Send your current location (requires GPS to be turned on) or a location you pick on a map. For more information, see the Maps and location chapter.
Document	Attach a PDF file or an Office document such as a text file or a spreadsheet.
Contact (vCard)	Attach someone's contact information.
Appointment (vCalendar)	Attach a calendar event.
File	Attach any file from your storage card.

6. Tap **Send** to send the message immediately, or tap **Save as draft** to send it later.




If there's no Wi-Fi or data connection available or Airplane mode is on when you send your email, the email will be saved to the Outbox folder. Once there's Wi-Fi or data connection available, the saved email will be sent automatically next time your phone syncs.

Resuming a draft email message

1. In the email account inbox, press MENU, and then tap **Folders > Drafts**.
2. Tap the message.
3. When you finish editing the message, tap **Send**.

Reading and replying to an email message

1. From the Home screen, tap  > **Mail**.
2. Switch to the email account you want to use.
3. On the email account inbox, tap the email you want to read.
4. Do any of the following:

Reply to the message	Tap Reply or Reply all .
Forward the message	Press MENU, and then tap More > Forward .
Delete the message	Press MENU, and then tap Delete .
Mark the message as unread	Press MENU, and then tap Mark unread .

Setting the priority for an email message

You can set the priority for an email message that you send.

1. While composing the message, press MENU.
2. Tap **Set priority**.
3. Select the priority for the message.



If you selected High or Low priority, the priority appears below the subject line of the message.

Working with Exchange ActiveSync email

If you sync your phone with your work Exchange ActiveSync account, you can read, reply, send, and manage email in the same easy way as with a POP3/IMAP account. In addition, you can also use some powerful Exchange features.

To find out how you can set up your Exchange ActiveSync account, see “Adding a Microsoft Exchange ActiveSync account” in this chapter.

Flagging an email

While viewing the inbox, tap the white flag icon  that appears on the right of an email message. The icon turns red  after you flagged the email.

While reading an email, you can also tap the flag icon in the email.

Setting out of the office status

You can set your out of office status and auto-reply message right from your phone.

1. Switch to your Exchange ActiveSync account.
2. Press MENU and then tap **More > Out of the office**.
3. Tap the box, and then select **Out of the office**.
4. Set the dates and times for the period when you will be out of the office.
5. Enter the auto-reply message.
6. Tap **Save**.

Sending a meeting request

1. Switch to your Exchange ActiveSync account.
2. Go to the **Meeting invitations** tab, and then tap **New meeting invitation**.
3. Enter the meeting details,
4. Tap **Send**.

Changing email account settings

1. Switch to the email account whose settings you want to change.
2. Press MENU and then tap **More > Settings**.
3. Select from the following:

Account settings	Change the email account settings such as the name, email address, password, and description.
General settings	Set the font size when reading emails, enable, disable or set the signature, set the account as the default email account, and set where to save email attachments.
Send & Receive	Set the maximum email file size limit when receiving and frequency to check for new emails and how many to check for. You can also set to have emails that you send bcc'd to yourself.
Notification settings	Set email notification settings.
Delete account	Tap to delete the email account.

4. Press BACK to save your changes.

Deleting an email account

1. Switch to the email account you want to delete.
2. Press MENU, and then tap **More > Settings > Delete account**.

Calendar

About Calendar

Never miss an important date again. Use your phone's Calendar to schedule your events, meetings, and appointments.


You can set up your phone to stay in sync with the following types of calendars:

- On your phone, sign in to your Google Account so you'll be able to sync your phone's Calendar with your Google Calendar online. You can add multiple Google accounts. If you have not signed in to your Google Account yet, see the Accounts and sync chapter to find out how to sign in.
- If you're using Microsoft Outlook on your computer, you can set up HTC Sync on your computer to sync Outlook Calendar with your phone's Calendar. See "Synchronizing with your computer" in the Accounts and sync chapter.
- If you have a Microsoft Exchange ActiveSync account and you have added it on your phone, you can sync your phone's Calendar with your Exchange ActiveSync calendar events. See the Email and Accounts and sync chapters for details.


If you've signed in to your social network accounts such as Facebook, birthdays and events of friends from your social networks will appear in Calendar. To find out how to sign in to your social networks, see "Adding a social network account" in the Accounts and sync chapter.

Creating calendar events

You can create events that appear on your phone only, as well as events that sync with your Google Calendar, your computer's Outlook Calendar, or Exchange ActiveSync calendar.

1. From the Home screen, tap , and then tap **Calendar**.
2. On any Calendar view, press MENU and then tap **New event**.



When you are in the Month or Agenda view, you can also tap  at the bottom-right of the screen to create a new event.

3. If you have more than one calendar, select a calendar in which to add the event:
 - Select **My Calendar** to create an event that will appear only on your phone.
 - Select your Google Account to create a Google Calendar event. If you have several Google Calendars on the Web, select one in which to add your event.

- Select **PC Sync** to create an Outlook Calendar event to sync with your computer.
 - Select your Exchange ActiveSync account to create an Exchange ActiveSync calendar event.
4. Enter a name for the event.
 5. To specify the date and time of the event, do one of the following:
 - If there is a time frame for the event, tap the **From** and **To** date and time to set them.
 - If it is a special occasion such as a birthday or a whole-day event, set the **From** and **To** date, then select the **All day** check box.
 6. Enter the event location and description.
 7. Set the reminder time.



You can add another reminder time in a Google Calendar event. Press **MENU** and then tap **Add reminder**.

8. If the event occurs on a regular basis, tap the **Repetition** box and then choose how often the event occurs.
9. Scroll to the bottom of the screen and then tap **Save**.

Inviting guests to your event (Google Account only)

If you want to invite guests to your event, you need to create and add the event in your Google Calendar. An invitation email will be sent to your guests using your Google Account.


1. Open Calendar and create a new event. Tap the **Calendar** field and then select your Google Account (or one of your other Google Calendars). For the steps, see “Creating calendar events”.
2. Add details about the event, such as date and time, location, and more.
3. In the **Guests** field, enter the email addresses of everyone you want to invite to the event. Separate multiple addresses with commas (,).

If the people to whom you send invitations use Google Calendar, they'll receive an invitation in Calendar and by email.

4. Tap **Save** to add the event to your Google Calendar.

Sending a meeting request using Calendar (Exchange ActiveSync only)

If you have an Exchange ActiveSync account set up on your phone, you can use Calendar to create a meeting appointment and send a meeting request email to the people you want to invite to your meeting.

1. Open Calendar and create a new event. Tap the **Calendar** field and then select your Exchange ActiveSync account. For the steps, see “Creating calendar events”.
2. Add details about the meeting, such as date and time, location, and more.
3. Press MENU and then tap **Meeting Invitation**.
4. Tap  and choose attendees from your contacts or Company directory.
5. Enter your message and then tap **Send**.

Changing calendar views



When you open Calendar, it displays the Month view by default. You can also display the Calendar in Agenda, Day, or Week view. To change between calendar views, press MENU, and then choose the type of view that you want.

Month view

In Month view, you'll see markers on days that have events.



When in Month view:

- Tap  on the bottom left of the screen to switch to Agenda view. Tap  on the bottom right to create a new event.
- Tap a day to view the events of that day.
- Press and hold a day to open an options menu from which you can also choose to create an event or switch to either Day or Agenda view.
- Slide your finger up or down the screen to view earlier or later months.

Day and Agenda views

Day view displays a list of the events of one day and also shows weather information at the bottom of the screen when you're viewing events of the current day. Agenda view shows a list of all your events in chronological order.



The color bars on the left side of the events indicate the type of calendar in which the event is part of. To find out what each color represents, press MENU and then tap More > Calendars.

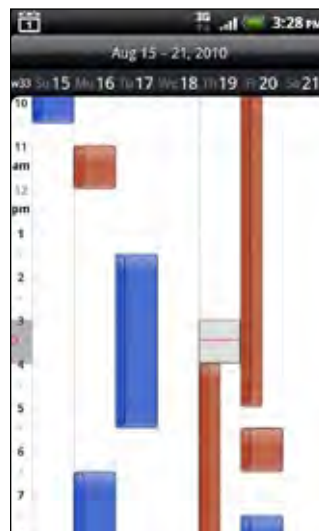
When in Day view, slide left or right across the screen to view earlier or later days.



- In Day view, the weather information appears only if the event is within the five-day forecast of the Weather app.
- Weather information does not appear in Day view when you change Day view to display as a time list. See “Changing Calendar settings” for details.

Week view

Week view displays a chart of the events of one week.




When in Week view:

- You can press and hold on a time slot to create a new event at that time.
- Tap an event to view its details.
- Slide left or right across the screen to view earlier or later weeks.

Managing calendar events

You can view, edit, delete, or share events that you created. You can also view and share event invitations that other people sent to you.

Viewing an event

1. From the Home screen, tap , and then tap **Calendar**.
2. In Month view, tap the day when the event takes place, and then tap the event to open it.

The Event details screen then opens and shows the summary of the event.

3. When viewing the event summary, you can do the following:
 - Find the event's location in **Maps**.
 - Call any phone number included in the event location or description.
 - Check the participants of the event you sent or are invited to.
 - Respond whether you'll attend the event you're invited to.
 - If it's an Exchange ActiveSync calendar event, reply by email to the organizer or to all the guests. Press **MENU**, and then either tap **Reply** or **Reply all**.
 - Select any text and look it up on the web. To learn more, see "Selecting text" in the Keyboard chapter and "Quickly looking up information on the Web" in the Getting started chapter.
 - Tap the reminder time to change it. Press **BACK** to save changes.

Editing an event

1. While viewing an event, press **MENU**, and then tap **Edit event**.
2. Make your changes to the event.
3. When you're done editing, tap **Save**.

Deleting an event

There are a number of ways to delete an event.

- While viewing the summary of an event on the Event details screen, press **MENU** and then tap **Delete event**.
- In Day, Agenda or Week view, press and hold an event and then tap **Delete event**.
- When editing an event, scroll down to the bottom of screen and then tap

Delete.


If the event repeats, you'll be asked whether you want to delete just that occurrence, this and all future occurrences, or all past and future occurrences in your Calendar.

Sharing an event (vCalendar)

You can share a calendar event as a vCalendar to someone's phone using Bluetooth or by sending it as a file attachment with your email or message.

1. While viewing an event, press MENU, and then tap **Share**.
2. Do one of the following:
 - Tap **Bluetooth**. you'll be asked to turn on Bluetooth on your phone and connect to the receiving Bluetooth device. Follow the steps in "Sending information using Bluetooth" in the Bluetooth chapter.
 - Tap **Email**. A new message window opens and automatically includes the vCalendar as an attachment. Your default email account that's selected in the Mail app will be used to send. For more information, see the Email chapter.
 - Tap **Message**. A new message window opens and automatically includes the vCalendar as a multimedia attachment. For more information, see the Messages chapter.

Calendar event reminders

If you have set at least one reminder for an event, the upcoming event icon  will appear in the notifications area of the status bar to remind you of the upcoming event.

Dismissing or snoozing event reminders

1. Tap the status bar, then slide your finger down the screen to open the Notifications panel.
2. Do one of the following:
 - Tap **Clear** to dismiss event reminders and all other notifications. Other types of notifications such as new messages and missed calls will also be deleted.
 - After sliding open the Notifications panel, tap the calendar event reminder. You'll then see a list of all pending event reminders. Tap **Snooze all** to snooze all event reminders for five minutes, or tap **Dismiss all** to dismiss all event reminders.
 - Press BACK to keep the reminders pending in the notifications area of the status bar.

Displaying and synchronizing calendars

You can select which calendars to show or hide on your phone's Calendar, and which ones to keep synchronized.

Showing or hiding calendars

In any Calendar view, press MENU , tap **More > Calendars**, and then select or clear a calendar to show or hide it. Tap **All calendars** to display all calendars.

The calendars are kept synchronized on your phone, whether or not you hide them.

Choosing which Google Calendars are synchronized on your phone

You can choose which Google Calendars to keep synchronized on your phone or which ones to stop synchronizing.

Stop synchronizing a Google Calendar

1. In any Calendar view, press MENU and then tap **More > Calendars**.
2. Press MENU again and then tap **Remove calendars**.
3. Select a Google Calendar to remove from your calendars list, and then tap **OK**.
4. Press BACK to update Calendar with the new changes and return to the Calendar view you were viewing.

The calendars that you remove from your calendars list will no longer be synchronized on your phone, but you remain subscribed to them and can work with them in Google Calendar on the Web.

Adding a Google Calendar to sync with

Only the calendars that you've created or subscribed to on the Web, but previously removed from your calendars list, are shown in the list of calendars that you can add.

1. In any Calendar view, press MENU and then tap **More > Calendars**.
2. Press MENU again and then tap **Add calendars**.
3. Select a Google Calendar to add to your calendars list, and then tap **OK**.
4. Press BACK to update Calendar with the new changes and return to the Calendar view you were viewing.