
7 Contacts

Store contacts on your HP iPAQ. Store contact information, such as name, address, telephone number, company, and department. Assign a ring tone and a picture to your contact.

Create a contact

To create a contact:

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information in **Outlook Contact** or **SIM Contact**.
3. When finished, tap **ok**.

 **NOTE:** If you have created a category filter for contacts that category is automatically assigned to the new contact.

If most of the contacts you create have phone numbers that begin with the same area code, in **Contacts**, tap **Menu > Options...**, enter the area code in the **Area code** box, and then tap **ok**.

If you receive a call from a number that is not listed in **Contacts**, create a contact from the call history.

 **NOTE:** For more information about **Contacts**, open **Contacts**, and then tap **Start > Help**.

Edit the contact information

To change contact information:

1. Tap **Start > Contacts**.
2. Tap the contact to edit.
3. Tap **Menu > Edit** and enter the changes.

 **NOTE:** To edit SIM contacts, use the SIM Manager. For more information, see [SIM Manager on page 108](#).

4. When finished, tap **ok**.

Delete a contact

To delete a contact:

1. Tap **Start > Contacts**.
2. Tap the contact to delete.
3. Tap **Menu > Delete Contact**.

 **NOTE:** To delete SIM contacts, use the SIM Manager. For more information, see [SIM Manager on page 108](#).

4. Tap **Yes**.

Create and assign a category

You can use categories to organize and group your contacts.

To create and assign a category:

1. Tap **Start > Contacts**.
2. Do one of the following:
 - For a new contact, create the contact, and then select **Categories**.
 - For an existing **Contacts**, open the contact, and then tap **Menu > Edit > Categories**.
3. Select the required check box (**Business**, **Holiday**, **Personal**, or **Seasonal**) to assign the category.
4. Tap **ok** to return to the contact.

 **NOTE:** To assign a category to a contact, the contact must be saved on the phone memory.

 **NOTE:** To create a new category, tap **New** and assign a name to the category for the contact. The new category is assigned automatically to the contact.

Copy a contact

To copy a contact:

1. Tap **Start > Contacts**.
2. Tap and hold the contact to copy.
3. Tap **Copy Contact**.
4. Tap the copied contact.
5. Tap **Menu > Edit**.
6. Change the contact information as needed and tap **ok**.

 **NOTE:** To copy SIM contacts, use the SIM Manager. For more information, see [SIM Manager on page 108](#).

 **NOTE:** The default category is automatically assigned to the new contact.

Find a contact

To find a contact:

1. Tap **Start > Contacts**.
2. If you are not in **Name** view, tap **Menu > View By > Name**.
3. Take one of the following actions:
 - Enter a name or phone number in the provided text box until the contact is displayed. To show all contacts again, tap the text box and clear the text, or press the backspace key.
 - Use the alphabetical index displayed at the top of the contact list.
 - Filter the list by categories. In the contact list, tap **Menu > Filter**. Then tap a category you have assigned to a contact. To show all contacts again, select **All Contacts**.

 **NOTE:** To search for a contact by entering a name or number, or by using the alphabetical index, you need to go to the **Name** view.

Send an e-mail message from Contacts

To send an e-mail message from **Contacts**:

1. Tap **Start > Contacts**.
2. Tap the contact to send a message to.
3. Tap the address to send a message to.
4. Tap the account to send the message from.
5. Tap **Send**.

 **NOTE:** To quickly add a contact's address to a message, tap the **To**, **Cc**, or **Bcc** line, and then tap **Menu > Add Recipient**. Tap the contact you want to send the message to and select the address, if necessary.

Send a text message to a contact

To send a text message to a contact:

1. Tap **Start > Messaging > SMS/MMS**.
2. Tap **Menu > New > SMS**.
3. Enter the phone numbers of one or more recipients, separating them with a semicolon. To access phone numbers from **Contacts**, tap **To** and select the contact.
4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap the required message.

 **NOTE:** To enter symbols, tap **Shift** using the on-screen keyboard or press the  (Sym) key on the keyboard.

5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

If you are sending a text message and want to know if it was received, before sending the message, tap **Menu > Message Options...** Select the **Request message delivery notification** check box.

Add and remove a picture

To add a picture to the contact information:

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit**.
4. Tap **Picture**.

5. Take one of the following actions:
 - Choose an existing picture to add.
 - Tap **Camera** and take a new picture.
6. Tap **ok**.

 **NOTE:** To change the picture in **Contacts** use these same steps.

To remove a picture from the contact information:

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit**.
4. Tap **Menu > Remove Picture**.
5. Tap **Yes**.
6. Tap **ok**.

Use the contact list

There are several ways to use and customize the contact list. You can also make a call or send a message from an open contact.

To customize the contact list:

1. Tap **Start > Contacts**.
2. In the contact list, take any of the following actions:
 - To search for a contact by name or by using the alphabetical index, enter the name into the **Enter a name...** box.
 - To see a list of contacts employed by a specific name or company, tap **Menu > View By > Name** or **Company**.
 - To see a summary of information about a contact, tap the contact. From there, you can also make a call or send a message.
 - To see a list of available actions for a contact, tap and hold the contact.

 **TIP:** To display a greater number of contacts on the screen, tap **Menu > Options...**, select the **Show contact names only** check box, and clear the **Show alphabetical index** check box.

8 Messaging

To send and receive e-mail messages using an e-mail account, you need to connect to the Internet using GPRS or your corporate network.

 **TIP:** Press the Messaging button, third button on the left panel, to launch the **Messaging** program.

You can send and receive messages in a variety of formats:

- Microsoft® Office Outlook® Mobile e-mail
- Internet e-mail
- Text/MMS messages

You can also access e-mail from your workplace through a VPN connection. For more information, see [Set up a VPN server connection on page 81](#).

E-mail in the Outlook e-mail account is sent and received through synchronization with a computer using any synchronizing software or through wireless synchronization directly with an Exchange Server. For more information, see [Synchronization on page 82](#).

Internet e-mail is sent and received by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) e-mail server. You require Internet access from a GSM, GPRS, EDGE, or 3G carrier to connect to a POP3 or IMAP4 Server. You can connect to the Internet using Wi-Fi, a computer, or a Bluetooth device. To connect to the Internet through your HP iPAQ, use a data-enabled cell phone.

Text messages are sent and received through your wireless service provider using a phone number as the message address.

Identify the folder types

Each messaging account has a set of folders with five default Messaging folders:

- **Inbox**
- **Outbox**
- **Deleted Items**
- **Drafts**
- **Sent Items**

The messages you receive and send through the account are stored in these folders. You can also create additional folders for each account.

The way folders work varies by type:

- If you use an Outlook e-mail account, e-mail messages in the Inbox folder in Outlook are synchronized with your HP iPAQ automatically. Select additional folders for synchronization by assigning them designations. The folders you create and the messages you move are then mirrored on the e-mail server.
- If you use an MMS account or a text message account, messages are stored in the Inbox folder.

- If you use a POP3 account and move your e-mail messages to a folder you created, the link breaks between the messages on the HP iPAQ and their copies on the e-mail server. When you connect, the e-mail server detects that the messages are missing from the HP iPAQ Inbox folder and deletes them from the e-mail server. This prevents having duplicate copies of a message, but it also means that you do not have access to messages.
- If you use an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the e-mail server. That is, they exist in both places. These messages are therefore available from any location or device. This synchronization occurs whenever you connect to your e-mail server, and when you create new folders, or rename or delete folders when connected. You can also set different download options for each folder.

You can press and hold a shortcut key on the keyboard, from any folder, to perform certain tasks more quickly.

Key	Task
H	List shortcuts
A	Reply all
R	Reply
K	Mark messages as read or unread
F	Flag
M	Move
O	Forward
D	Delete
L	Download message
S	Send and receive

Synchronize e-mail

When you synchronize the Outlook e-mail on the computer with your HP iPAQ, this is what happens with e-mail messages:

- Messages in the Inbox folder on your computer or Exchange Server are copied to the Inbox folder of the Outlook e-mail account on your HP iPAQ.
- Messages in the Outbox folder on your HP iPAQ are transferred to Exchange Server or Outlook and then sent from those programs.
- When you delete a message on your HP iPAQ, it is deleted from your computer or Exchange Server the next time you synchronize.
- The default synchronization settings synchronize messages from the past three days and download the first 0.5 KB of each new message. It does not download file attachments.

 **NOTE:** For more information on starting Outlook e-mail synchronization or changing synchronization settings, see the synchronization software's help on the computer.

Text messages are not received through synchronization. Instead, your service provider sends them to your HP iPAQ.

You can modify the sync settings to set the message size to download and also download attachments.

For more information on synchronization software, see [Synchronization on page 82](#).

Set up messaging accounts

You need to set up an e-mail account on your HP iPAQ before you can send or receive e-mail messages. Obtain the required information to configure your work e-mail account using the Exchange Server. Also, obtain the settings required to configure your e-mail account from the Internet e-mail service provider's Web site.

Set up e-mail using Exchange Server

1. Tap **Start > Messaging > Setup E-mail**.
2. Enter your e-mail address in the **E-mail address** box, password in the **Password** box, and then tap **Next**.
3. Clear the **Try to get e-mail settings automatically from the Internet** check box.

 **NOTE:** Select the **Try to get e-mail settings automatically from the Internet** check box to automatically retrieve settings from the Internet to configure your e-mail.

4. Tap **Next**.
5. Scroll and select the **Exchange server** option from the **Your e-mail provider** list.
6. Tap **Next**.
7. Tap **Next** to synchronize Outlook with your organization's Exchange e-mail server.
8. Verify your e-mail address and tap **Next**.
9. In the **Server address** box, enter the Outlook Web Access server address and tap **Next**.

 **NOTE:** Select the **This server requires an encrypted (SSL) connection** check box to ensure that you always send e-mail from this account using an SSL connection.

10. Enter the **User name**, **Password**, and **Domain**.
11. Tap **Next**.
12. Select the check box for the items that you want to synchronize, and tap **Finish**.

Internet e-mail

You can set up, send, and receive e-mail messages using an Internet e-mail account. You might need to set up and obtain the settings required to configure your e-mail account from the Internet e-mail service provider's Web site.

Create a POP3 or IMAP4 account

You must set up an e-mail account that you have with an ISP or an account that you access using a VPN server connection (typically a work account) before you can send and receive e-mail.

To create a POP3 or IMAP4 account:

1. Tap **Start > Messaging > Setup E-mail**.
2. Enter the account name, enter the password, and then tap **Next**.
3. Clear the **Try to get e-mail settings automatically from the Internet** check box.
 **NOTE:** Select the **Try to get e-mail settings automatically from the Internet** check box to automatically retrieve settings from the Internet to configure your e-mail.
4. Tap **Next**.
5. Scroll and select the **Internet e-mail** option from the **Your e-mail provider** list and tap **Next**.
6. Enter your name and required account name and tap **Next**.
7. Enter the incoming mail server name and select the required account type, **POP3** or **IMAP4**.
8. Specify the information requested in the next few screens and tap **Finish**.

You can also perform the following functions:

- Change the time intervals for downloading new messages.
- Download attachments.
- Limit the number of messages that are downloaded.

The following table shows settings that are useful for setting up your e-mail account.

Setting	Description
User name	Enter the user name that your ISP or network administrator assigns. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Create a strong password. You have the option to save your password so that you do not need to enter it each time you connect to your e-mail server.
Domain	This setting is not required for an account with an ISP, but might be required for a work account.
Account type	Select POP3 or IMAP4.
Account display name	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.
Incoming mail server	Enter the name of your e-mail server (POP3 or IMAP4).
Outgoing mail server	Enter the name of your outgoing e-mail server (SMTP).
Require SSL for Incoming e-mail	Select this setting to ensure that you always receive e-mail from this account using an SSL connection, which is more secure. Note that if you select this and your ISP does not support an SSL connection, you might not be able to receive e-mail.
Require SSL for Outgoing e-mail	Select this setting to ensure that you always send e-mail from this account using an SSL connection, which is more secure. Note that if you select this and your ISP does not support an SSL connection, you might not be able to send e-mail.

Setting	Description
Outgoing server requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above are required.
Use the same user name and password for sending e-mail	Select this if your outgoing e-mail server uses the same user name and password as the ones you entered before.

 **TIP:** You can set up several e-mail accounts in addition to your Outlook e-mail account. However, you cannot add a new account while connected to a mail server. Tap **Menu > Stop Send/Receive** to disconnect.

Change the e-mail download options

You can customize the following download options for each e-mail account that you have with an ISP, or any account that you access using a VPN server connection (typically a work account).

You can choose from these options:

- Whether messages are downloaded automatically.
- How much e-mail is downloaded.
- If and how attachments are downloaded (IMAP4 only).

To change the e-mail download options for POP3 or IMAP4 e-mail account:

1. Tap **Start > Messaging > Menu > Options**.
2. Tap and select the e-mail account.
3. On the **Contents** screen, tap **Edit Account Setup**.
4. Enter any required changes on the next few screens and tap **Finish**.

To change the e-mail download options for Outlook e-mail account:

1. Tap **Start > Messaging > Menu > Options**.
2. Tap and select the **Outlook E-mail** account.
3. Enter any required changes on the next few screens, and then tap **Finish**.

 **TIP:** To send and receive messages automatically, tap **Send/Receive Schedule** and specify the time duration. Connecting automatically might result in higher connection charges. In addition, it consumes battery and reduces the standby time.

To save memory, limit the number of e-mails downloaded to your HP iPAQ by decreasing the number of days to display.

To select data that you want to synchronize for an Outlook account using **ActiveSync**, tap **Start > Programs > ActiveSync > Menu > Options**.

Delete an account

To delete an account:

1. Tap **Start > Messaging > Menu > Options**.
2. Tap and hold the account name, and then tap **Delete**.

 **NOTE:** You cannot delete your text and MMS message account, Outlook E-mail account, and Windows Live account.

Text messaging

Text messaging is the transmission of short text messages to and from a mobile phone. A single text message cannot be longer than 160 alphanumeric characters.

 **NOTE:** The number of characters supported depends on your service provider.

You might incur extra costs when sending text messages, depending on your service provider.

The text messages you reply to or forward are clubbed together with the original message.

Messages longer than 160 alphanumeric characters are sent as multiple text messages. A character count is visible when text messages (**New/Reply/Forward**) are composed. The count also shows how many text messages are generated when the message is sent.

Your service provider provides the Text Message Service Center phone number. Text messaging should function correctly after you activate your account. To verify the number that is being used, or to change the Text Message Service Center phone number, press  (Answer/Send) key > **Menu > Options... > Services > Voice mail and Text Messages > Get Settings...**

To send a text message to a contact:

1. Tap **Start > Messaging > SMS/MMS**.
2. Tap **Menu > New > SMS**.
3. Enter the phone numbers of one or more recipients, separating them with a semicolon. To access phone numbers from **Contacts**, tap **To** and select the contact.
4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap the required message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

If you are sending a text message and want to know if it was received, before sending the message, tap **Menu > Message Options...** Select the **Request message delivery notification** check box.

MMS

MMS is a method of transmitting photographs, video clips, sound files, and short text messages over wireless networks.

 **NOTE:** You might incur extra costs when sending MMS, depending on your service provider.

Composer MMS

With MMS composer, you can create and share your own MMS messages. You can also add pictures, videos, text, and audio to your MMS messages.

To access the MMS program, tap **Start > Messaging > SMS/MMS**.

To create an MMS message:

1. Tap **Menu > New > MMS**.
2. To add picture or video to the message, tap the **Insert picture/video** field and tap the required picture or video to be added.

3. To insert text in the message, tap the **Insert text here** field and enter the required text.

 **NOTE:** You can also insert a smiley by tapping the 😊 (Smiley) icon, favorite Web link by tapping the ☆ (Favorites) icon, and templates stored in **My Text** by tapping the 📄 (Text) icon.

4. To add an audio clip to message, tap **Insert audio** and tap the required audio to be added.

5. To preview the MMS message, tap the ▶ (Play) icon at the bottom-left of the screen.

 **NOTE:** To use an available text-message template, tap **Menu > Template > Select a template > OK**. Select the **Always choose custom** check box to view a blank message automatically. You can also add pictures, videos, and text by navigating to the required file and tapping **Select**.

Use messaging

Compose and send e-mail messages

To compose and send e-mail messages:

1. Tap **Start > Messaging** to open the messaging program.
2. In the message list, tap and select an account.
3. Tap **Menu > New**.
4. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access addresses from **Contacts**, tap **To** or tap **Menu > Add Recipient**.
5. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap the required message.
6. To check the spelling, tap **Menu > Spell Check**.
7. Tap **Send**.

 **TIP:** To set the priority, tap **Menu > Message Options...**

If you are working offline, e-mail messages move to the Outbox folder and are sent the next time you connect.

Reply to or forward a message

To reply to or forward a message:

1. Tap on the message to open it and tap **Menu > Reply > Reply, Reply All, or Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap the required message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

Add an attachment to a message

To add an attachment to a message:

1. In an open message, tap **Menu > Insert** and select the attachment type as: **Picture, Voice Note, or File**.
2. Select the file to attach or record a voice note.

 **NOTE:** Embedded files cannot be attached to messages.

Receive attachments

An attachment, sent with an e-mail message or downloaded from the server, is displayed as a paperclip besides a message. When you open the message, it is displayed below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail. You can also download attachments with your messages using Outlook e-mail or IMAP4 e-mail account.

If you have an Outlook e-mail account, do the following on your computer:

1. Click **Start > Programs > Microsoft ActiveSync**.
2. Click **Tools > Options...**
3. Click **E-mail > Settings** and select the **Include file attachments** check box.

If you have an IMAP4 e-mail account with an ISP or an account that you access using a VPN server connection (typically a work account):

1. Tap **Start > Messaging** to open the messaging program.
2. Tap **Menu > Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Download Size Settings** and select an option from the **Download attachments** list.
5. Tap **Done** twice and then tap **ok**.

 **TIP:** Embedded pictures and objects cannot be received as attachments.

An embedded message can be viewed as an attachment when using IMAP4 to receive e-mail. However, this feature does not work if Transport Neutral Encapsulation Format (TNEF) is turned on for you to receive meeting requests.

To store attachments on a storage card rather than on the HP iPAQ, tap **Start > Messaging > Menu > Options > Storage**, and then select the **When available, use this storage card to store attachment** check box.

Receive meeting requests

If you receive your e-mail messages through ActiveSync, you can also receive meeting requests. When connecting directly to an e-mail server, the server must be running Microsoft Exchange Server V5.5 or later for you to receive meeting requests.

If the server is running Microsoft Exchange Server 2000 or later, your meeting requests are automatically received in your Inbox. However, to receive meeting requests on Microsoft Exchange Server V5.5, do the following preparation:

- Ask your system administrator to activate Rich Text Format (RTF) and TNEF support for your account.

With TNEF turned on, your messages that are included in other messages as attachments are not received, and you cannot know if a message has an attachment until you get the full copy. In addition, download time might be longer.

- Change e-mail download options if your account is not set up to receive attachments.

After you are set up to receive meeting requests, do the following:

1. Open the meeting request.
2. Tap **Accept**, or **Menu > Tentative**, or **Menu > Decline**. If you want to, you can also include a message with the response. The response will be sent the next time that you synchronize or connect to your e-mail server, and your HP iPAQ's calendar will be updated.

Create or change a signature

To create or change a signature:

1. Tap **Start > Messaging**, to open the messaging program.
2. Tap **Menu > Options > Signatures...**
3. Select the account for which you want to create or change a signature.
4. Select the **Use signature with this account** check box if it is not already selected.
5. Select the **Use when replying and forwarding** check box if required.
6. Enter a signature in the box.
7. Tap **ok**.

 **TIP:** To stop using a signature, clear the **Use signature with this account** check box.

You can use a different signature with each messaging account.

Download messages

The manner in which way you download messages depends on the type of account you have:

- To send and receive e-mail for an Outlook e-mail account, you need to synchronize your e-mail account using ActiveSync.
- You can receive text messages when your HP iPAQ is switched to phone mode. When your HP iPAQ is turned off (in flight mode), your service provider holds messages until the next time you turn on your HP iPAQ.

 **TIP:** By default, messages you send are not saved on your HP iPAQ to help conserve memory. If you want to keep copies of sent messages in the messaging list, tap **Menu > Options > Message**, and select the **Keep copies of sent items in Sent folder** check box.

If your account is an Outlook e-mail or IMAP4 account, you must also select the Sent Items folder for synchronization. To do this, tap **Start > Messaging > Outlook E-mail**, tap **Menu > Tools > Manage Folders...**, and then select the check box next to the **Sent Items** folder.

Download messages from a server

To download messages from a server:

1. From any account, tap **Menu > Go To** and tap the account to use.
2. Tap **Menu > Send/Receive**.

The messages on your HP iPAQ and e-mail server are synchronized. New messages are downloaded to the HP iPAQ's **Inbox** folder, messages in the HP iPAQ's **Outbox** folder are sent, and messages that have been deleted from the server are removed from the HP iPAQ's **Inbox** folder.

 **TIP:** To read the entire message, tap **Menu > Download Message** in the message window. In the message list, tap and hold the message, and then tap **Download Message**. The message is downloaded the next time you send and receive e-mail. Message attachments are also downloaded if you have set those options while setting up your e-mail account.

The size column in the message list displays the local size and server size of a message. These numbers might differ because the size of a message can vary between the server and the HP iPAQ.

Install an online address book

Many e-mail servers, including servers running Exchange Server, can verify names with an online address book called a directory service. When you create an e-mail account, the directory service of your e-mail server is added to the address book. To enable a directory service or to use additional services, follow these steps:

1. If you are adding a new account, ask your network administrator for the name of the directory service and the server.
2. In the message list, tap **Menu > Options > Address**.
3. In the **In Contacts, get e-mail addresses from** list, select which e-mail address book to check in **Contacts**. **Contacts** will be checked first unless you select **None**.
4. If your e-mail server is already listed, select the server's directory service check box to enable it and tap **ok**.
5. If your e-mail service is not listed, tap **Add...**
6. In the **Directory name** and **Server** boxes, enter the directory and server names.
7. Ask your network administrator if authentication is necessary for your server. If so, select the **Authentication is necessary on this server** check box, and enter your user name and password.
8. To have messaging check this service, select the **Check name against this server** check box.
9. Tap **OK**.

 **TIP:** To delete a service, tap and hold the service, and then tap **Delete**.

While synchronizing your Outlook e-mail account, disable any directory services you have installed by clearing the **Check name against this server** check box. This helps avoid getting error messages when **Messaging** tries to verify names against the service that you are not connected to.

Use Vodafone Business Mail

Use Vodafone Business Mail to set up, read, and send e-mail in real time when you are not at a fixed location. Configure Vodafone Business Mail to automatically check and retrieve e-mail when a new e-mail arrives in your Web server inbox. In addition to your e-mail, Vodafone Business Mail also retrieves your contacts, tasks, and calendar information.

 **NOTE:** Vodafone Business Mail is a real time, additional e-mail service offered by your service provider. To know more about Vodafone Business Mail contact your service provider.

Set up business e-mail

With Vodafone Business Mail you can access Internet based e-mail accounts and view your e-mail and attachments on your HP iPAQ.

To set up Vodafone Business Mail:

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Tap **Setup now** on the Welcome screen.
3. Make the required selections on the next few screens.
4. The **Connected** message is displayed when the setup is complete.

Compose and send e-mail messages

To compose and send e-mail messages:

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Tap **Menu > New**.
3. Enter the e-mail address of one or more recipients, separating the addresses with a semicolon. To access addresses and phone numbers from **Contacts**, tap **To** or tap **Menu > Add Recipient**.
4. Enter your message.
5. Tap **Send**.

 **TIP:** To set the message priority, tap **Menu > Message options**

If you are working offline, e-mail messages move to the Outbox folder and are sent the next time you connect.

Reply or forward a message

To reply or forward a message:

1. Tap a message to open it, and then tap **Menu > Reply > Reply, Reply All, or Forward**.
2. Enter your response.
3. Tap **Send**.

Add an attachment to a message

To add an attachment to a message:

1. In an open message, tap **Menu > Insert** and select the item to attach: **Picture, Voice Note, or File**.
2. Tap the file to attach or record a voice note.

 **NOTE:** Embedded files cannot be attached to messages.

Receive attachments

If an attachment is sent with an e-mail message or downloaded from the server, it is displayed below the subject of the message. The attachment opens if it has been fully downloaded or is tagged for download. The tagged attachment will be downloaded the next time you send and receive e-mail.

Use the following steps if you have an IMAP4 e-mail account with an ISP or an account that you access using a VPN server connection (typically a work account):

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Open the e-mail message.

3. Tap the attachment.
4. Tap **Yes**.
5. Tap the file name to open the attachment.

Delete an e-mail message

To delete an e-mail message:

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Tap and hold the e-mail message to delete and tap **Delete**.
3. Select where you want the message deleted from and tap **OK**.



NOTE: Messages deleted from the server are permanently deleted.

Settings for Vodafone Business Mail

You can set a specific time window for Vodafone Business Mail to synchronizing with your Web server. This helps you conserve battery life.

To set synchronization schedule:

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Tap **Menu > Settings > Connection Schedule**.
3. Select the **Enable Schedule** check box and set the required schedule.
4. Tap **Select**.

You can apply a message download limit to conserve space on your HP iPAQ.

To set message download limit:

1. Tap **Start > Programs > Visto Mobile Mail**.
2. Tap **Menu > Settings > Message Limit**.
3. Select the number for **Msgs per Mailbox**.
4. Tap **ok**.

9 Calendar

Use the **Calendar** to schedule appointments, including meetings and other events. You can display appointments for the day on the **Today** screen. Your **Calendar** can be synchronized using ActiveSync or WMDC. For more information, see [Synchronization on page 82](#).

▲ To access **Calendar**, tap the  (Calendar) icon on the **Today** screen or tap **Start > Calendar**.

Create an appointment

To create an appointment on your **Calendar**:

1. To access **Calendar**, tap the  (Calendar) icon on the **Today** screen.
2. Tap **Menu > New Appointment** to create an appointment.
3. Enter the required fields for the task and tap **ok**.

Create and assign a category

You can use categories to organize and group your appointments.

To create and assign a category:

1. Tap the  (Calendar) icon on the **Today** screen.
2. Do one of the following:
 - For a new appointment, create the item and select **Categories**.
 - For an existing item, open the appointment, and then tap **Menu > Edit > Categories**.
3. Select the required check box (**Business**, **Holiday**, **Personal**, or **Seasonal**) to assign the category.
4. Tap **ok** to return to the appointment.

 **NOTE:** To create a new category, tap **New** and assign a name to the category for an appointment. The new category is assigned automatically to the appointment.

Change the display of the work week

Customize your **Calendar** for a work week to start on Sunday or Monday. Schedule your **Calendar** for a five- to seven-day week.

To change the display of the work week:

1. Tap the  (Calendar) icon on the **Today** screen.
2. Tap **Menu > Tools > Options...**
 - To specify the view, select a view from the **Start in** list.
 - To specify the first day of the week, select **Sunday** or **Monday** from the **1st day of week** box.
 - To specify the number of days to appear in a work week, select **5-day week**, **6-day week**, or **7-day week** from the **Week view** box.
3. Tap **ok**.

Set a default reminder for all new appointments

To automatically turn on a reminder for all new appointments:

1. Tap the  (Calendar) icon on the **Today** screen.
2. Tap **Menu > Tools > Options... > Appointments**.
3. Select the **Set reminders for new items** check box.
4. Set the reminder alert duration.
5. Tap **ok**.

Update an appointment

To update an appointment on your **Calendar**:

1. Tap the  (Calendar) icon on the **Today** screen.
2. Tap to open the appointment and tap **Menu > Edit**.
3. Tap **All**, **One**, or **Cancel**.
4. Make the required changes and tap **ok**.

 **NOTE:** The options **All** or **One** only appears for recurring appointments. For recurring appointments, you can update for all recurring appointments or just one.

Cancel an appointment

When you delete an appointment in the **Calendar** on your HP iPAQ, it is also deleted on your computer the next time you synchronize. If the appointment has not been synchronized with a computer, it is deleted only from your HP iPAQ.

To cancel an appointment:

1. Tap the  (Calendar) icon on the **Today** screen.
2. In **Agenda** view, select the appointment to delete.
3. Tap **Menu > Delete Appointment**.
4. Tap **Yes** to delete the appointment.

10 Tasks

The **Tasks** program provides you with an easy way to create a to-do list. Categorize tasks, mark them as complete, when required, and configure **Tasks** to remind you about upcoming appointments.

Create a task

To create a task:

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**.

 **NOTE:** You can also tap **Tap here to add a new task** and enter a description for the task to create a task.

3. Enter the required fields for the task and tap **ok**.

Create and assign a category

You can use categories to organize and group your tasks.

To create and assign a category:

1. Tap **Start > Programs > Tasks**.
2. Do one of the following:
 - For a new task, create the task, and then select **Categories**.
 - For an existing task, open the task, and then tap **Edit > Categories**.
3. Select the required check box (**Business**, **Holiday**, **Personal**, or **Seasonal**) to assign the category.
4. Tap **ok** to return to the task.

 **NOTE:** To create a new category, tap **New** and assign a name to the category for a task. The new category is assigned automatically to the task.

Set the start and due dates for a task

To set the dates for a task:

1. Tap **Start > Programs > Tasks**.
2. Tap the task to set start and due dates for.
3. Tap **Edit** and take one of the following actions:
 - Tap **Starts** to specify a start date for the task.
 - Tap **Due** to specify a due date for the task.
4. Tap **ok**.

Show the start and due dates in the task list

To turn on the display of dates for a task in the task list:

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options...**
3. Select the **Show start and due dates** check box.
4. Tap **ok**.

Set options for displaying tasks on the Today screen

If you have a large number of tasks, you might want to specify the kind of tasks that are displayed on the **Today** screen.

To enable display of tasks on the **Today** screen:

1. Tap **Start > Settings > Personal > Today**.
2. Tap **Items**, and then select the **Tasks** check box.
3. Tap **Tasks** to access options, then tap **Options...**
4. Under **Display number of**, select the type of tasks to appear on the **Today** screen.
5. In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.
6. Tap **ok**.

Mark a task as completed

To mark a task as completed:

1. Tap **Start > Programs > Tasks**.
2. In the task list, select the check box next to the task you want to mark as completed.

To mark a task as complete after you open the task:

1. Tap **Edit**.
2. Select **Completed** from the **Status** list.

 **NOTE:** You can also select a task and tap **Complete** to mark the task as completed. To activate a completed task, select the completed task, and then tap **Activate**.

11 Camera

With the built-in 3.1 megapixel camera, you can record video clips, capture photos, view, and save them on your HP iPAQ.

 **NOTE:** For better stability while capturing photos, hold your HP iPAQ horizontally with the camera button pointing upwards.

Hold your HP iPAQ steady till you hear the shutter sound. The shutter sound confirms that the photo is captured.

Use the camera

You can capture photos and store them in your HP iPAQ or storage card.

 **NOTE:** You cannot use the camera if the battery power is less than 20%.

To capture photos:

1. Press the **Camera** key or tap **Start > Programs > Camera**.
2. Tap the screen and move the vertical slider down to zoom out and up to zoom in.

 **NOTE:** You will not be able to zoom in or out when the camera is used with 3M resolution.

3. Tap the screen and move the horizontal slider left to decrease brightness and right to increase brightness.
4. Press the **Camera** key halfway to auto-focus on the person or subject matter.
5. Press the **Camera** key completely to capture a photo and save it in **File Explorer > My Documents > My Pictures**.

 **NOTE:** Tap the  (Flash) icon to enable flash while taking pictures.

View photos and videos

To view photos or videos captured using your HP iPAQ:

1. Tap **Start > Programs > HP Photosmart Mobile**.
2. Select the photo or video to view.
3. Tap twice to view the photo or video.

Camera settings

To change the camera settings, tap the  (Settings) icon.

Basic settings

You can set basic options for the camera. The settings on the **Basic** tab are used while taking photos and also while recording video clips.

- **Enable Shutter Sound** – Select this option to play a shutter sound while clicking photos.
- **Photo File Prefix** – Specify a prefix name for the photos you click.
- **Video File Prefix** – Specify a prefix name for the video clips you record.
- **Save file to** – Specify a location on your HP iPAQ where you want to store your photos and videos.

You can use additional features, such as **White Balance**, **Effect**, **Contrast**, and **Flicker**, to enhance the appearance of your photos or videos.

Photo settings

Tap the **Photo** tab, to configure the required settings for capturing photos.

- **Capture Mode** – Enables you to change the mode for capturing photos.
 - **Normal** – Align the focus rectangle with your object and press the **Camera** key located on the right-hand side of your HP iPAQ. When the focus rectangle turns green, press the **Camera** key again to capture the photo.

 **NOTE:** This is the default mode for capturing photos.
 - **Timer** – Use this mode to capture self portraits. After you press the **Camera** key, a time delay of 10 seconds will be displayed in the focus rectangle.
 - **Burst** – Use this mode to capture a set of 5 photos by pressing the **Camera** key.
 - **Panorama horizontal** – Use this mode to create horizontal panoramic images, such as vast landscapes and city skylines. Press the **Camera** key to shoot the left-most photo first. When shooting the next photo, 1/3 of the previous photo is displayed on the left side of the screen. This helps match the previous photo when capturing the next photo. After capturing all photos, tap the  (Stitch) icon to stitch them.
 - **Panorama vertical** – Use this mode to create vertical panoramic images, such as monuments and tall structures. Press the **Camera** key to shoot the top photo first. When shooting the next photo, 1/3 of the previous photo is displayed on the top of the screen. This helps match the previous photo when capturing the next photo. After capturing all photos, tap the  (Stitch) icon to stitch them.
- **Resolution** – Select a resolution for your photos from the available options: **QVGA – 320 X 240**, **VGA – 640 X 480**, **1M – 1280 X 960**, **1.3M – 1280 X 1024**, **2M – 1600 X 1200**, and **3M – 2048 X 1536**.
- **Photo Quality:** Select the quality of the photo as **Low**, **Normal**, or **High**.

Video recorder

You can use the built-in camcorder on your HP iPAQ to create short videos and share them with your friends and family.

To record videos:

1. Tap **Start > Programs > Camera**.

 **TIP:** You can also press the **Camera** key, on the right panel, to launch the **Camera** program.

2. Tap  (Camera) icon to go into the video mode.
3. Press the **Camera** key to start recording. Press the **Camera** key again to stop recording.

Video settings

To configure settings for recording videos:

1. Tap the  (Settings) icon.
2. Tap the **Video** tab.
3. Configure the following settings:
 - **Video Format** – Select the video format.
 - **Resolution** – Select a resolution for your videos from the available options: **QCIF(176 X 144)** or **QVGA(320 X 240)**.
 - **Record Voice** – Select this check box to record audio along with the video.
 - **Fit to MMS** – Select this check box to ensure that the recorded video does not exceed the file size that an MMS can hold.

Options for camera and video recorder

Icon	Description
	Device – This icon displays the number on the left top corner of the screen that indicates how many photos you can save to the current storage device. The storage devices available are phone memory and external storage card.
	Flash off – Tap to turn the flash on.
	Flash on – Tap to turn the flash off.
	Resolution – Tap to change the resolution.
	Exit – Tap to close the program.
	HP Photosmart Mobile – Tap to launch HP Photosmart Mobile to view the captured photos.
	Video – Tap to switch to the camera mode.
	Settings – Tap to change the settings.
	Zoom – Move the slider to zoom out or zoom in. NOTE: You need to tap the screen while capturing photos to view the Zoom slider. You will not be able to zoom in or out when the camera is used with 3M resolution.
	Brightness – Move the slider to adjust the brightness. NOTE: You need to tap the screen while capturing photos to view the Brightness slider.
	Panorama – This icon is displayed while capturing horizontal or vertical panorama photos.

Icon	Description
	Stitch – Tap to stitch the photo into a panorama after capturing a set of photos in the Panorama modes.
	Camera – Tap to switch to the video mode.
	Send As – Tap this icon to send captured photos using MMS.
	Delete – Tap to delete the current photo.
	Play – Tap to play current video clips. You can Stop , Pause , or Play the video by tapping on the control icons. The time bar shows the playback progress.

Transfer images

You can transfer the photos and videos captured using your HP iPAQ to any e-mail account, mobile phone or a computer.

Use MMS

When the phone radio is turned on for the first time, the **HP iPAQ DataConnect** program detects the service provider and automatically populates the MMS settings on the HP iPAQ.

 **NOTE:** You need a data-enabled SIM installed in your HP iPAQ.

To transfer pictures using MMS:

1. Tap **Start > Messaging > SMS/MMS > Menu > New > MMS**.
2. Tap **Insert picture/video** and tap the picture or the video you want to attach.
3. Specify the recipient's details in the **To** field.
4. Tap **Send**.

Use Bluetooth

You can transfer images from your HP iPAQ to other devices.

To transfer images using Bluetooth:

1. Tap **Start > Programs > HP Photosmart Mobile**.
2. Scroll and select a picture.
3. Tap **View**.
4. Tap **Menu > Send... > Bluetooth**.
5. Tap **Next**.
6. Select the device and tap **Tap to send**.

Use e-mail

You send the photos and videos you capture using your HP iPAQ as an e-mail attachment.

To send pictures using e-mail:

1. Tap **Start > Programs > HP Photosmart Mobile**.
2. Tap the thumbnail, to be sent through e-mail and tap **View**.
3. Tap **Menu > Send... > E-mail Attachment**.
4. Select the **Reduce sent photo size to** check box and select the reduction in resolution.
5. Tap **Next**.
6. Enter the appropriate e-mail address or use **Contacts** by tapping **Menu > Add Recipient**.
7. Enter other appropriate information, such as an e-mail subject and message.
8. Tap **Send**.

12 Storage cards

Use an optional storage card for:

- Expanding the memory of your HP iPAQ.
- Storing pictures, video clips, music, and programs.

 **NOTE:** Storage cards are not included with your HP iPAQ, and must be purchased separately.

For more information about storage cards, visit <http://www.hp.com>, and then go to **Home and Home office > Handhelds & Calculators > iPAQ accessories**.

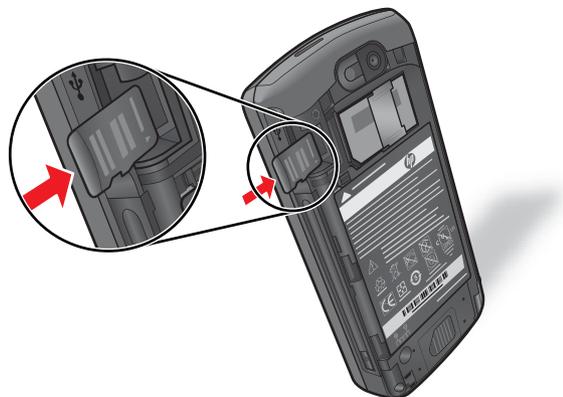
Insert a storage card

To insert a storage card:

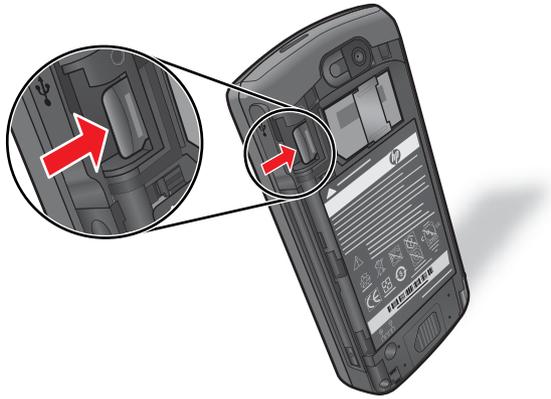
1. Open the back cover.



2. Slide the storage card in the microSD slot with the metal area facing down and inserted first into the HP iPAQ.



3. Push the card in the slot to lock it in place.



4. Close the back cover.



If you have trouble inserting a storage card, try the following:

- Make sure you are not inserting the card at an angle.
- Make sure you are inserting the metal area first and facing down.

Remove a storage card

To remove a microSD storage card from the storage slot on the HP iPAQ:

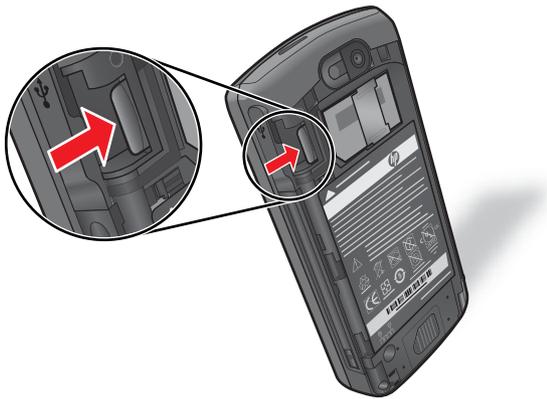
1. Save your changes and close all running programs.

2. Open the back cover.



3. Push the card in the slot to unlock the card.

 **NOTE:** The card is pushed out a little when you unlock it.



4. Remove the storage card from the storage card slot.



5. Close the back cover.



View contents of a storage card

Use **File Explorer** to view the files that are located on your storage card.

To view contents of a storage card:

1. Tap **Start > Programs > File Explorer**.
2. Tap **Up**.
3. Tap **Storage Card** from the file list displayed to view a list of files and folders stored on the storage card.

If the HP iPAQ does not recognize your storage card, try the following:

- Install any drivers that came with the storage card.
- Reset the HP iPAQ by removing and reinserting the battery.

 **NOTE:** Make sure that you save your data before you reset.
