

Text Messaging

MMS

E-mail

Windows Live

Messaging **Chapter 5**



This chapter describes how you can create or delete, send or receive, and organise or store your messages in the phone. The following types of messages are all stored under the Messaging Application:

- Text messages (SMS – Short Message Service)
- Multimedia messages (MMS)
- E-mail messages
- Windows Live Messenger
- Windows Live Hotmail

Overview of Messaging folders


Each Messaging account has its own folder hierarchy with five default Messaging folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the account are stored in these folders. You can also create additional folders within each hierarchy.

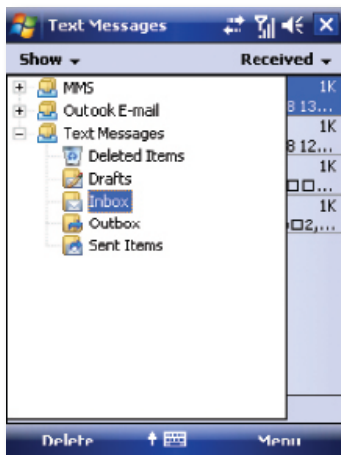
The behavior of the folders you create depends which type of Messaging account they are for and the behavior of the Deleted Items and Sent Items folders depends also on the Messaging options you choose.

TEXT MESSAGING

Text Messaging is a popular way of sending short messages to other mobile phone users and, in some countries, to land lines as well. Each text message is a maximum of 160 characters long. In some countries the maximum size is 70 characters if accents or other special characters are used. Your device will automatically join multiple texts together.

Create a text message

1. On the Today screen, tap  Start > Messaging.
2. Select an account from the list. You are automatically taken to the Inbox of the chosen account.
3. From the bottom of the screen, press Menu > New.
4. In the To: field, enter the mobile phone number of the recipient. Insert a semicolon (;) between multiple recipients. You may also choose a contact by pressing Menu > Add Recipient.
5. Tap Send. Text messages are sent immediately.





NOTE: In the "To:" field, you can enter phone numbers from your contact cards quickly. Press the Action button when the cursor is in this field. A new screen displays the contact list for your selection. Press the Action button again for the selection and the phone returns to the SMS text message screen. Repeat this for all contacts you wish to send the SMS to.

Cancel a text message

- To cancel a message, tap Menu > Cancel Message.

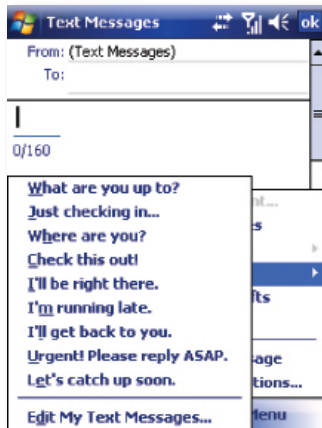
Get delivery notifications

If you require Delivery notifications, in the message creation screen tap Menu > Message Options... and check the Request message delivery notification box.

Insert predefined text into a message

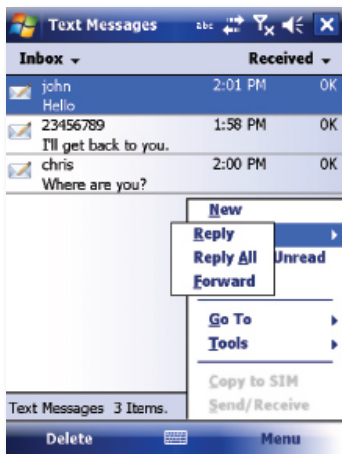
To save time when entering text, you can insert predefined text into messages.

1. Tap Menu > My Text.
2. Select the text you want to insert by tapping the phrase you wish to insert.
3. To edit a My Text message, tap Menu > Edit My Text Messages. Select the message you wish to edit and make desired changes.



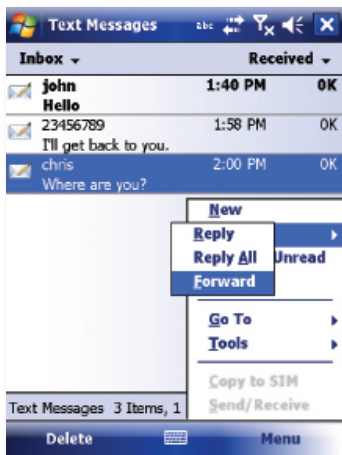
Reply to and Forward a message

1. From the text message inbox or from an open message, tap Menu > Reply > Reply or Reply All or, from an open message, tap Reply (bottom left corner).
2. Enter a message in the message area.
3. Tap Send.




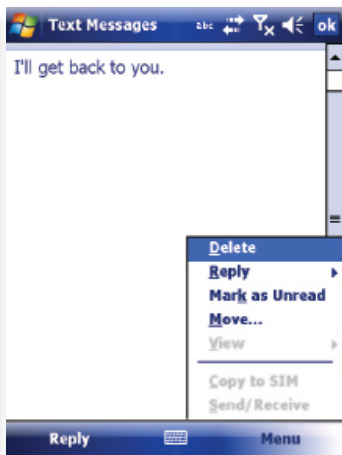
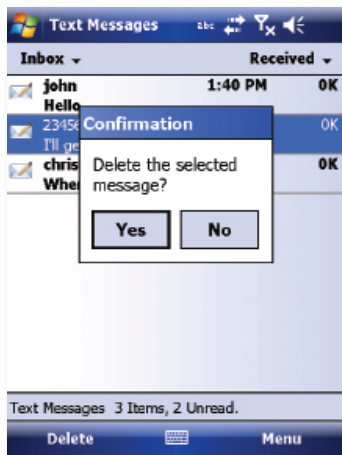
Forward a message

1. From an open message or from the text message inbox, tap **Menu** > **Reply** > **Forward**.
2. Enter a message in the message area.
3. Choose a recipient to send the message to. Type in the name or tap **Menu** > **Add recipient**.
4. Tap **Send**.



Delete a message

1. On the Today screen, tap  Start > Messaging and select an account.
2. Select the message to delete.
3. Tap Delete or press the Left Soft Key.




MMS

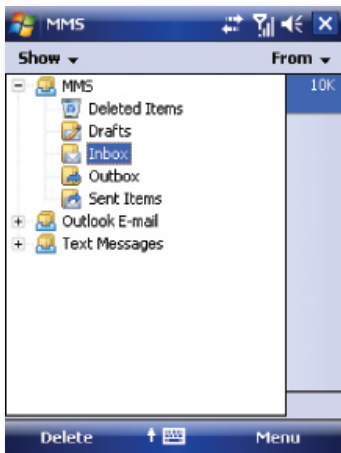
Creating and sharing MMS messages with your friends and family is easy with your device. You can even use the device's camera to capture photos while composing a new MMS message, and send them along it.

If your network operator settings are recognized when your device first boots up with the SIM card installed, MMS settings should be configured automatically. If you need to set up MMS manually, however, please refer to Set up an MMS account at the end of this section.

Getting started

MMS Composer is an integrated part of your device's Messaging functionality.

- Tap  Start > Messaging and then select "MMS" to view your message boxes:

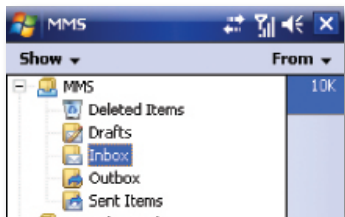


Exiting MMS Composer

To quit, tap the "X" in the top-right corner of the screen while viewing any message box or press OK key.

Message boxes

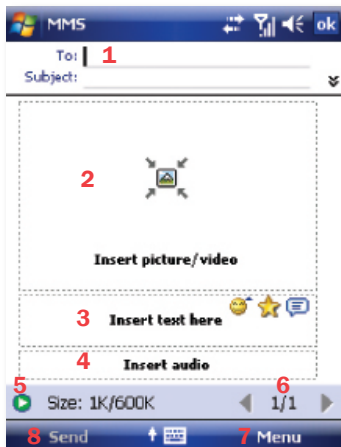
Select the MMS message box that you wish to view:



- Deleted Items: Contains messages you discard.
- Drafts: Stores work-in-progress messages.
- Inbox: Stores messages that you receive.
- Outbox: Stores messages that are recurrently being sent, or those that were unable to be sent.
- Sent Items: Stores messages that have been successfully sent.

Creating a message

MMS messages are created by combining various slides. Each slide can consist of a photo or video, audio, and text. Select “New” from the menu of any message box screen to compose a new message.* Here is an overview of the MMS creation screen:



1. Tap these areas to manually input your address and message subject. Tap “To:” to select a contact from your address book. Tap the doubledown arrow to view the Cc and Bcc fields.
2. Tap here to insert a photo, picture or video.
3. Tap here to input text in the message.
4. Tap here to insert an audio clip.
5. Tap here to play the message.
6. The message size and the slide number are shown here.
7. The menu lets you do a variety of things (explained later).
8. When you are ready to send your message, tap here.

We shall discuss the specifics of including a photo/video, text, and audio. We'll also take a closer look at the menu.

If you would like to choose a pre-made message template instead of adding components yourself, you can use: Menu > Template > New from template...



NOTE: You may not automatically be taken to a blank message. If you are instead taken to a page that displays pre-made templates, choose the template you want. If you would prefer to create a blank message next time, check the "Always choose custom" box.*

Adding a photo or video






You can add either a still image or a video clip to each individual slide. After you have tapped the area to add a photo or video, you will be allowed to select exactly what you want to include.



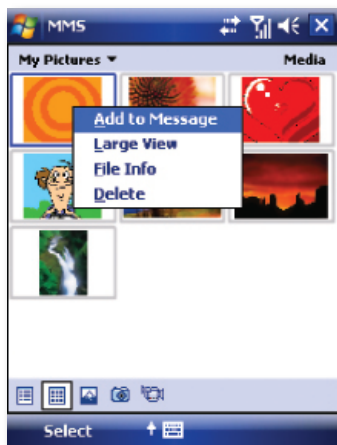
1. This pull-down lets you select a specific location that contains photos/videos.
2. Tap the specific photo or video clip that you want to add.

- Tap and hold on an image to see the “Add to Message”, “Large View”, “File Info” and “Delete” options. “Add to Message” adds the selected photo/video to the slide. “Large View” displays individual photos or videos. “File Info” displays the file name, resolution, date, and size of a photo. When you are reviewing video file information, the duration of the video is also listed. “Delete” deletes the file.
- Tap “Select” to add the selected photo/video to the slide. Or tap the “X” in the top-right corner of the screen return to the previous screen.

The following options are available:(tap the relevant icon at the bottom of the screen):

Icon	Description
	Displays photos/videos as a file list.
	Displays thumbnails (as shown here).
	Displays individual photos.
	Lets you take a new picture.*
	Lets you capture a new video.*

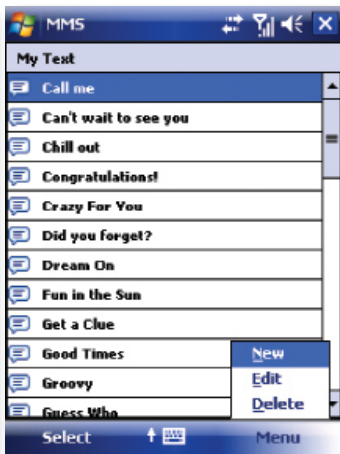
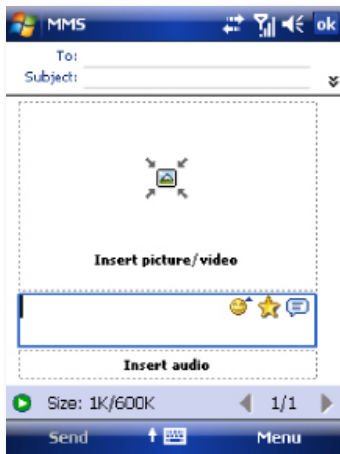
*May not be available in all versions.



Adding text

You can add text to any slide. You can either enter in new text with the keyboard, or use “My Text.” For predefined phrases. You can also insert an emoticon icon or a favorite website link into your message.

- Tap the My Text icon to see a list of pre-saved text messages. Tap the one you want, and then tap “Select” to add it into the message.
- Tap “Menu” in the My Text screen to view editing options:



- New: Lets you enter in a new saved phrase.
- Edit: Lets you modify an existing saved phrase.
- Delete: Removes the selected phrase from the list.

- Tap the smiling face icon to see a table of Emoticon icons. Tap the one you want to add it into the message.

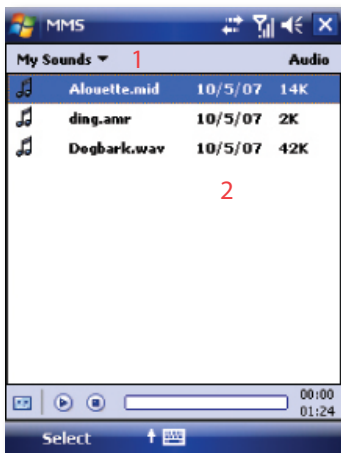


- Tap the star icon to see a list of favorite links. Tap the one you want, and then tap "Select" to add it into the message.



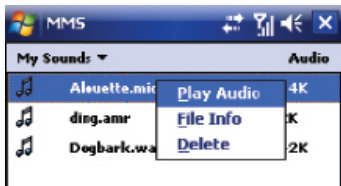
Adding audio




Single audio clips can be added to each slide. You can either include an existing sound file, or record a new one. Tap the Insert audio area.



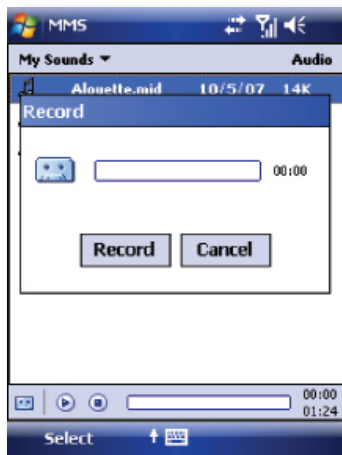
1. From the pull-down, select a location that contains audio files.
2. Tap the file you wish to add.


You can view file information similarly to photos and videos. Tap and hold on a file, then choose “Play Audio,” “File info” or “Delete.” The file name, duration, date, and size are shown when you select “File info.” You can also choose to delete the file.



You can use the playback controls to preview the audio:    (Play/ Pause and Stop controls are available).

Highlight a file then tap “Select.” Or tap the “X” in the top-right corner of the screen return to the previous screen.



Icon	Description
	Tap this button to activate controls that allow you to record new audio.
Record	Tap this button to begin recording.
Done	Tap this button to add this record file to message.
Stop	Tap this button to stop recording.
Cancel	Cancel record file or play/add the record file.
Play	Tap this button to play your recorded file.

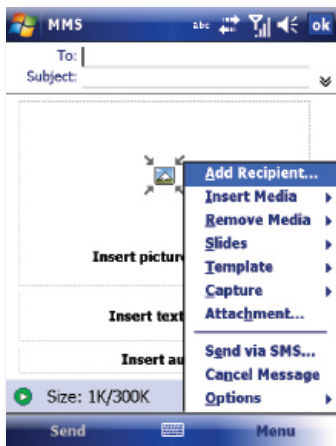
Menu commands

The following commands are available along the bottom of the MMS creation screen:



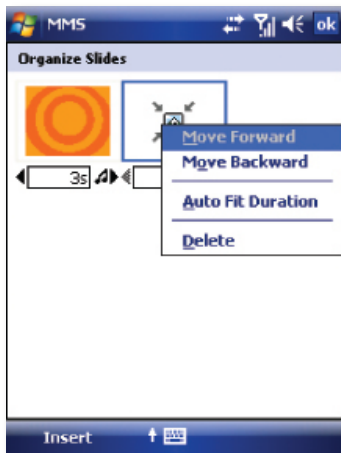
Icon	Description
	Tap here to preview your message.
	Takes you to the previous slide.
	Takes you to the next slide.
	The first number indicates the current slide you are viewing. The second indicates the total number of slides. Tap here to see a pop-up list of slides; tap the number you wish to see.

Menu items



Item	Description
Add Recipients	Choose and add recipients from your address book. (The option is only available when you are in the “To” field or the text input field.)
Insert Media	Insert a picture/video, audio track, or My Text into the current slide. This works the same as doing it on the slide directly.
Remove Media	Delete the picture/video, audio track, or text from the current slide. (The option is not available if you have not inserted media.)
Slides	Insert a slide or delete the current slide. You can also press “Organize Slides...” to arrange the slide order and display the duration of each slide.
Template	Choose “New from Template...” to create a message with preset content. Choose “Save as Template” to save your current message as a new template.
Capture	Take a picture, or record video. (Some or all these options may not be available).
Attachment	Attach a vCard or vCalendar (from the menu, select the type of file you wish to attach.) You can delete any attachment as well.
Send via SMS	Sends the text content to the recipient via SMS.

Item	Description
Cancel Message	Cancels the creation of the message.
Options	Set the following options of the message.
Background	Choose a background color for the slide.
Text Layout	Choose a layout for the text in the slide.
Text Size	Choose small, normal or large text.
Text Color	Choose a color for the text.
Text Background	Choose a background color for the text.
Send Options	Here you can view and edit your send preferences. (See next Section "Send Options" for more information)



- Tap and drag a slide to move it to a different spot in the sequence.

- Tap the directional arrows beneath each slide to increase or decrease the display time.
- Tap and hold for more options (move forward/backward, auto fit duration (adjusts duration to match audio length,) delete.

Send Options

From the “Delivery” pull-down, select when you would like to deliver the message.

From the “Expiration” pull-down, select how long you would like the message to be stored on the server. The server will stop attempting to deliver the message after the set time expires.

- Set the message priority from the “Priority” pull-down.
- Set the message class from the “Class” pull-down.


Delivery report / Read report: By checking these boxes, you will be notified when your message is delivered and read, respectively.

- Tap “Menu” to choose “Save as default” or “Restore factory default.” Choose “Cancel” to return to the previous screen.
- Send - Sends the message.



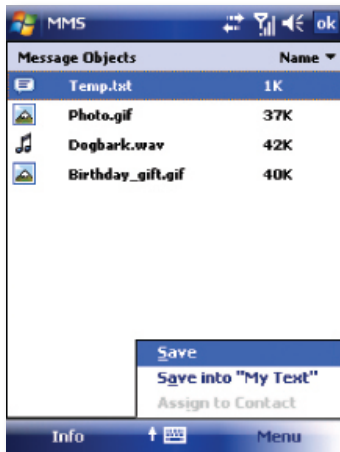
Viewing messages

When viewing messages that you receive or send, or when previewing a message you are working on, you have a variety of options.

- Use the Play/Pause/Stop buttons to view the message. Use the  button to display the message in full screen mode. Use the Left/Right Arrow buttons to skip among the various slides (if applicable.) You do not need to watch the message straight through; you can skip among the various slides.
- Tap "Menu" to view detailed information about the message. When you play a received message, you can reply to the message via SMS/MMS by choosing "Reply via SMS/MMS."



Tapping “Objects” displays a list of all the message components. Tap any component to open/view it.

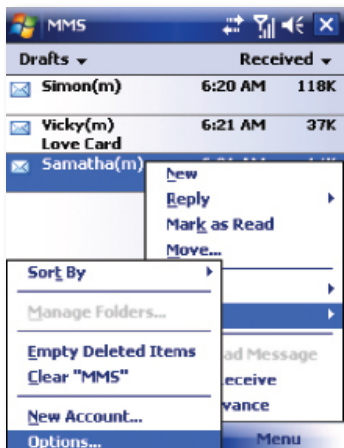


In Objects

Item	Description
Info	Displays the file name, resolution/duration, date, and size of an object.
Menu	Contains follow items.
Save	Stores the current selected object.
Save into “My Text”	Saves the text into the “My Text” list.
Assign to Contact	Lets you associate the selected image file as a caller ID or audio file as ringer ID. (Not always available.)

MMS configuration

To view and edit your MMS configuration, choose “Tools” in the menu while viewing any message box, tap “Options”, and then choose “MMS” in the Accounts list.




Preferences Tab - You can set your preferences as follows:

Item	Description
Retrieve messages immediately	Typically, you receive a notification whenever a new message is available. Checking this box downloads new messages automatically. You can also choose to download only while on your home network.
Confirm to retrieve message while roaming	Check this option to download messages when you are roaming.
Save sent messages	Check this option to save a copy of messages that you send.
Reject all messages	Check this option to block all incoming messages.
Allow read report	These commands allow delivery and read reports to be sent after you receive and read messages, respectively.
Disconnect network connection after MMS	Check this option to disconnect the network connection after sending a message.
Attempts before giving up	This value sets the number of times the program will attempt to send your message before stopping.
Creation mode	Choose the creation mode to be warned or be restricted to only choose the media objects which belong to "Core MM Content Domain" to compose a message. Choose "Free" can add any type of contents to your message.
Photo resolution	Choose the resolution for images that you send. You may want to decrease below the original resolution to reduce the send/receive time.
Other tabs	The "Blacklist" tab lists the numbers you have blocked by saving them to the blacklist. The "Servers" tab lists your available Multimedia Messaging Service Center (MMSC). These settings are normally configured automatically and depend on your service provider. The "About" tab lists information about MMS Composer.

Set up an MMS account

In order to send a message, you need a valid connection and a default server (consisting of a WAP gateway and an MMSC server). Users will usually not be required to enter the MMS network settings. These settings can be automatically configured and WAP provisioning is supported.

However, to access these settings manually:

1. Tap  Start > Messaging > MMS.
2. Tap Menu > Tools > Options .
3. Select MMS > Servers tab > New.

Connect via: The connection selected under “Connect Via” must have the correct GPRS/Access Point already defined. The Access Point details should be obtained from the service provider.

You will also need to obtain the exact details about the correct MMS settings for your network from your service provider. These consist of the Server name, Gateway, Port number, Server address URL, size limitation and WAP version.



NOTE: Pay close attention to the entered Gateway and MMSC Server address; a single incorrect character will prevent successful MMS messaging.



Messaging

Server name:

Gateways:

Port number: 8080

Server address: http://

Connect via: My Connection

Sending size limitation: 300K

Receiving size limitation: 100K

WAP Version: WAP 2.0


Ok Cancel

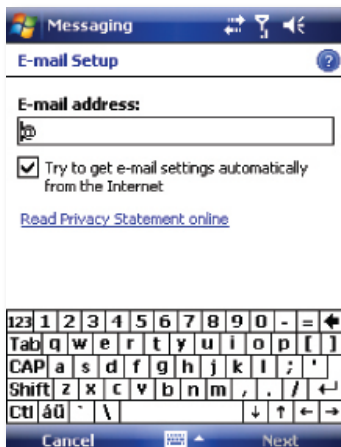
E-MAIL

Before you can send or receive e-mails, you will need to setup an e-mail account. There are different types of e-mail accounts supported by the device. This is described in the next few pages.

- Internet e-mail account (POP3/IMAP4).
- Microsoft Exchange Server (Microsoft Outlook).

Set up an Internet e-mail account automatically

4. On the Today screen, tap  Start > Messaging > New E-mail Account.
5. Enter the e-mail address.
6. Check the Try to get e-mail settings... checkbox.
7. Tap Next to begin searching.



You will need to supply your email user name and password.

8. If the e-mail address cannot be found, you will be asked to setup the account manually.




NOTE: If the account is set up successfully, you will be prompted to send and receive e-mail. If not, you must tap **Next** and set up the account manually, which is described in the following pages. Setup an Internet e-mail account manually.

Set up an internet e-mail account manually

Before you set up your Internet e-mail account, ensure that you have the necessary information as listed in the table below. The manual setup is needed if the automatic setup failed as described the previous section.

Setting	Description
User name	Typically, the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You will 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 may or may not be required by your Internet Service Provider.
Account type	The type of e-mail server that hosts your mailbox (POP3 or IMAP4).
Account display name	A name for this account. You must use a different name for each account that you setup.
Network	The type of network your e-mail server connects to.
Incoming mail server	The name of your e-mail server (POP3 or IMAP4).
Require SSL connection	Select this to ensure you always receive e-mail for this account using an SSL connection. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing mail server	The name of your outgoing e-mail server (SMTP).
Outgoing server requires authentication	Your outgoing e-mail server (SMTP) may require authentication. Note: Your user name and password from above will be used.

Setting	Description
Outgoing server settings	Your outgoing e-mail server may require different authentication settings than your incoming e-mail server.
Use different user name for outgoing server	A checkbox that lets you enter separate settings for your outgoing e-mail server.
User name	Your user name for the outgoing e-mail server.
Password	Your password for the outgoing e-mail server.
Domain	The domain name of the outgoing e-mail server.

1. Tap  Start > Messaging > New E-mail Account.
2. Enter your e-mail address for this account, clear the check box against “Try to get e-mail settings automatically from the Internet” and then tap Next.
3. Select your provider type (Internet e-mail or Exchange server).
4. Enter the names of the incoming and outgoing mail servers, and the domain of the outgoing e-mail server.



NOTE: The domain name is not required for an Internet service provider account, but may be required for a work account.

5. To complete setup with the current synchronization settings, tap Finish.

To adjust the synchronization settings later, you can select the account and tap Menu > Options, make the changes you want, then tap Finish.



WARNING: If you save your password and then lose your phone, someone finding your phone might be able to gain access to your e-mail.


Setup a Microsoft Outlook e-mail account

A Microsoft Outlook e-mail account is hosted on a Microsoft Exchange Server. You will need to have this account set up first before carrying on with the other steps described in this section.

To complete the setup for synchronization with Microsoft Exchange, you will need to get the name of the Exchange server and the server domain name from your service provider or system administrator. You must also know your Exchange user name and password.



NOTE: Before changing synchronization settings on your device, disconnect it from your PC.

1. Tap  Start > Programs > ActiveSync > Menu > Configure Server.



NOTE: If this is your first time setting up synchronization with Exchange Server, this will say Add Server Source instead of Configure Server.

2. In Server address, enter the name of the server running Exchange Server, and tap NEXT.
3. Enter your user name, password and domain.
4. To enable the device to synchronize with Exchange Server automatically, select Save password. To change the rules for resolving synchronization conflicts, tap Advanced.
5. Tap Next.
6. Select E-mail and any other types of information you want to synchronize with Exchange Server. To change available synchronization settings, select the type of information and tap Settings.




NOTE: Settings may be concealed under the Input Panel; hide the Input Panel.

7. Tap Finish.

Direct Push Technology


Direct Push technology keeps your Outlook Mobile up-to-date by delivering E-mail, Calendar, Contacts and Tasks directly to your device, allowing you to react quickly to changes. Direct Push technology offers several benefits. Instead of sending empty syncs, as would be the case with scheduled or manual sync operations that are targeted only at those folders that contain changes. By not transmitting these empty syncs, the device is able to reduce its power consumption, increasing battery life. At the same time, this can reduce data usage charges. You will receive a message that the server “must enforce security policies” if your Exchange Server supports MSFP – Microsoft “Messaging and Security Features Pack,” and your e-mail administration team are enforcing security policies to your device. These security policies may be to lock the device from unauthorised access after the device has been left unused for a period of time, or for the ability to wipe the device ‘Over The Air’. Your IT administrator will be able to tell you which policies are being applied to your device.

Exchange Server 2003 with SP2 and Exchange 2007 have the option to utilize the MSFP. One of the benefits is the ability for the Server to push new e-mails as they arrive to the Microsoft Outlook client in the phone.

When ActiveSync has synchronised successfully, tap  Start > Messaging and tap Outlook E-mail. The mail folders (Inbox, Outbox, Drafts etc) are arranged similarly to the Microsoft Outlook client in a PC.

Please refer to section 6 for further information about synchronizing with an Exchange Server. Also, on <http://www.imate.com> you can find step-by-step guidelines on how to set up e-mail on your i-mate device.


View the Inbox message list

On the Today screen, tap  Start > Messaging, and select an account. The Inbox message list displays your received messages.



NOTE: To view new messages when they arrive, tap the notification on the Today screen.

Create an e-mail message

1. On the Today screen, tap  Start > Messaging.
2. Select an e-mail account from the list.
3. Tap Menu > New.
4. In To, Cc, and/or Bcc, enter the recipient's e-mail address. Insert a semicolon (;) between multiple addresses.
5. In Subject, enter a subject for the message.
6. Enter a message.
7. Tap Send. E-mail messages are stored in the Outbox and are sent to recipients the next time you synchronize or connect to your e-mail server and send and receive mail.



NOTE: You can quickly enter e-mail addresses from your contact cards. In the To: field, press ENTER and select a recipient from the list. Then, select the recipient's e-mail address. The semicolon separator is automatically inserted if you enter multiple recipients.


- To set the priority of the message (i.e. to make it appear as Low, Normal or High priority in the recipient's inbox), tap Menu > Message Options.
- To cancel a message, tap Menu > Cancel Message.

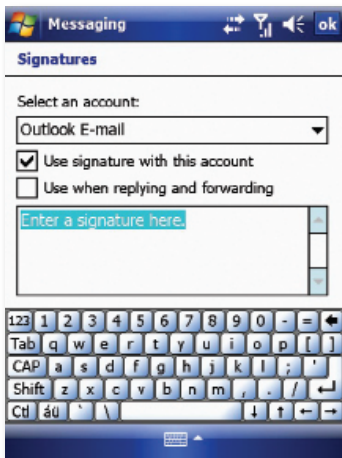
Insert predefined text into a message

Please refer to the start of Chapter 5: Text Messaging for details on how to use this feature. You can use it when creating a new message or replying to an e-mail. When the message screen appears, tap Menu > My Text.

Create and add a signature to message

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

1. On the Today screen, tap  Start > Messaging.
2. Select an e-mail account from the list.
3. Tap Menu > Tools > Options > Signatures....
4. Scroll to the account for which you are creating the signature.
5. Select Use Signature with this account.



6. To insert a signature into every message you send, select Include when replying and forwarding. Otherwise, a signature is inserted only into new messages.
7. Tap OK.

Reply to a message

1. From an open message, tap either the soft-key Reply or tap Menu > Reply > Reply or Reply All.
2. Enter a message in the message area.
3. Tap Send.

If you are replying to an e-mail in the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs, depending on your rate plan.




Send and receive Internet e-mail messages

4. On the Today screen, tap Start > Messaging
5. Select an e-mail account from the list.
6. To select the folders for synchronization, tap on Menu > Tools > Manage Folders.
7. Tap Menu > Send/Receive. The phone should then connect to your e-mail server via the Internet and send/receive your messages.



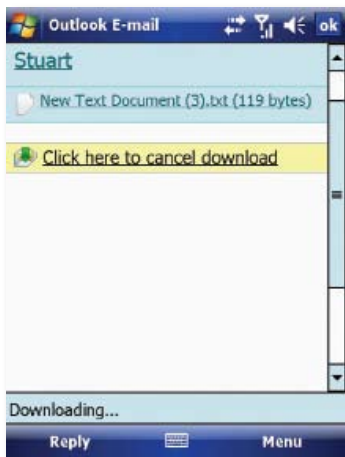
NOTE: To stop this process, tap Menu > Stop Send/Receive.

Download a complete e-mail message

1. On the Today screen, tap  Start > Messaging
 2. Select an e-mail account from the list.
 3. Select the message to download.
 4. Tap Menu > Download Message. The complete message is retrieved the next time you synchronize or connect to your e-mail server to send and receive e-mail. The message will be downloaded the next time your device connects to the e-mail server to send/receive e-mail. The frequency of this is determined by the schedule setup in your ActiveSync configuration, detailed in Chapter 6.
- You can choose whether or not Send/Receive synchronizations should be triggered every time you tap Send, whether the automatic Send/Receive schedule should be suspended when you are roaming (e.g. because the data charges are usually higher when roaming away from your home network) and whether or not copies of messages you delete from the device should be left on the e-mail server or also deleted.



NOTE: Alternatively, you can scroll down to the bottom of the message and tap Get the rest of this message. The message will be downloaded the next time your phone connects to the e-mail server to send/receive e-mail.



Download an attachment

After you scroll down to the file name shown, tap it and the attached file will be downloaded when your phone connects to your e-mail server to send/receive e-mails again.

View an attachment


In an open message containing a downloaded attachment, tap the attachment.

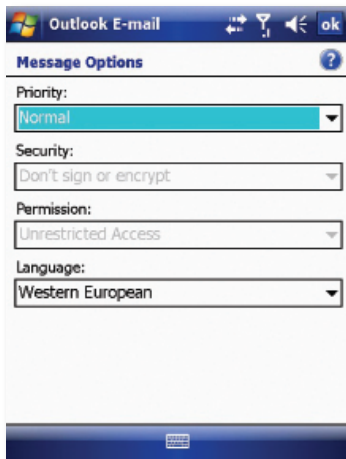


NOTE: You can view attachments only for file formats supported by the device.

Digitally sign a message

Digitally signing a message applies your public-key certificate to the message. This proves to the recipient that the message is from you and not from an impostor, and that the message has not been altered.

1. On the Today screen, tap  Start > Messaging.
2. Select an e-mail account from the list.
3. Click Menu > New.
4. Click Menu > Message Options.




5. From the Security list, choose from the drop down menu.
6. Tap OK.




NOTE: S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with Exchange Server 2003 Service Pack 2 or later versions that support S/MIME. If you are not using one of these products, or have not yet synchronized, these options will be unavailable.

Change e-mail security options

Windows Mobile 6 supports two methods of installing a certificate on your device; you can either import a certificate from a file or you can enroll at a Certificate Authority using HTTP. Use personal certificates to positively identify yourself to others.

You can check your installed certificates by tapping:  Start > Settings > System tab > Certificates.

ActiveSync allows you to set up S/MIME e-mail encryption and signing. You will have to obtain a valid certificate for signing or encrypting e-mail before you will be able to sign or encrypt mail successfully.

1. Tap  Start > Programs > ActiveSync.
2. Tap MENU > Options.
3. Select the E-mail information type, then tap Settings.
4. Tap Advanced. Do one or both of the following:
 - To encrypt all outgoing e-mail messages so the contents of a message cannot be viewed by anyone other than the intended recipient, select the Encrypt all outgoing e-mail messages check box.
 - To sign all outgoing e-mail messages so a recipient can be certain a message was sent by the claimed sender and has not been altered in anyway, select the Sign all outgoing e-mail messages check box.
5. To select a certificate for signing or encrypting outgoing e-mail messages, tap MENU > Choose Certificate. You can select certificates to sign or encrypt e-mail messages individually, even if you do not choose to sign or encrypt all outgoing e-mail.



Change e-mail folders and accounts

When viewing any mailbox, you can jump quickly to another mailbox as follows:

1. Tap Go To > Folders.
2. You can select the new folder you wish to view.
3. If you also wish to manage your folders for ActiveSync, tap Menu > Tools > Manage Folders.



TIP: Why can I not see my messages in my Sent folder?

By default, messages you send are not saved on your device; this is to help conserve memory. If you want to keep copies of sent messages, in Messaging, tap Menu > Tools > Options > Messages tab, 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 Menu > Tools > Manage Folders and select the check box next to the folder.

WINDOWS LIVE

About Windows Live

Windows Live on your mobile device provides real-time access to your Windows Live Hotmail inbox, your Windows Live Messenger contacts list and options for customizing your Windows Live experience.




NOTE: Windows Live Messenger is an instant messaging service hosted by Microsoft through the Internet. Windows Live Messenger was previously widely known as MSN Messenger.

With Windows Live you get:

Windows Live Mail. Read, write, and send e-mail, or manage your Hotmail folders.

Windows Live Messenger. See who's online. Send and receive instant messages. Subscribe to status updates for selected contacts so you're notified when they're online.

Options and settings which you can use to create a custom Windows Live experience.

- To use it, tap  Start > Programs > Windows Live.

To use Windows Live you must have a working connection to the Internet.




NOTE: Windows Live is not supported on all language versions of Windows Mobile Operating System.*

Create a Windows Live I.D. and a Hotmail account

Visit <http://get.live.com/mail/options> (from any terminal with Internet access).


After obtaining a Windows Live I.D., proceed as follows to set up the new account on your device:

1. On the Today screen, tap  Start > Messaging > New E-mail Account.
2. Enter the e-mail address.
3. Check the Try to get e-mail settings automatically from the Internet check box.
4. Tap Next to begin searching.

5. Once found, you will be taken to Windows Live. You will be asked for your Windows Live password and synchronization will then commence.

Clear the Windows Live password last saved on your device

When you clear the password that was last saved on the device, you can re-enter your credentials using a new password. You need to do this if you change your Windows Live I.D.

1. Tap  Start > Programs > Windows Live
2. Tap Menu > Account Options.
3. Tap Clear Password.

Windows Live Messenger overview

With Windows Live Messenger you can send instant messages to your contacts' mobile devices or computers. For instructions, select a task below.

Sign In and Out

The sign-in process helps to maintain secure access to your Windows Live Hotmail and Windows Live Messenger accounts. Sign-in lasts for 24 hours, regardless of power or connection loss. Just being signed in to Windows Live does not use GPRS data but if you are signed to Messenger then this will use GPRS data to maintain contacts and Send or Receive messages. Data usage charges may be incurred; this will depend on the details of the contract you have with your service provider.

You can access Windows Live by tapping  Start > Programs > Windows Live. Then tap the green arrows to scroll through different Windows Live services.

You can start Messenger by tapping:  Start > Programs > Messenger.

Enter the e-mail address and password for your Windows Live I.D. Then tap Sign In.

You may like to add Windows Live and Windows Live Search items to your Today screen. Do this in the Settings > Items tab.

You can also add Windows Live items to the Start Menu, if you have space available. Do this in Settings > Menu.

Signing in to an account may take several minutes, depending on your connection speed and how busy your mobile network is.




CAUTION: If your credentials are entered automatically this could be a security risk. If your mobile device is lost or stolen, others may gain access to Windows Live Messenger and Hotmail. If your mobile device is lost or stolen, go to a computer and change your Microsoft Passport credentials by logging into Account Services at <https://login.live.com/>.

Sign Out

If you wish to sign out, tap Menu > Sign Out.

Switch between multiple accounts

You may want to set up and switch between multiple accounts. To switch accounts, do the following:

1. Tap  Start > Programs > Windows Live
2. Tap Menu > Account Options.
3. Tap Switch Windows Live ID.

Add and delete Contacts

After you have signed into Messenger, you will be able to perform the functions below.

- To add a contact, tap Menu > Add New Contact and then follow the directions on the screen.
- To delete a contact, select the contact and tap Menu > Contact options > Remove contact. Check the boxes to Block this contact and/or Remove this contact from my Windows Live contact list.
- Tap OK to permanently delete the contact.

Manage Contacts

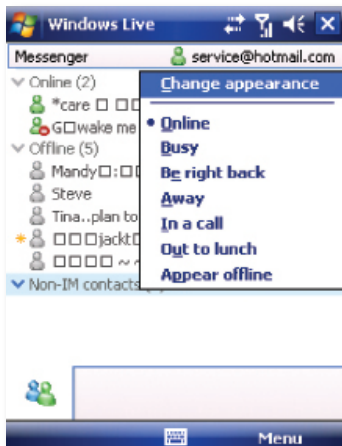
- To block a contact from viewing your status and sending you messages, select the contact and tap Menu > Contact options > Block contact.
- To unblock a contact, select the blocked contact from the list and tap Menu > Contact options > Unblock Contact.

Change your display name and personal message

1. In Messenger, tap Menu > Change Appearance.
2. In My display name and Personal message, enter the name and phrase that you want to display in Messenger. Tap Done.

Check your Messenger Status

- Tap the messenger title bar. Your current status is indicated in the list by a bullet point. You can change your status by selecting another description.

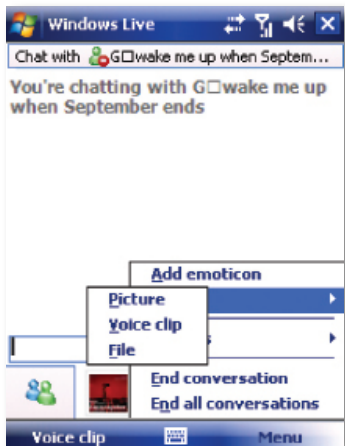


Let Contacts know you are not available

Select your own name at the top of the page and then tap the desired status description. For example, tap Away.

Send an Instant Message (IM)

1. Tap the contact you want to send a message to. Tap a second time or tap Send IM.
2. Enter your message in the text entry area at the bottom of the screen and tap Send.
3. Emoticons, Pictures, Voice Clips and Files can also be sent to the contact. Tap Menu > Add emoticon or Menu > Send > Picture, Voice Clip or File.



Add Participants

Extra participants can be added to the current conversation.

1. Tap Menu > Options > Add participant.
2. Select the contact.
3. Tap Add.

End a conversation

- Tap Menu > End conversation or End all conversations.

Windows Live Hotmail overview

With Windows Live Hotmail on your Pocket PC, you can now:

- Access your Windows Live Hotmail inbox even when you're mobile.
- View graphics, Web links, and contact photos in e-mails.
- Respond to e-mails with voice recordings.
- Push mail so your inbox is kept up-to-date.

Read, send, and reply to e-mail, and manage your folders. Mark e-mail attachments for downloading so that you can view them. Windows Live Hotmail messaging on your device is organized in a consistent way with all other email boxes.

View your Hotmail Inbox

1. In Messaging, select Windows Live. Then tap the folder name at the top of the screen (e.g. Inbox) to reveal all the Windows Live Hotmail folders.
2. To synchronise your Hotmail inbox so you see your latest e-mail messages, tap Menu > Send/Receive.

Write and send e-mail

1. Tap Menu > New at the bottom of the Windows Live inbox screen.
2. In the To: field, enter an e-mail address.
3. In Subject field, enter the subject of the e-mail.
4. Enter a message in the body of the e-mail, and then tap Send.

You can write or reply to an e-mail while offline. Follow the steps above and when you next have an open data connection, tap Menu > Send/Receive.

Reply to an e-mail message

1. Select a message in your Hotmail inbox.
2. Tap Reply or if you wish to include the recipients in the CC field, tap Menu > Reply All.
3. Enter the text of your reply, and then tap Send.

Delete an e-mail message

1. Select a message in your Hotmail inbox.
2. Tap Delete. The message is deleted after asking for your confirmation.

Add an e-mail attachment

1. On the Hotmail inbox screen, tap Menu > New.
2. In the To: field, enter an e-mail address.
3. In the Subject field, enter the subject of the e-mail.
4. Tap Menu > Insert > File, to select a file.
5. Enter a message in the body of the e-mail, and then tap Send. You can also attach a Picture and Voice Note files.