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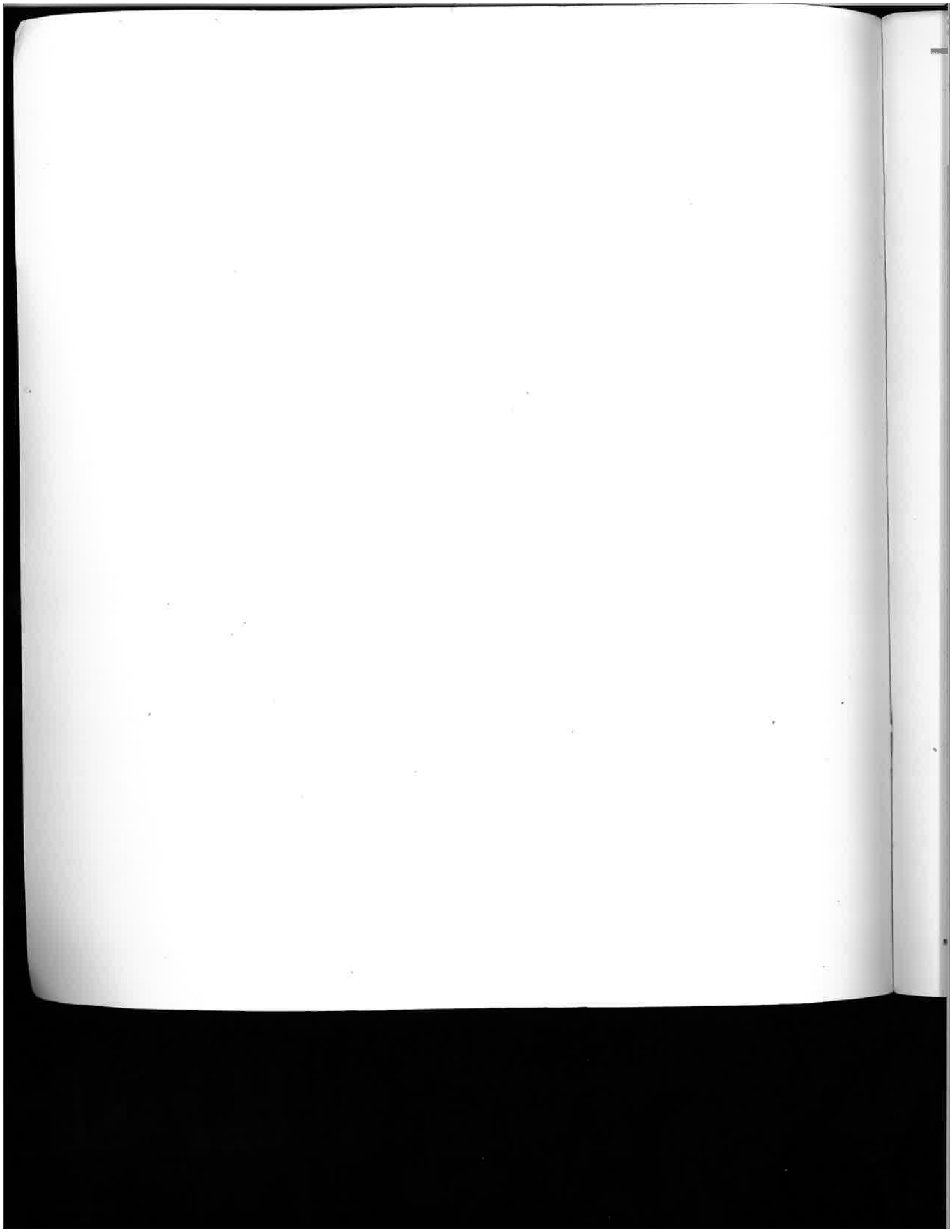

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by Bill Landon and Matthew Miller

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ABOUT THE AUTHORS

Bill Landon is a mobile technology professional with 17 years combined experience in the computer and mobile technology field. Bill started his computer technology interests in the mid 1980s, programming software and modifying system hardware. He is the founder and senior editor of MaximumPDA.com and the recently developed PDAToday.com, both of which offer news and reviews of personal data assistant and mobile technology. In addition, through Bill's Web site, PDAToday.com, Bill helps in sponsoring and organizing the Puget Sound Handheld Users Group. PSHUG.org is the largest handheld/Pocket PC club in North America.

Bill lives in the Pacific Northwest and enjoys snowboarding during the winter and taking weekend trips hiking and camping with his family during the summer.

Matthew (palmsolo) Miller has been using PDAs since 1997 and is an avid PDA enthusiast when not working his day job as a professional engineer and naval architect at a firm in Seattle, WA. He served 12 years in the U.S. Coast Guard before joining his current marine consulting employer in 2001.

Matthew began writing daily news blurbs and conducting reviews for Geek.com in August 2001. He also wrote reviews for PocketPCLife.co.uk for a couple years. Matthew has owned over 25 models of mobile devices and currently uses an HP iPAQ 4350 for his Windows Mobile 2003 device. You can find him as palmsolo in online discussion forums, at local user group meetings, at national conferences, at his blog (www.palmsolo.com), and at Geek.com.

Matthew is also a husband to his wife of 11 years, Dayna, and a father to his three daughters, Danika, Maloree, and Kari. Matthew enjoys participating in his local church, camping with the family, and watching his girls play sports.

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In memory of Grace Ann Fordyce: Blessed Be

— Bill Landon

My Saviour, Jesus Christ, has blessed me with the technical and writing abilities necessary to contribute to this book and the PDA community, and I owe all I have to Him.

— Matthew (palmsolo) Miller

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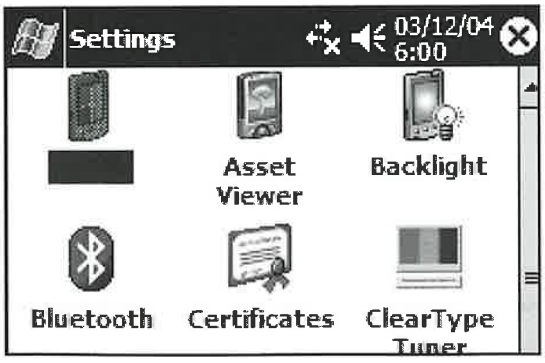

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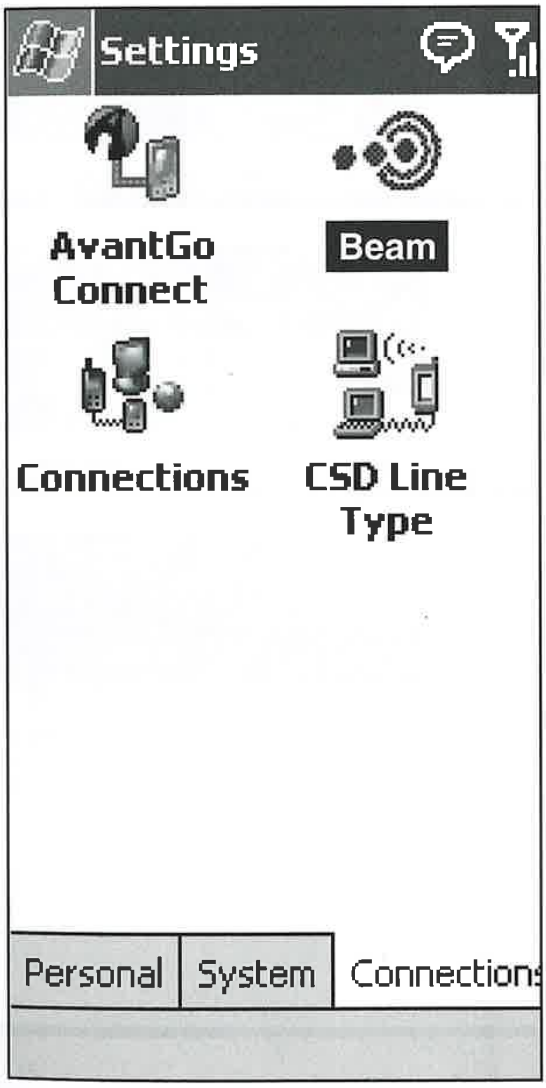

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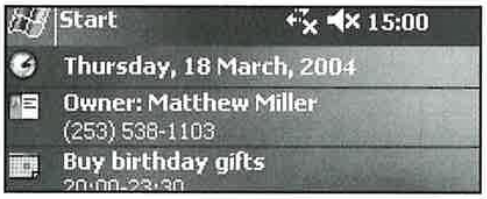

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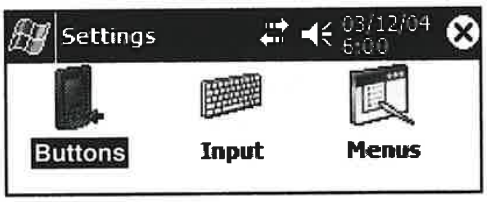

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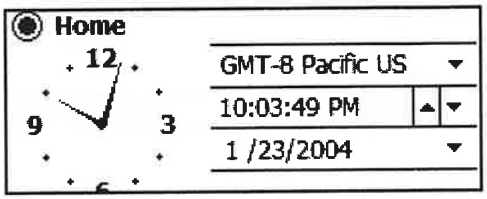

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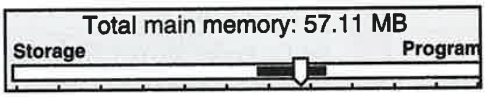

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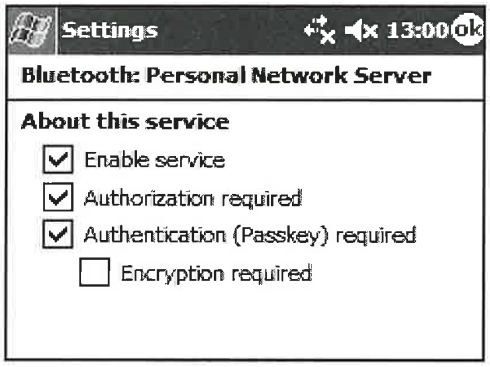

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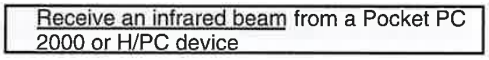

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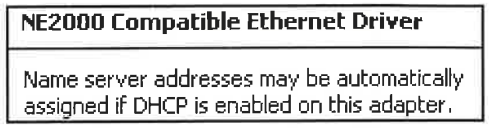

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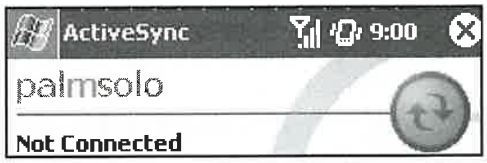

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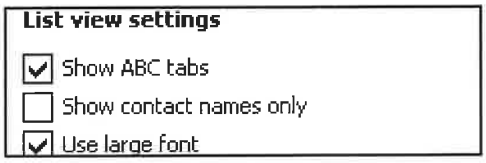

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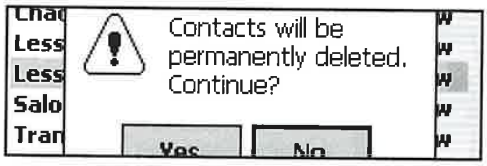

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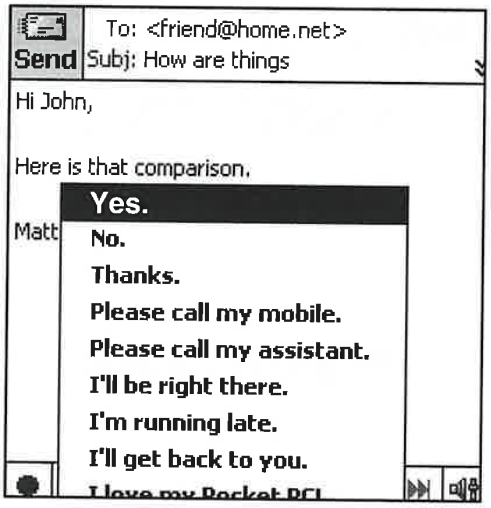

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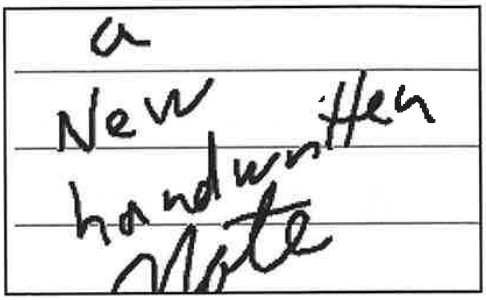

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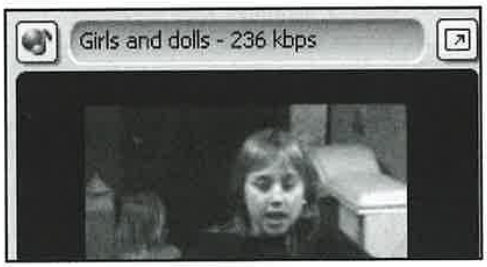

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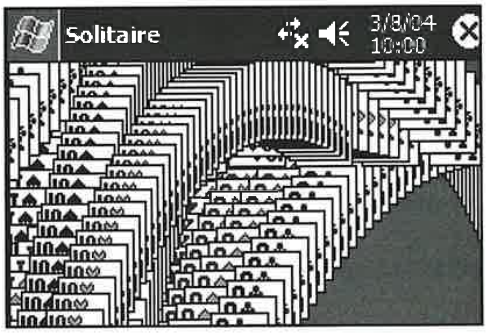

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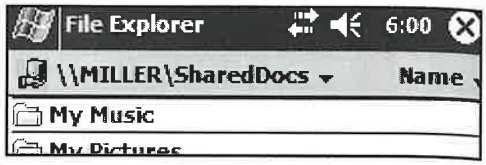

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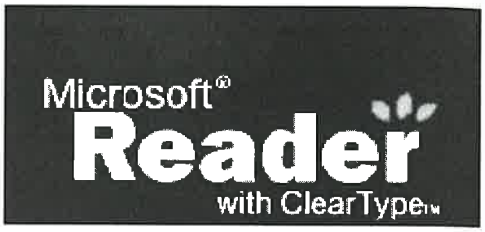

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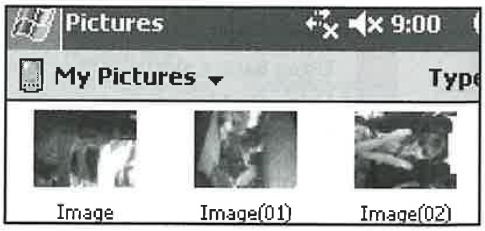

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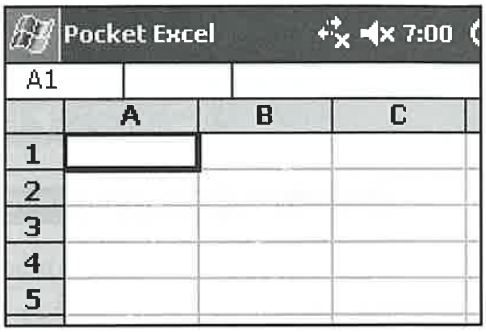

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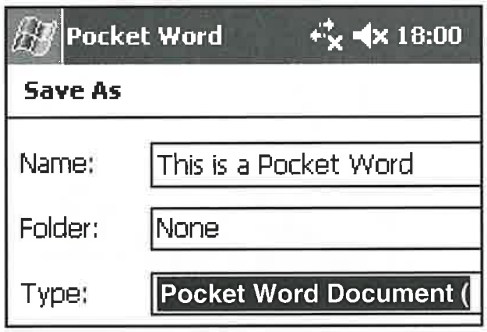

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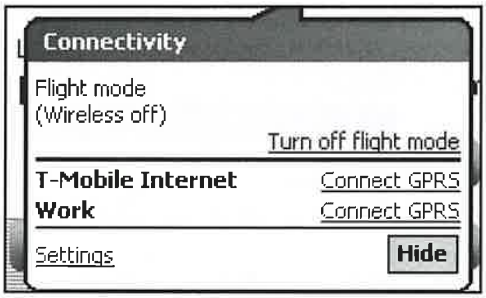

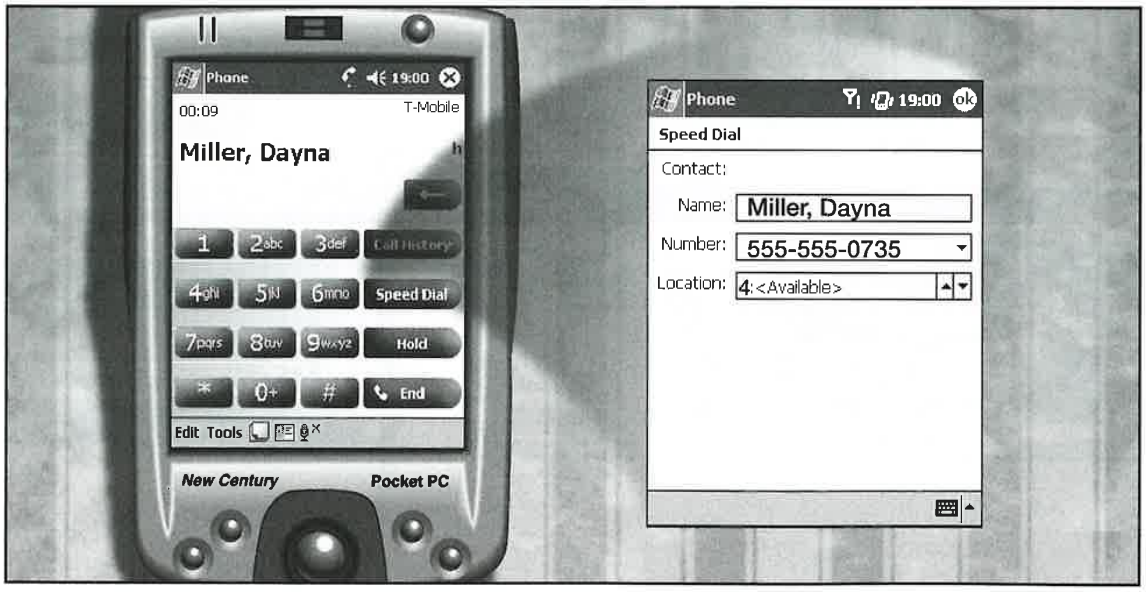

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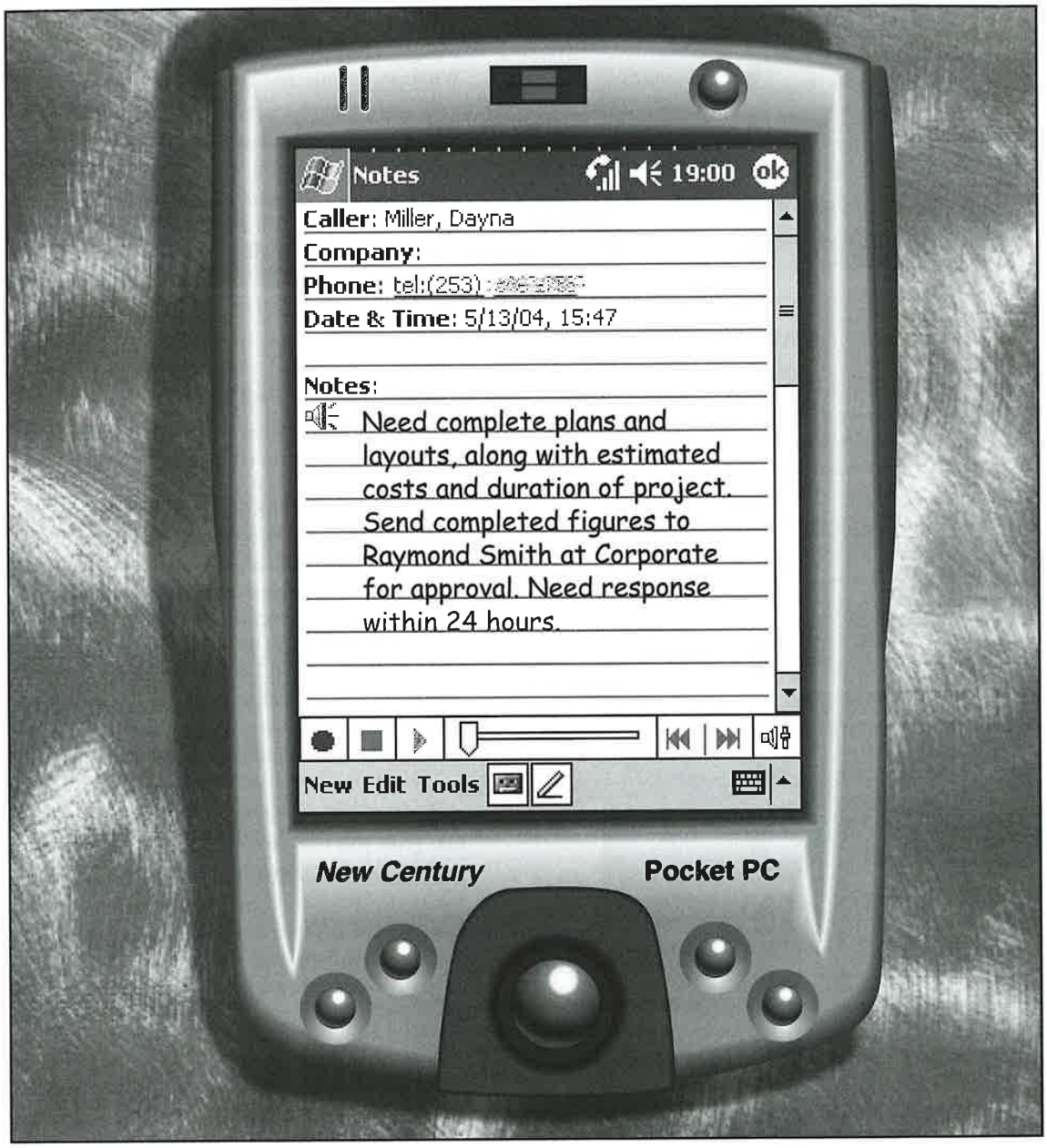

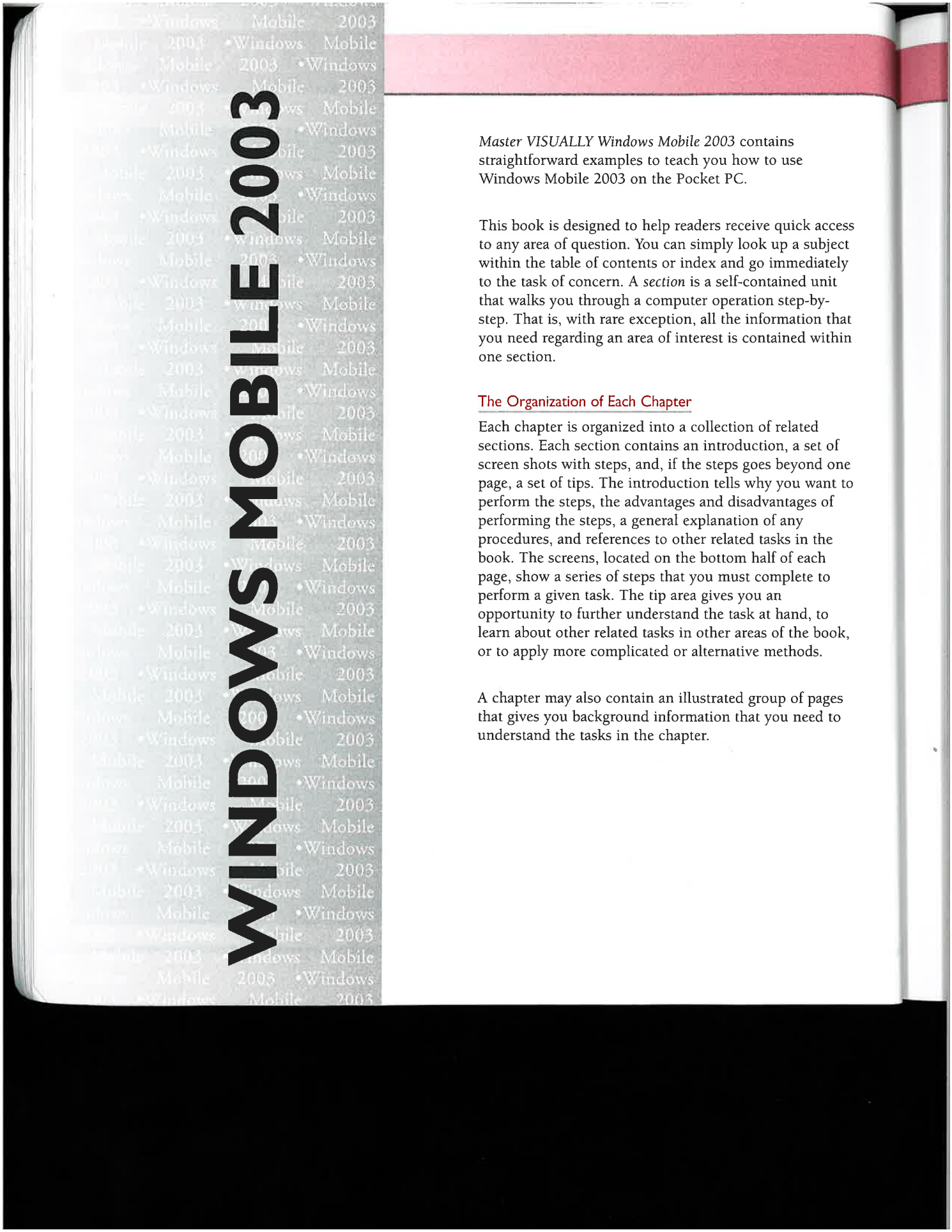

Master VISUALLY Windows Mobile 2003 contains straightforward examples to teach you how to use Windows Mobile 2003 on the Pocket PC.

This book is designed to help readers receive quick access to any area of question. You can simply look up a subject within the table of contents or index and go immediately to the task of concern. A *section* is a self-contained unit that walks you through a computer operation step-by-step. That is, with rare exception, all the information that you need regarding an area of interest is contained within one section.

The Organization of Each Chapter

Each chapter is organized into a collection of related sections. Each section contains an introduction, a set of screen shots with steps, and, if the steps goes beyond one page, a set of tips. The introduction tells why you want to perform the steps, the advantages and disadvantages of performing the steps, a general explanation of any procedures, and references to other related tasks in the book. The screens, located on the bottom half of each page, show a series of steps that you must complete to perform a given task. The tip area gives you an opportunity to further understand the task at hand, to learn about other related tasks in other areas of the book, or to apply more complicated or alternative methods.

A chapter may also contain an illustrated group of pages that gives you background information that you need to understand the tasks in the chapter.

HOW TO USE THIS BOOK

The Organization of This Book

Master VISUALLY Windows Mobile 2003 has 28 chapters and is divided into four parts. Part I, "Getting Started," shows you how to get up and running with your new device and become familiar with its operation. Part II, "Personal and System Settings," covers how to customize the Personal and System settings to match your needs. Part III, "Connection Settings," discusses how to set up and modify the Connection settings. Part IV, "Applications," offers information about the various applications that are included with most Windows Mobile 2003 devices.

Who This Book is For

This book is for the beginner, who is unfamiliar with Windows Mobile 2003 and the various Pocket PC programs. It is also for more computer-literate individuals who want to expand their knowledge of the different features that Windows Mobile 2003 and the Pocket PC has to offer.

What You Need to Use This Book

To perform the tasks in this book, you must use some type of Pocket PC device that is running Windows Mobile 2003.

Conventions When Using the Stylus

This book uses the following conventions to describe the actions you perform when using the stylus:

- **Tap:** Press with the stylus and release. You use a tap to select an item on the screen.
- **Tap and hold:** You tap and hold the stylus down on the item to display a shortcut menu, which is a list of commands specially related to the selected program.

The Conventions in This Book

A number of typographic and layout styles have been used throughout *Master VISUALLY Windows Mobile 2003* to distinguish different types of information:

- **Bold** indicates information that must be typed.
- *Italics* indicates a new term being introduced.
- Numbered steps indicate that you must perform these steps in order to successfully perform the task.
- Bulleted steps offer you alternative methods, explain various options, or present what a program will do in response to the numbered steps.
- Notes give you additional information to help you complete a task. The purpose of a note is three-fold: It can explain special conditions that may occur during the course of the task, warn you of potentially dangerous situations, or refer you to tasks in the same or a different chapter. References to tasks within the chapter are indicated by the phrase "See the section . . .," followed by the name of the task. References to sections in other chapters are indicated by "See Chapter . . .," followed by the chapter number.
- Icons in the steps indicate a button that you must press.
-

areas are included in most of the sections in this book. The Master It area supplements a section with tips, hints, and tricks that extend your use of the task at hand beyond what you learned by performing the steps in the section.

SECTION I

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Owner Information
Buttons
Start
15:00
Thursday, 18 March, 2004
Owner: Matthew Miller
(253) 538-1103
Buy birthday gifts
20:00-23:30
34 Active tasks
2 High priority
No unread messages
Today
New
New Century
Pocket PC
Sounds & Notifications
Password

AN INTRODUCTION TO WINDOWS MOBILE 2003

Windows Mobile 2003 is the latest version of the software (built upon Microsoft Windows CE 4.2) that is included on Windows Mobile–based Pocket PCs.

Many vendors make PDAs based on Windows Mobile 2003. Some vendors design their devices with different consumer needs in mind. They may add additional memory, biometric security, extra expansion slots, GPS, high-resolution screens, and other value-added features.

There are a few basic hardware features that all Windows Mobile 2003 devices have in common, such as an ARM-based processor (Intel StrongARM, XScale, or Texas Instruments OMAP processor). These processors are interoperable for application compatibility with Windows Mobile 2003. They have at least 32MB of RAM for internal storage and application use. These devices contain at least one storage card slot for use with storage media such as Compact Flash or Secure Digital cards. They also have a transflective display, providing superior image clarity, indoors and outdoors, over previous generation devices.

The focus of this book is to provide you with an intimate knowledge of all aspects of Windows Mobile 2003–based devices. Each chapter contains tasks that walk you through the functions of your device in easy-to-follow steps.

Windows Mobile 2003 comes with certain built-in applications. Some vendors include additional applications and omit others. You will learn how to use the most commonly included applications found in Windows Mobile 2003.

Customize Personal and System Settings

Most aspects of Windows Mobile 2003 can be customized or modified to fit your specific needs. You will learn how to change the personal settings of your device such as how you enter data. You will also learn to add security features to your device. Screen settings can be changed, and you can alter the appearance of your device's display. Regional settings can be localized to your area of the world. Memory and power usage can be optimized.

Create a Mobile Office

You will learn how to synchronize your device data with your home or office PC. You can schedule meetings and appointments with the built-in calendar. You can collect all of your contacts in one easy-to-use location and access them anytime. You will learn how to send and receive e-mail, take notes, and schedule tasks.

You will also learn how to take Word and Excel documents with you and edit them on-the-go with Pocket Word and Pocket Excel.

Entertain On-the-Go

You can take movies and music with you with Windows Media Player 9 and entertain yourself and others for hours. You can show your favorite pictures with the Pictures program and create a slideshow of your next family or office outing.

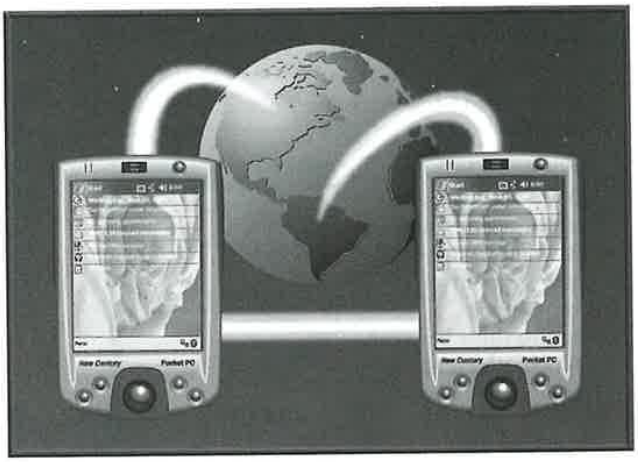
You can also take books with you in electronic format with Microsoft Reader and spend hours reading the classics or latest novel.

Stay Connected

You will learn how to connect your device to another device via infrared, Bluetooth, and wireless networks.

You will learn how to set your device to use network cards, modems, virtual private networks, and more.

With Internet connectivity, you can browse the Internet for the latest news, weather, and sports scores. You can communicate with friends, colleagues, and family with MSN Messenger. You can also connect to Terminal Services with the Terminal Services Client.

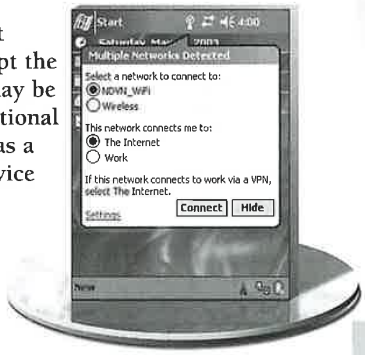


EXPLORE WHAT'S NEW IN WINDOWS MOBILE 2003

Microsoft has spent the last couple of years fine-tuning the Windows CE .NET OS to enhance your daily mobile computing experience, and Windows Mobile 2003 is the result.

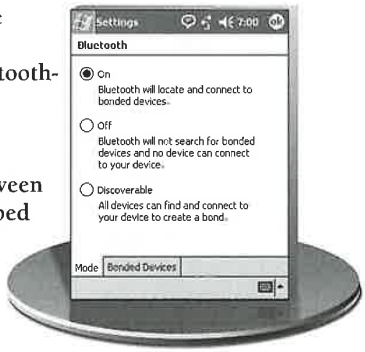
Zero Configuration WiFi

Windows Mobile 2003 has greatly simplified connecting to 802.11 wireless local area networks, also called WiFi or WLAN networks. When your WiFi–enabled device comes within range of a WiFi network, your wireless-enabled device asks you if you want to connect to the hotspot that it just found. If you accept the connection, you may be prompted for additional information such as a WEP key. Your device will remember your connections, simplifying the next time that you connect to that hotspot.



Integrated Bluetooth Support

Windows Mobile 2003 has added support for Bluetooth-enabled devices and accessories, simplifying connections between Bluetooth-equipped devices, such as mobile phones, printers, GPS units, and more.



A Simplified Connections Manager

The Connections Manager has been completely redesigned with a simplified wizard, enabling a quick and easy setup of connections for VPN, proxy servers, 802.1x, secure VPN, and encrypted connections.

Enhanced Messaging and Keyboard Support

Communicating on-the-go just got easier with enhanced e-mail capabilities such as signatures and auto-suggest, which suggests the e-mail address that you are entering from your list of contacts. The Inbox also auto-corrects commonly misspelled words as you type your e-mail text. Common tasks in the Inbox can now be accomplished with new keyboard shortcuts.

Improved Contacts and Calendar

Improved search functions in Contacts enable you to find a contact in a matter of seconds by entering only part of the contact's name. The improved search feature filters out all other names but the one you are typing, and with improved keyboard integration, you can do this without the use of the stylus. The Calendar application has been redesigned to show weekends in different colors, offering a clear representation of your weekly schedule. Saturdays are presented in blue, contrasting with Sunday and holidays, which now appear in red.

Additionally, vCards and vCals support has been added for the Inbox and Calendar to provide better integration with your desktop's Outlook application.

Advanced Imaging and Entertainment

Moving a compatible storage card from your digital camera to your Pocket PC just got easier. With new support for photos in the program Pictures, you can take your favorite pictures with you and show them as a slideshow to friends, family, and colleagues. You can edit your photos with basic features such as cropping, image rotation, and brightness and contrast modifications.

Windows Media Player 9 for Pocket PC has been added for improved performance and compatibility with today's music and video entertainment. Streaming audio and video content up to 300KB from your storage card or the Internet makes streaming media delivery the perfect companion to Media Player 9 for the PC.

A new game called Jawbreaker has been added to the game lineup as a welcome alternative to Solitaire.

Improved Pocket Internet Explorer Features

Pocket Internet Explorer has been improved with new features and a faster speed. Improved style sheet support, added SSL compatibility, and improved Web site rendering provide a rich Web browsing experience.

EXPLORE WHAT'S NEW IN WINDOWS MOBILE 2003 SECOND EDITION

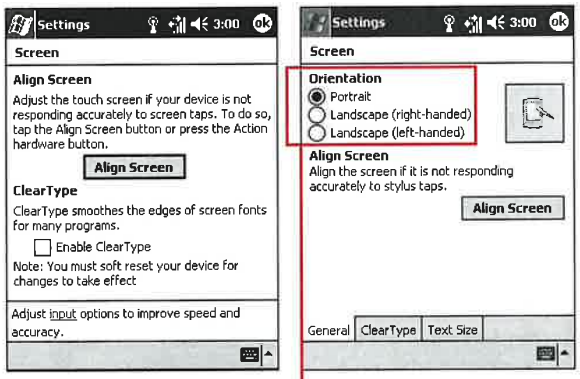
Microsoft announced Windows Mobile 2003 Second Edition on March 24, 2004, and Dell, Motorola, HP, and Toshiba announced that new devices with this updated operating system will be released in the summer and fall of 2004.

The major updates in the operating system include the ability to use Landscape, Portrait, or Square mode while allowing for dynamic switching between modes and support for high-resolution VGA displays up to 480 x 640 pixels. Windows Mobile 2003 is limited to a 240 x 320 display resolution in portrait-only mode.

Other new features in Windows Mobile 2003 Second Edition include customizing the Start menu and OK buttons, a font size slider for smaller or larger systemwide fonts, the improvement of page formatting in Internet Explorer, the ability to use shortcuts with Transcriber, a most frequently used applications area of the Start menu, and support for WiFi Protected Access (WPA).

Portrait and Landscape Orientation

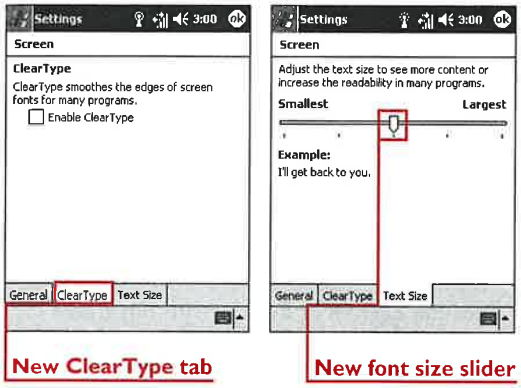
The ability to dynamically switch between Portrait and Landscape modes without using a third-party solution or soft resetting your device is the most noticeable change in Second Edition. Many current Windows Mobile 2003 devices have the option to upgrade to Second Edition, and switching between modes will work on the current devices, which have 240 x 320 pixel displays. Both right-handed and left-handed Landscape modes are supported, and hardware buttons can be assigned to switch between the modes.



New orientation options

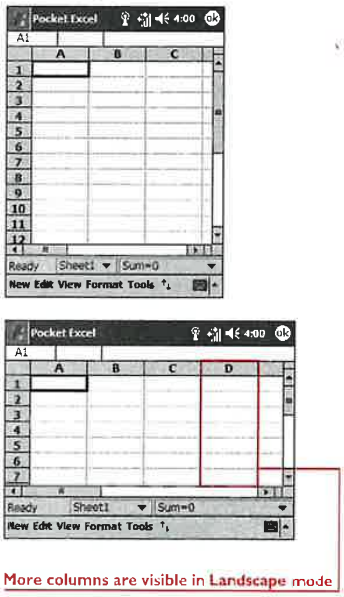
New Font Settings

The Screen settings have been changed from one entry screen to three. Screen orientation and alignment is on the first tab, General, enabling systemwide ClearType is on the ClearType tab, and the font size adjustment slider is on the Text Size tab.



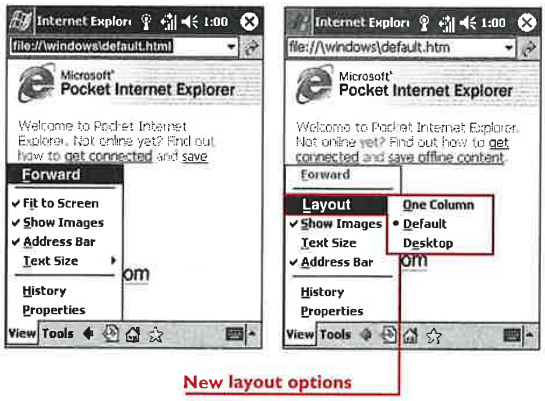
Using Landscape Mode

Landscape mode has been a feature requested by users and will be especially beneficial for using Internet Explorer and Pocket Excel. Spreadsheets are commonly used in Landscape mode on desktop computers, and now you will be able to experience the same layout on your mobile device.



Internet Explorer Updates

Many Web sites still do not have mobile format options, so Internet Explorer attempts to reformat them to mobile format. The new version of Internet Explorer improves this formatting ability and offers you some more options. You can choose One Column, Default, or Desktop formats for Web sites.

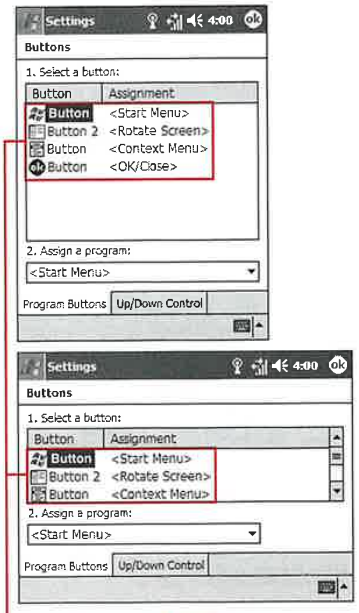


CONTINUED

EXPLORE WHAT'S NEW IN WINDOWS MOBILE 2003 SECOND EDITION (CONTINUED)

New Buttons Settings

You have been able to customize what actions will occur when pressing the hardware buttons on your mobile device, and the Second Edition update now enables you to customize the Start menu and OK/X button as well.



Functions can be assigned to new buttons

The Square Display Option

The majority of Windows Mobile 2003 devices used a 240 x 320 pixel display due to requirements of the operating system. Microsoft now allows manufacturers to use square 240 x 240 and 480 x 480 pixel resolutions. This will allow Pocket PC Phone Edition devices or devices with integrated keyboards to be smaller and easier to carry in your pocket.

Windows Media Player on a square display

GET ACQUAINTED WITH YOUR WINDOWS MOBILE 2003 DEVICE

Windows Mobile devices vary in features from manufacturer to manufacturer. Some companies include a built-in camera, extra card slots, wireless capability, and such. However, the basic layout of a Windows Mobile device remains fairly similar from brand to brand.

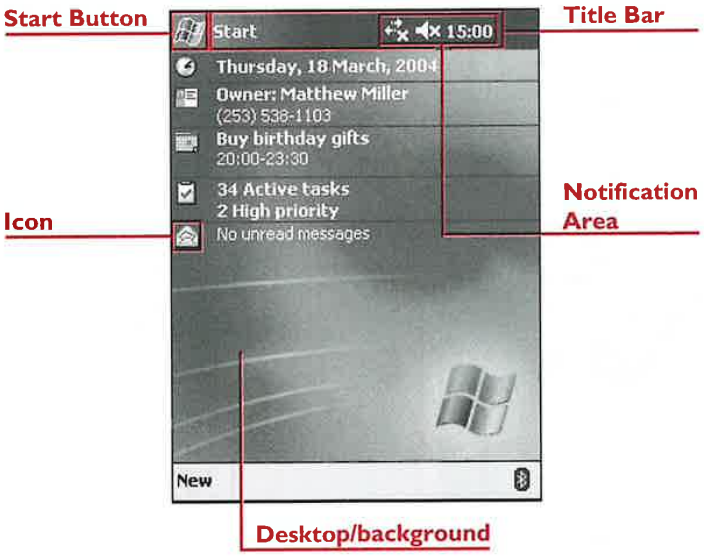
UNDERSTANDING THE TODAY SCREEN

The Today screen is the first display that you see after going through the initial device configuration; it serves as the desktop for your mobile device. Like the main desktop display on your home or work computer, the Today screen can be customized to your personal preferences.

There are five items included on Windows Mobile 2003 devices that you can choose to have shown on the Today screen. You can select to view the date, owner information, Calendar, Tasks, and Inbox items. You can further specify display options for the Calendar and Tasks.

There are also several third-party applications that you can use to customize your Today screen so that you can view news briefs, movie updates, weather forecasts, Real Simple Syndication (RSS) news feeds, and more.

You can use pictures on your device or storage card for backgrounds on your Today screen. A free download is also available from Microsoft to create custom Today screen backgrounds and themes.



IDENTIFY TODAY SCREEN INDICATOR ICONS

Time and Next Appointment Notification

Tapping the time in the top title bar launches a notification that presents the date, time, battery status, and next appointment in your Calendar.

Volume Notification

Tapping the speaker icon in the top title bar launches a notification that shows a slider control for the volume. You can move the slider up or down to increase or decrease, respectively, the system volume. On Phone Edition devices, a second slider adjusts the ringer volume, and an option to have the ringer or notification vibrate is available.

Connectivity Notification

Tapping the icon to the left of the speaker in the top title bar launches a notification that shows the current status of connectivity enabled on your particular piece of hardware. All devices show sync status, whether you sync via USB, IR, or serial. These notifications vary depending on the wireless capabilities of your device. If you have a WiFi (802.11b) enabled device, a list of available hotspots appears when they are in range of your device. If you connect via a Bluetooth phone or via GPRS or 1xRTT, the notification allows you to tap to connect to your service. You can also turn off the integrated wireless capabilities of your device and put it into "flight mode."

E-mail Notification

If you are using an application other than the Inbox and e-mail is received on your device, an e-mail notification appears automatically. The notification informs you how many new e-mails have arrived and enables you to view them in the Inbox or close the notification.

Bluetooth Manager

Tapping the bottom-right icon on the Today screen of a Bluetooth-enabled device presents three options for managing Bluetooth communications — On, Off, or Discoverable. The HP manager shown here offers you more Bluetooth options.

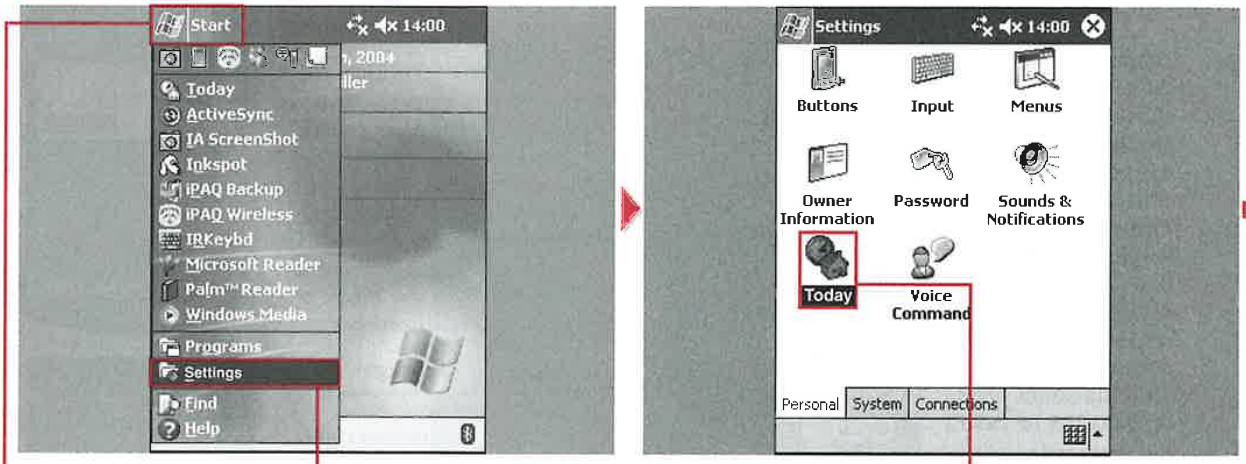
CUSTOMIZE THE TODAY SCREEN APPEARANCE

You can customize the Today screen on your device with different theme files, which you can create yourself or find online for free or for a small fee. Thousands of theme files are available online for different movies, nature scenes, cartoons, and many more. You can also use `.gif` or `.jpg` images stored on your device, found in internal or external memory, for background images.

Microsoft has a free Theme Generator that you can use on your desktop computer. Themes enable you to change the background image and colors of the text, menus, navigation bars, and notification bubbles. There is also a third-party application, Animated Today, that enables you to create animated Today themes.

Theme files have a `.tsk` extension. When you place them in the My Documents or Windows folders of your device, they appear in the Today settings preferences screen.

CUSTOMIZE THE TODAY SCREEN APPEARANCE



1 Tap Start.

2 Tap Settings.

The general Settings configuration display appears.

3 Tap Today.

Do I have to resize images to fit on my device?

✔ No, the images do not have to be resized to work on your device, but only a portion of images greater than 240 x 320 pixels will show.

Can I create Today themes on my device instead of having to use a desktop computer?

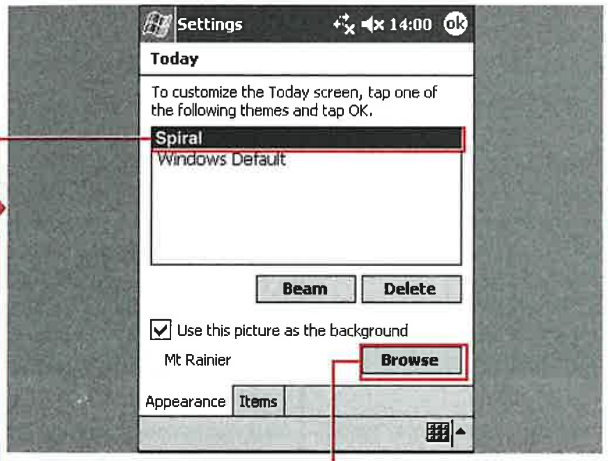
✔ No, `.tsk` theme files can be created only on a Windows desktop computer.

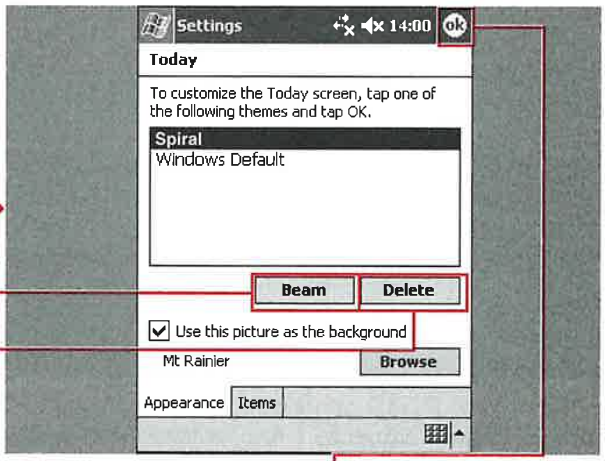
What are the general file sizes of Today themes?

✔ Theme files usually range from 15KB to 45KB in size.

Can I rotate themes automatically?

✔ This functionality is not built into Windows Mobile 2003, but a plug-in is available for free with the Microsoft Theme Generator. The plug-in enables you to set the interval at which Today themes switch.





■ The Today Settings display appears with the Appearance tab active.

4 Tap one of the themes listed to change your Today screen display.

■ If you want to use an image as a background instead of a theme, you can tap Browse.

Note: If you tap Browse, another display appears with a list of images on your device.

■ You can tap Beam to send a theme to another device.

■ You can tap Delete to remove a theme from your device.

5 Tap OK to accept your choice.

■ The Today Settings display closes, and the newly selected Today theme appears on your device.

SELECT THE ITEMS APPEARING ON THE TODAY SCREEN

In addition to a background image or theme, you can select from five items to appear on the Today screen: You can have the date, owner information, Calendar, Tasks, and Inbox information shown.

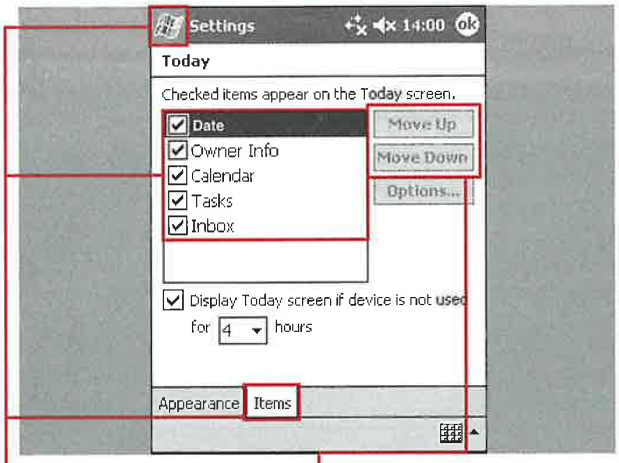
The date always appears at the top, but the other four items can be arranged in any order that you want by using the Move Up or Move Down functions.

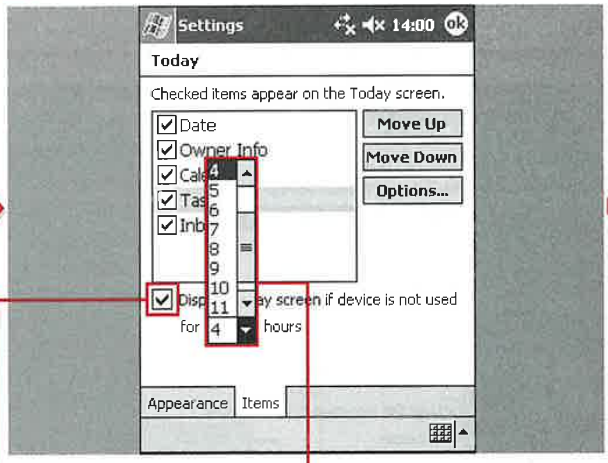
The date, owner information, and Inbox items cannot be further customized, so you will see the date as you have selected in the Date settings (which are discussed in Chapter 5), your name and phone number for owner information, and a note listing how many messages you have in your Inbox.

You can specify what appointments are shown on the Today screen and if all-day events will be displayed. You can also select the type and category of tasks that you want to appear.

There are also several third-party applications that enable you to use the Today screen to launch applications and show news updates, weather forecasts, movie times, and other handy information.

SELECT THE ITEMS APPEARING ON THE TODAY SCREEN





SELECT ITEMS

1. Tap Start.
2. Tap Settings.
3. Tap Today.
4. Tap the Items tab.
5. Tap the items that you want to appear on the Today screen (☐ changes to ☑).

Note: See step 9 for the Calendar item. See step 13 for the Tasks item.

6. Tap Move Up or Move Down to change the order of the items.

Note: Move Up or Move Down is not available for the date.

DISPLAY THE TODAY SCREEN AFTER NONUSE

7. Tap the check box to have the Today screen appear after a set interval of nonuse (☐ changes to ☑).

Note: You can select from 1 to 12 hours.

8. Tap ▾ and select the interval.

Can I hide all the items in the Today settings from the Today screen?

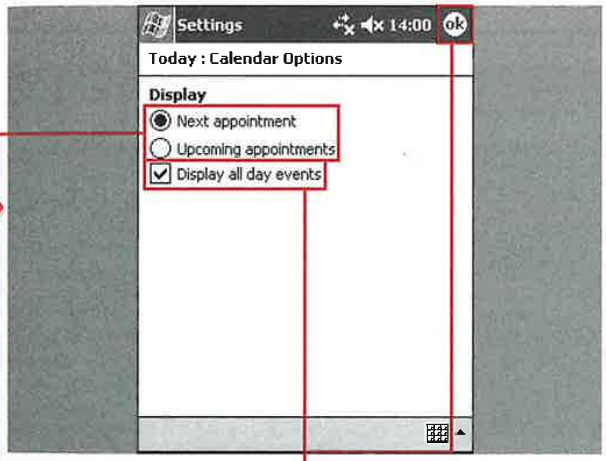
✓ Yes, any item can be unchecked and will not appear on the Today screen. However, you cannot delete the Today screen itself.

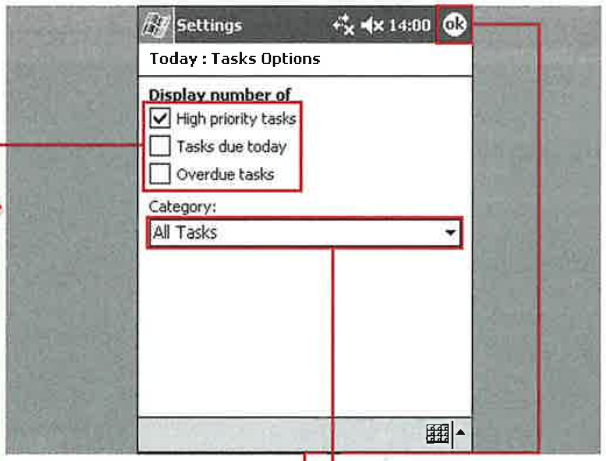
What is the maximum number of appointments that I can view on my Today screen?

✓ The next three appointments and the scheduled time can appear on the Today screen. After the time for one appointment has passed, the next one in line is automatically shown, if you have the Calendar settings established.

What happens if I tap in the block or on the icon of any item on the Today screen?

✓ The application is launched, so you can enter appointments, modify tasks, or read e-mails. If you tap the owner information, its display appears in case you want to make changes. If you tap the date, the Alarms Settings utility is launched so that you can set up an alarm.





SET CALENDAR OPTIONS

9 After selecting the Calendar item in step 5, tap Options.

10 Tap Next Appointment or Upcoming Appointments, depending on how many appointments you want to appear on the Today screen.

11 Tap the check box to display all-day events (☐ changes to ☑).

12 Tap OK.

■ The settings that you selected are saved, and the Calendar items will appear on the Today screen.

SET TASKS OPTIONS

13 After selecting the Tasks item in step 5, tap Options.

■ The Tasks Options display appears.

14 Tap the check boxes to specify what tasks will be displayed.

15 Tap the Category ▾ and select the Tasks category to show.

16 Tap OK.

17 Tap X in Settings.

■ The settings are saved, and the modified Today screen appears.

USING NEW TO LAUNCH A PROGRAM

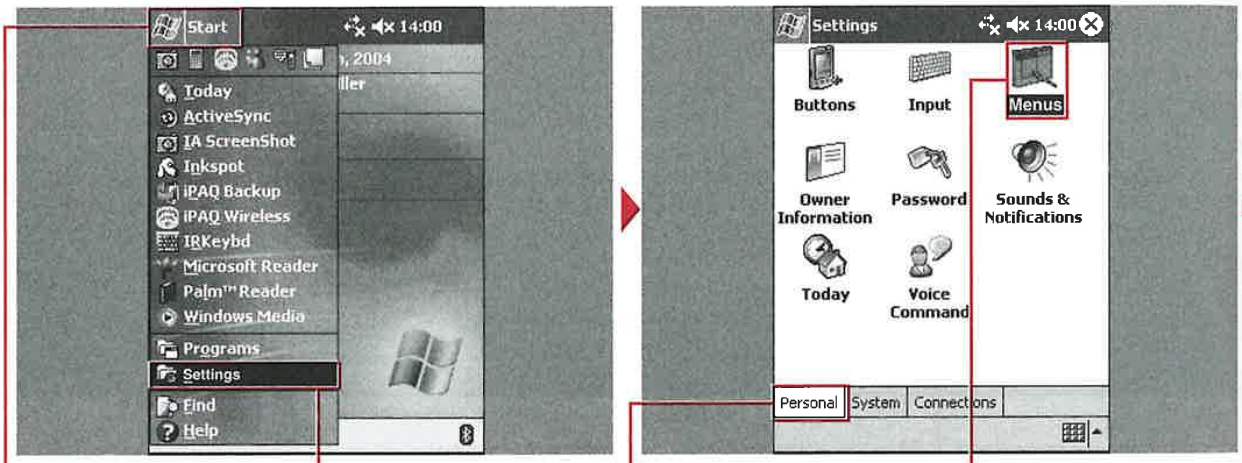
You can activate a setting that enables you to start creating a new document right from your Today screen by using the New command.

Windows Mobile 2003 includes the options to create a new appointment, contact, message, task, note, Excel spreadsheet, and Word document. In addition, when an application is installed on your device, it may install a plug-in that allows a new document of its type to be created from the New menu.

The Menus settings enable you to activate the New menu and select the specific documents that you can create.

In addition to having the New menu appear on the Today screen, you can have the New menu appear in other applications such as Pocket Word or Pocket Excel. Tapping the arrow to the right of New brings up a list of items that you can create.

USING NEW TO LAUNCH A PROGRAM



TURN ON THE NEW MENU

1. Tap Start.
2. Tap Settings.
   - The Settings display appears.
3. Tap the Personal tab.
4. Tap Menus.
   - The Menus Settings display appears.

Can I use the New menu to launch any application?

✓ No, the New menu launches only those applications that have a plug-in to the New menu settings. These applications generally enable you to create new documents, so games, Web browsers, and other applications without much text entry will not be able to be launched.

Why does the New menu not appear in some applications?

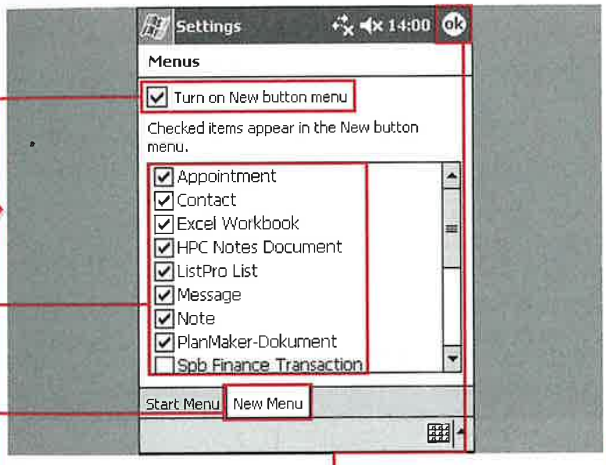
✓ Generally, the New menu appears in applications that allow text entry, such as the Calendar, Notes, Pocket Word, and Pocket Excel.

Is there a limit to the number of items that I can have in the New menu?

✓ No, you can check as many items as you want in the Menus settings.

Can I reorganize the order of items in the New menu?

✓ No, the items appear in alphabetical order. Some applications use techniques in the plug-ins to rearrange their shortcuts. For example, Pocket Informant adds a dot to the beginning of its shortcuts so that its items appear at the top of the menu.



5 Tap the New Menu tab.

6 Tap Turn on New Button Menu (☐ changes to ☑).

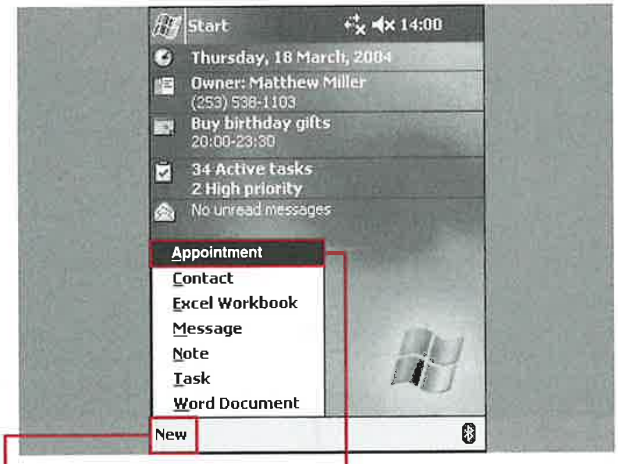
7 Tap the check boxes for the items that you want to appear on the New menu (☐ changes to ☑).

8 Tap OK.

■ The main Settings display appears.

9 Tap X to close the Settings display.

■ The items that you selected will now appear in the New menu.



LAUNCH A PROGRAM WITH THE NEW MENU

1 Tap New on the Today screen.

■ The menu of items that you selected appears.

2 Tap an item.

■ The application applicable to that item is launched, with a new document open.

CUSTOMIZE THE START MENU

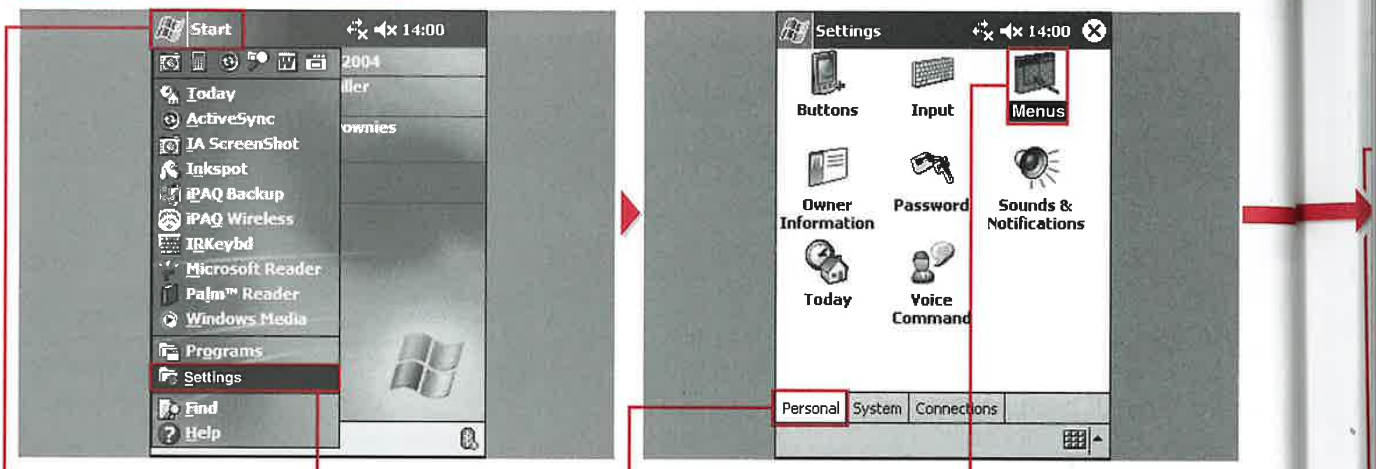
Windows Mobile 2003 includes a Start menu similar to the one on a Windows desktop computer. With the Start menu, you can launch any application stored on your device, launch a recently used application, access your Programs or Settings folder, launch the Find utility, and view the Help files.

You can customize the Start menu by adding shortcuts to it. The default menu settings allow only nine application shortcuts to be placed on the Start menu, but you can copy and paste more by using File Explorer. The Today shortcut cannot be removed from the device and will always appear at the top of the Start menu. The other items on the menu are listed in alphabetical order.

You can access the Start menu directly from almost any application, except games. This enables you to move quickly between applications.

The Start menu is more limited than what you may be familiar with on a Windows desktop, but it is intended just for quick access to your most common applications.

CUSTOMIZE THE START MENU



USING THE MENUS SETTINGS

1. Tap Start.
2. Tap Settings.
   - The Start menu items appear.
3. Tap the Personal tab.
   - The Settings display appears, with three tabs from which to choose.
4. Tap Menus.
   - The Menus Settings display appears.

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Can I move the Start menu elsewhere on my display as in Windows?

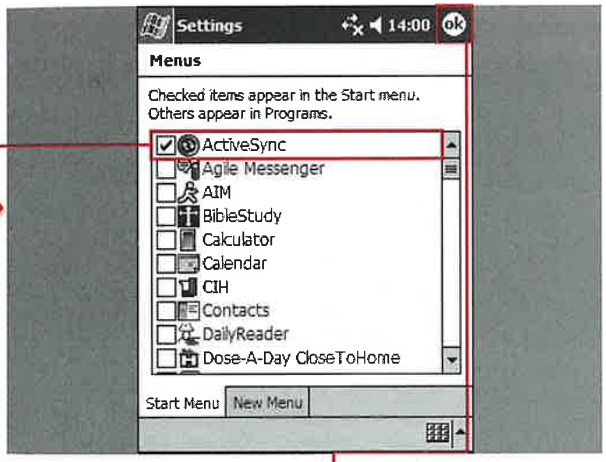
✔ No, the Start menu cannot be moved in Windows Mobile 2003; it always remains in the upper-left corner.

Can I use folders to add more shortcuts to the Start menu so that I do not have to scroll down the menu?

✔ You cannot add folders as you can in Windows for your desktop. However, there are third-party applications that enable you to add more customization and organization to your Start menu.

Can I paste shortcuts to documents or Web site links in the Start menu?

✔ Yes, but a Web site link first needs to be saved in Internet Explorer as a favorite. You can then go to your Favorites folder in File Explorer and copy and paste the shortcut into the Windows\Start Menu folder. You can paste shortcuts only to documents that are supported by the applications in the Windows Mobile 2003 operating system. For example, you can paste shortcuts to Notes, Word documents, and Excel spreadsheets but not to documents run with third-party applications.

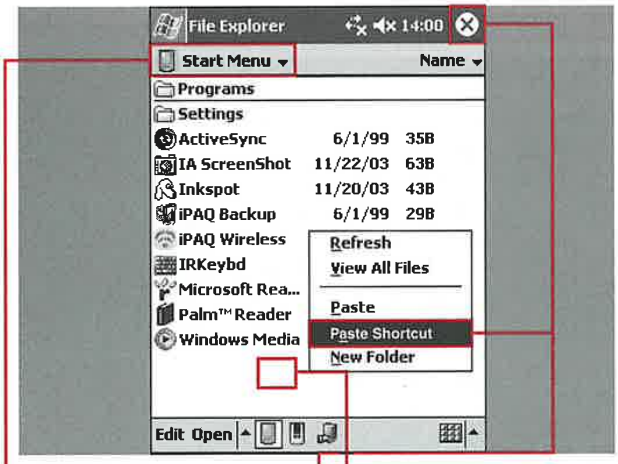


5 Tap the check box of items that you want included on the Start menu (☐ changes to ☑).

Note: If you tap more than nine items, a warning pop-up box will appear.

6 Tap OK.

■ The items that you selected will now appear in the Start menu.



USING FILE EXPLORER

1 Launch File Explorer.

Note: File Explorer is covered in Chapter 20.

2 Select an application and tap and hold the selection.

3 Tap Copy.

4 Open the Start menu in File Explorer.

5 Tap and hold at the bottom of the display.

6 Tap Paste Shortcut.

7 Tap X.

■ The item that you pasted a shortcut to will appear on your Start menu.

START AN APPLICATION

You can start an application from the Start menu with a single tap on the application shortcut — even when you are running another application. Windows Mobile 2003 manages the open applications in the background, so you do not have to close one to start another.

If you do not have an application shortcut shown on your Start menu, you can still launch the application by using Start to go to the Programs folder. The Programs folder lists all the applications that you have installed on your device.

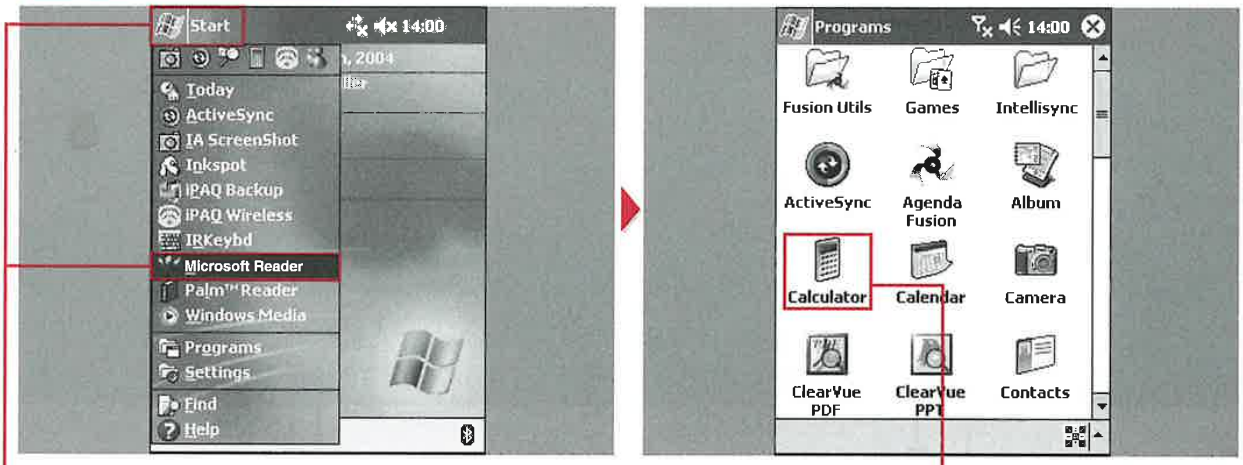
How many applications can I start by using the Start menu?

✓ You can use the Start menu to launch any application.

Can I start multiple copies of a single application by using the Start menu?

✓ No, Windows Mobile 2003 does not allow multiple copies of an application to be launched.

START AN APPLICATION



START AN APPLICATION

1 Tap Start.

■ The Start menu appears.

2 Tap an application shortcut.

■ If another application is already running, it is minimized.

■ The selected application starts.

USE PROGRAMS

3 If an application is not on your Start menu, tap Start ⇨ Programs.

■ The Programs folder opens, listing all the installed applications.

4 Tap the application.

■ The application starts.

SWITCH TO A RECENT APPLICATION

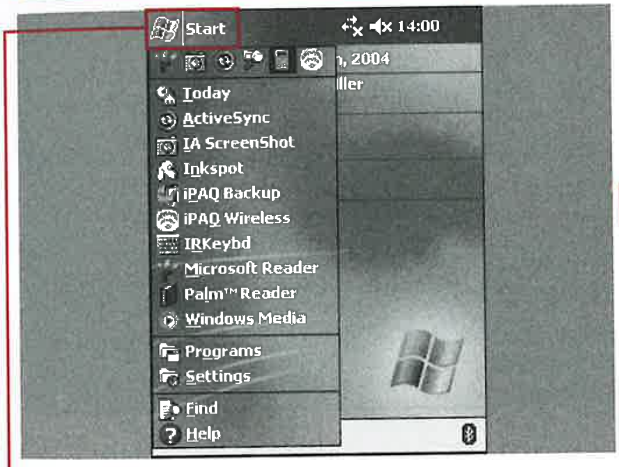
You may want to use a few applications repeatedly, so with the Recent Applications bar of the Start menu, you can launch your most recently used applications. The Recent Applications bar contains up to eight applications.

Because the Windows Mobile 2003 operating system enables users to run multiple applications at once, it is handy to be able to start one application and initiate an action, such as starting to download e-mail with the Inbox, and then switch to another application to work, such as creating a Word document.

Will only applications that I have listed in my main Start menu appear in the Recent Applictions bar?

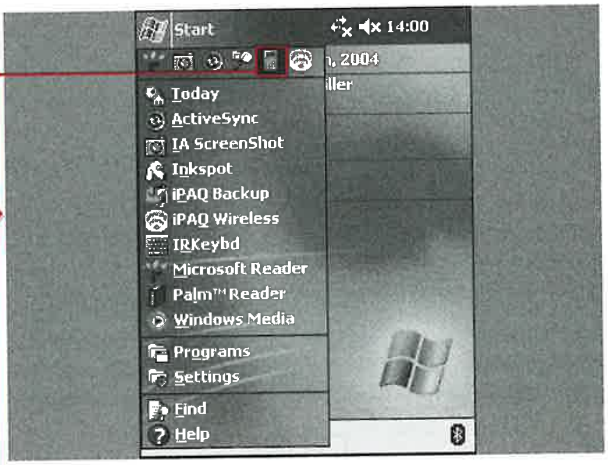
✔ No, application shortcuts that are not shown on your Start menu also appear in the Recent Applications bar.

SWITCH TO A RECENT APPLICATION



1 Tap Start.

■ The Start menu appears.



2 Tap the shortcut in the Recent Applications bar to the application that you want to open.

■ The selected application is launched.

FIND A DOCUMENT

One of the most powerful features of the Windows Mobile 2003 platform compared to using a paper organizer or planner is the capability to quickly find a word, document, task, appointment, and so on by using a search engine. You can find what you are looking for on your device by using the Start menu and Find utility.

Find is easy to use because you simply enter the term that you are searching for.

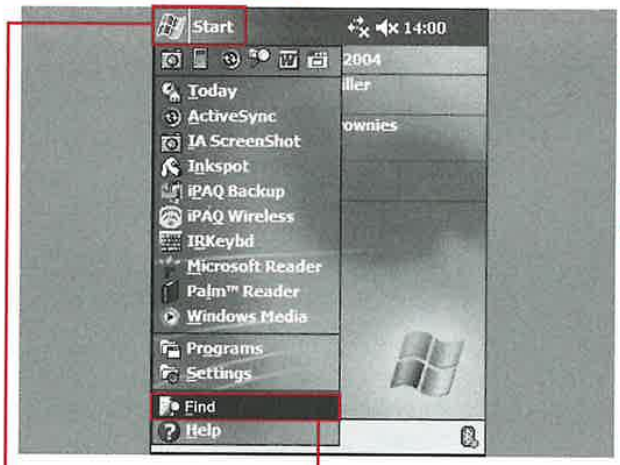
What is the small memory card icon next to the item returned by my search?

✔ This icon indicates that the item is saved on an external storage card.

How else can I use the Find function, aside from searching for a specific item?

✔ You can leave the Find line blank and select Larger Than 64KB from the Type drop-down list to quickly find large files that are stored on your device.

FIND A DOCUMENT

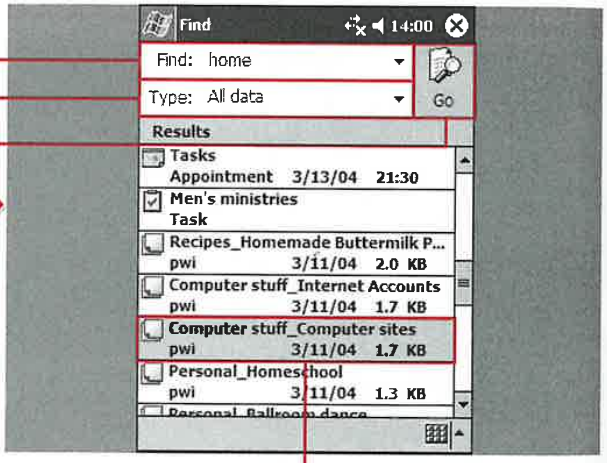


1 Tap Start.

■ The Start menu appears.

2 Tap Find.

■ The search utility is launched.



3 Enter the search term.

Note: You can also use the Find ▾ to access recent search terms.

4 Tap the Type ▾ and select the type of data that you are looking for.

5 Tap Go.

■ Go changes to Stop so that you can tap it again to stop your search.

6 Tap a selected item.

■ The item's application starts, and the document with your found item appears.

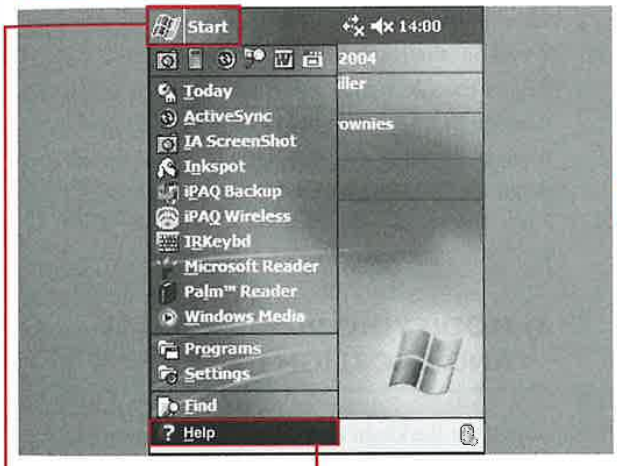
GET HELP

Microsoft has included quick access to the Help files on the Start menu. You can view Help files for most applications and utilities that are part of the Windows Mobile 2003 operating system.

In addition to the Help files installed in the operating system, when you install an application on your device, you may find that the application's developer installed a useful Help file in HTML format. Some applications enable you to access this file from within the application, but others do not include this capability. You can use your Start menu to access all the Help files stored on your device.

The Help files are written in HTML code so that you can use the Help interface like a Web browser — in which you can tap a link to go to the next page, tap Back or Forward to go back or forward a page, and go back to the contents file for all Help files.

GET HELP

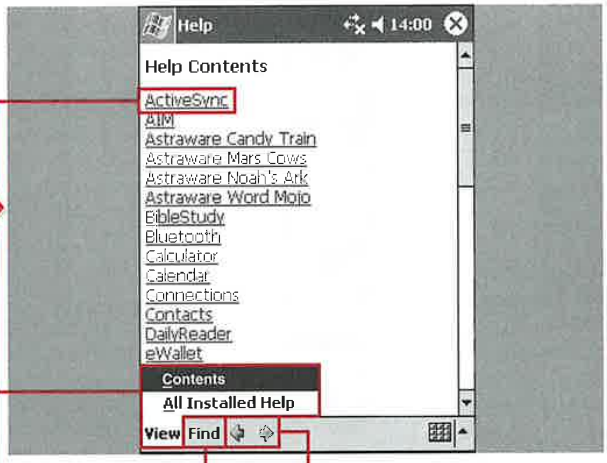


1 Tap Start.

- The Start menu appears.

2 Tap Help.

- The Help Contents page appears.



3 Tap a hyperlink to view help for that application.

- The Help file appears.
- You can tap View ➪ Contents or View ➪ All Installed Help.

Note: Contents shows the index for help in a specific application. All takes you to the full Help index display.

- You can tap Find to launch the search utility.

4 Tap the Back or Forward arrow.

- You are moved within the pages of the Help file.

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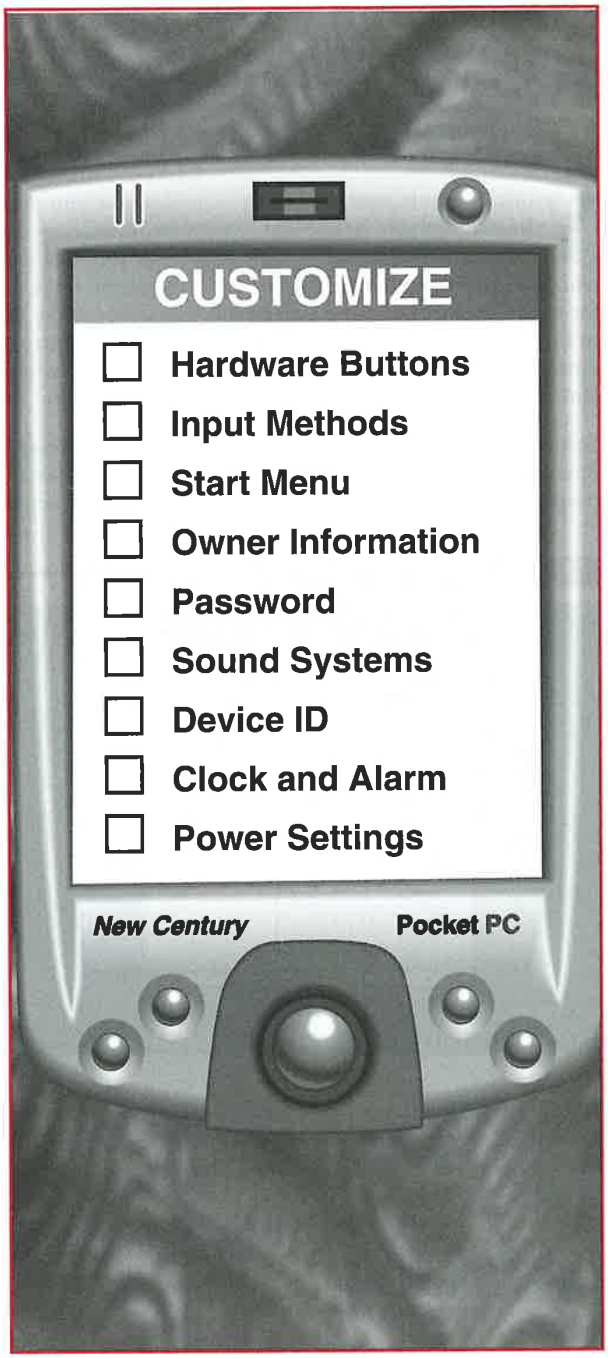


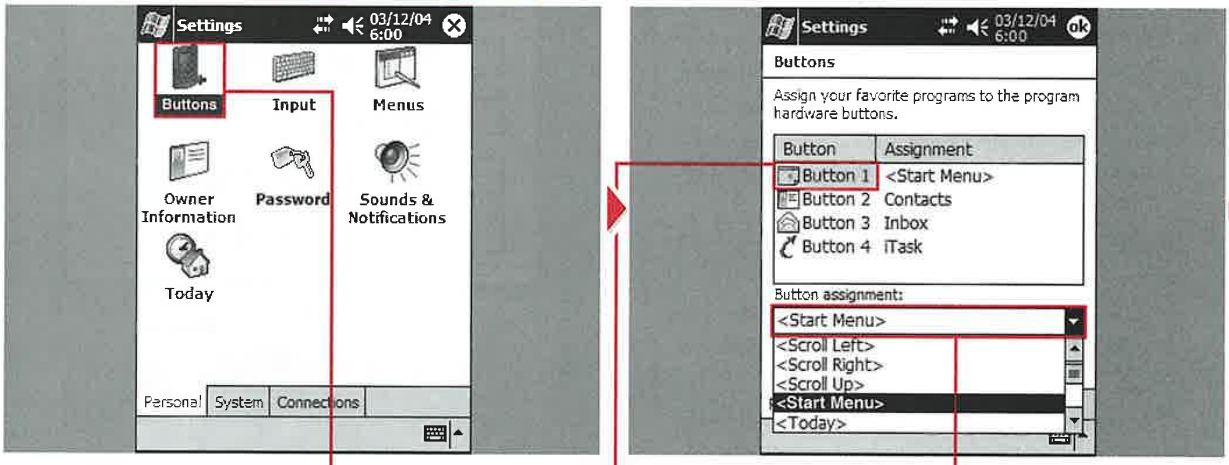
ASSIGN AND ADJUST HARDWARE BUTTONS

Your device is equipped with four assignable hardware buttons. Your device manufacturer sets a default action for each button. Assigning Calendar to button one is typical, so when button one is pressed, the calendar launches.

You can assign a program or function to any of these four programmable buttons; doing so can give you easy access to a frequently used program or function. For example, if you frequently use GPS software, you can assign the GPS software to a hardware button so that when the button is pressed, it launches your GPS software.

The directional pad on your device is used for scrolling through items on a list. If scrolling is too fast or slow, you can adjust the delay before the first repeat and the repeat rate of the directional pad. The Delay Before First Repeat option adjusts the length of the delay before scrolling begins, and the Repeat Rate option adjusts how long it takes to scroll from item to item.

ASSIGN AND ADJUST HARDWARE BUTTONS



ASSIGN HARDWARE BUTTONS

1 In the Start menu, tap Settings.

2 On the Settings Personal tab, tap Buttons.

■ The Buttons utility appears.

3 Tap the button that you want to assign a new program or function.

4 Tap the drop-down list of programs and functions.

■ A list of currently installed programs and functions appears.

Can I reset my device's hardware buttons back to the default settings?

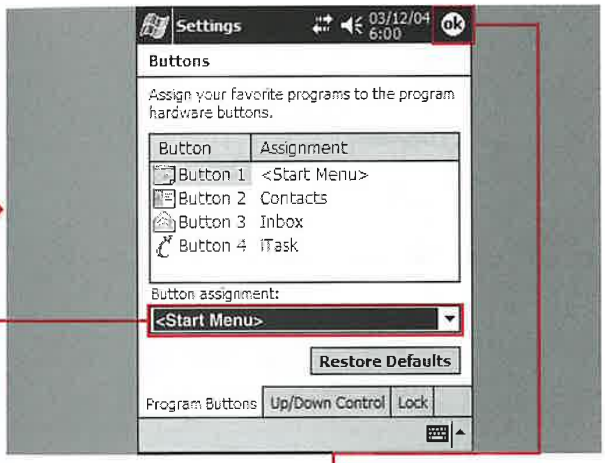
✓ Yes. In the bottom-right corner of the Program Buttons tab, you can tap Restore Defaults to return the hardware buttons to their original assignments.

What can I do on the Lock tab?

✓ Some device manufacturers add in additional functions. Lock enables you to disable the hardware buttons when your device is in standby. Check with your device vendor for additional information about the Lock feature. If you are using a Phone Edition of Windows Mobile 2003, this feature is located under the Phone options.

Why is the Restore Defaults button grayed out?

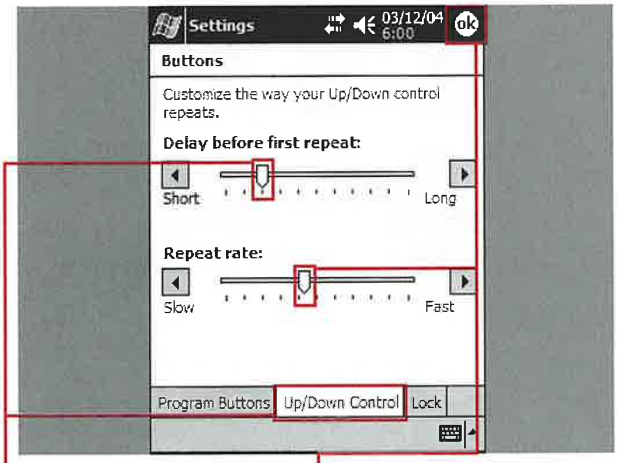
✓ You have to change one of the existing default button assignments before the Restore Defaults button becomes available. Until then, the button is disabled, or grayed out. When you select Restore Defaults, all the buttons return to their defualt settings.



5 From the drop-down list, tap the program or function that you want to assign to your selected button.

6 Tap OK.

■ Your selected hardware button now launches the chosen program or function.



ADJUST HARDWARE SCROLL AND REPEAT RATE

1 Tap the Up/Down Control tab.

2 Tap and drag the Delay Before First Repeat slider control to the delay that you want.

3 Tap and drag the Repeat Rate slider control to the rate that you want.

4 Tap OK.

■ Your directional control pad now scrolls through items on a list according to your settings.

29

CUSTOMIZE INPUT METHODS

You can customize many aspects of your device's input methods.

The most common text input method for your device is the on-screen keyboard. You can change the way the on-screen keyboard is displayed and used. Other input methods include the block recognizer, letter recognizer, and transcriber. The block recognizer supports the Graffiti writing strokes that existed on the Palm.

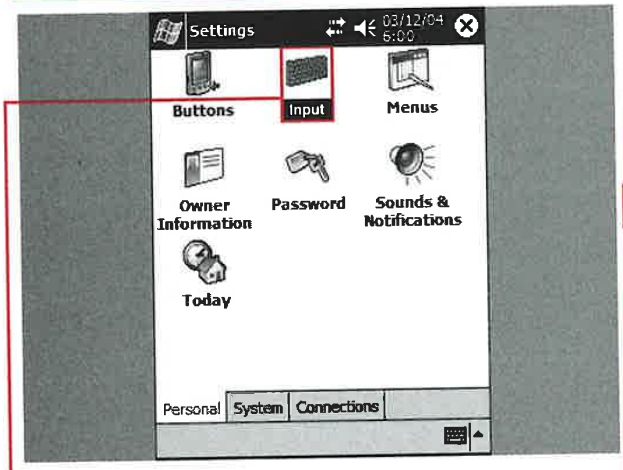
Many third-party input methods are available as well.

When you enter text into programs such as Pocket Word, Notes, or Messenger, Windows Mobile 2003 suggests the word you are trying to type and offers to complete the word for you. You can customize how suggested words are displayed and offered.

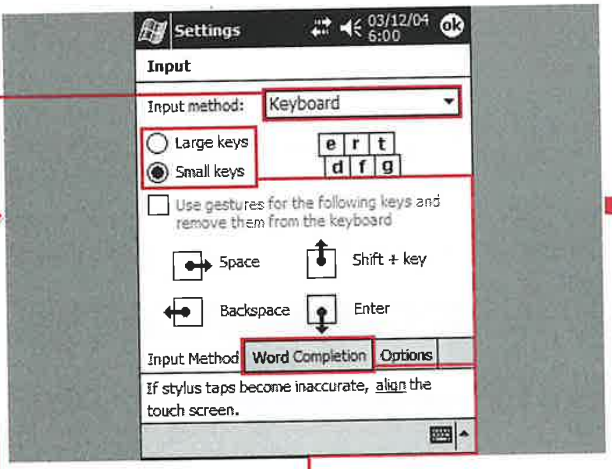
Additionally, you can customize various other input options for entering text input or audio input. You can change the default voice recording format for audio input, the default zoom level for writing and typing, whether to capitalize the first letter of a sentence, or whether to have the screen scroll when it reaches its last visible line.

Windows Mobile 2003 makes entering data into your device simple and natural, providing you with a robust set of tools.

CUSTOMIZE INPUT METHODS



1 On the Settings Personal tab, tap Input.



■ The Input utility is displayed.

2 Tap the drop-down list and select the input method that you want to customize.

Note: Different methods have different options that you can choose.

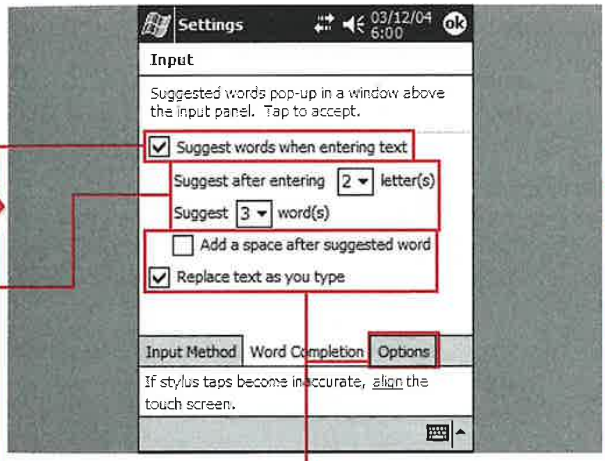
■ For the keyboard options, you can select to use the large key or small key on-screen keyboard (○ changes to ◉).

3 Tap the Word Completion tab.

■ The Word Completion tab is displayed.

Why is the Use Gestures option on the Keyboard page grayed out?

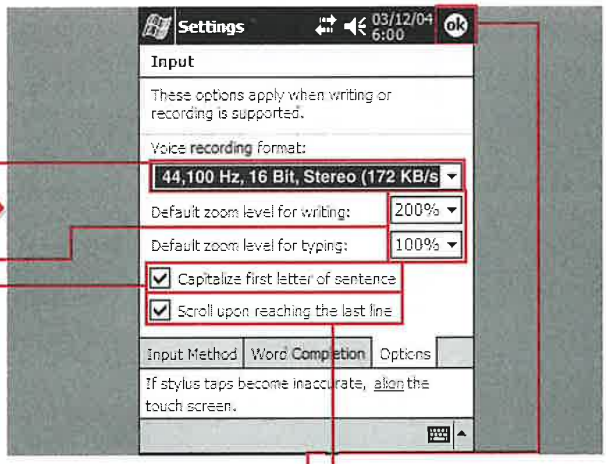
If you choose to use large keys for your on-screen keyboard, the Use Gestures check box becomes enabled, or no longer grayed out. Using large keys for your on-screen keyboard can make entering text easier to tap but gives up easy access to some characters such as numbers and certain symbols that are displayed on the small key on-screen keyboard. When using the large keys, you have to access those characters from the number and symbols on-screen keyboard, but there is an extra step to using them. Using gestures brings many of those numbers and symbols back to the main large key on-screen keyboard by sacrificing the Space, Shift, Backspace, and Enter keys. When the Use Gestures box is checked, you tap and move your stylus as shown for each of the sacrificed keys.



- You can tap Suggest Words When Entering Text to turn the feature off (☑ changes to ☐).
- You can select how many letters to type before a word is suggested and how many words are offered as suggestions.
- You can set Word Completion to add a space after the suggested word and to replace text as you type.

4 Tap the Options tab.

- The Options tab is displayed.



- You can select the default voice recording format.
- You can set the default zoom level for writing and typing.
- You can tap here to capitalize the first word of sentences as you type them (☐ changes to ☑).
- You can tap here to have the screen scroll when it reaches the last visible line on-screen (☐ changes to ☑).

5 Click OK.

- Your input settings are saved.

31

CUSTOMIZE THE START MENU

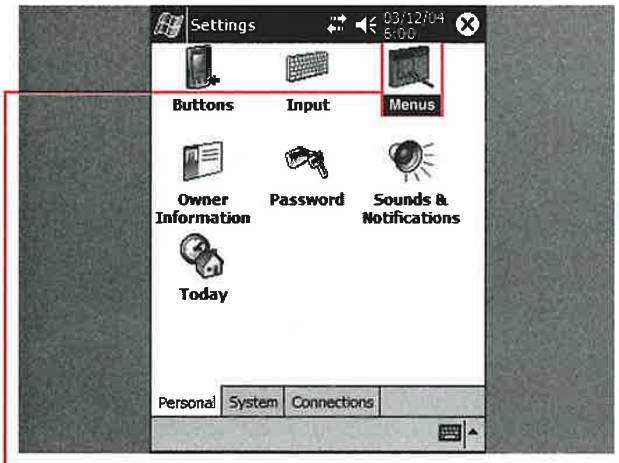
You can customize the appearance of your Start menu by selecting what programs appear on it. Any installed program can be added to or removed from the Start menu. Removing a program from the Start menu does not uninstall the program; it only removes it from being displayed on the Start menu. To remove a program, you can refer to Chapter 7.

Adding programs that you use frequently to the Start menu makes them more convenient to locate when you need to run them.

How do I add subfolders or shortcuts to the Start menu?

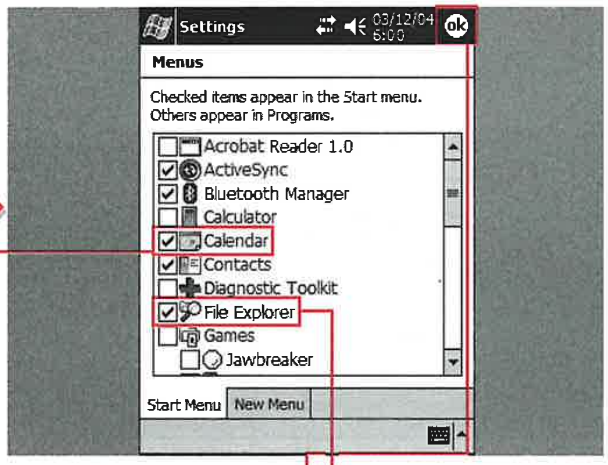
✔ In ActiveSync on your PC, click Explore and open up My PocketPC; click Windows, click Start Menu, and then add or create folders and shortcuts that you want to appear on the Start menu. You can find more information about ActiveSync in Chapter 12.

CUSTOMIZE THE START MENU



1 On the Settings Personal tab, tap Menus.

■ The Menus utility appears.



2 Tap the application that you want to appear on the Start menu (☐ changes to ☑).

Note: You are limited to only nine items in the Start menu.

■ You can uncheck a box next to an application that you do not want to appear on the Start menu (☑ changes to ☐).

3 Tap OK.

■ Your Start menu has been updated.

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ADD OWNER INFORMATION

You can set your personal information, such as your name, address, and phone number, for your device. Additionally, you can include your company name and e-mail address.

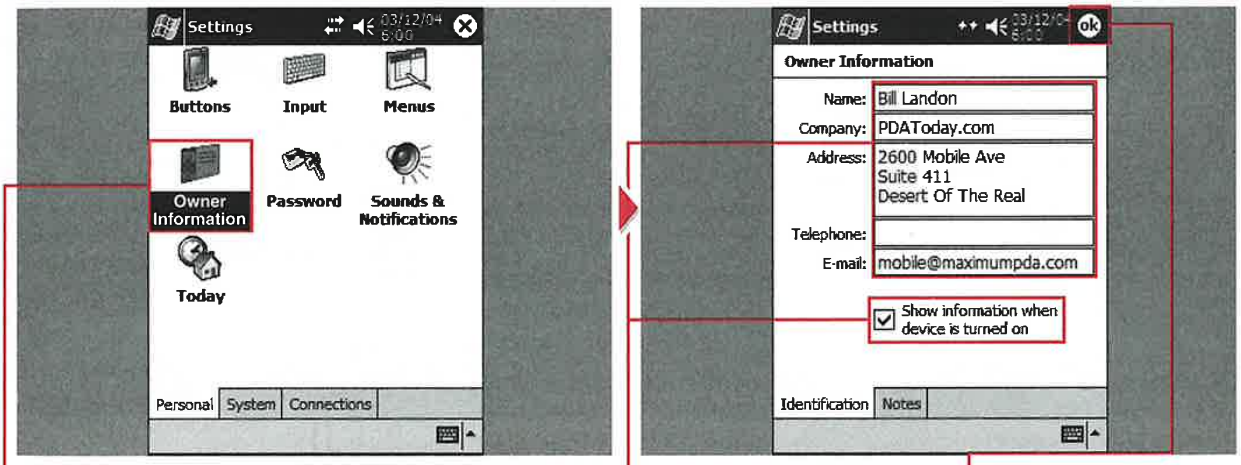
You can choose to have your owner information displayed when the device is turned on. When this featured is enabled, the information you added will be displayed every time that you turn on your device until you tap the screen.

Adding your identification to the device can be helpful in the return of a lost or recovered PDA.

Can I add additional owner information, such as offering a reward if the device is found?

✔ Yes. Simply tap the Notes tab and add your personal message. You can select to have your personal message displayed when the device is turned on just like your standard owner information.

ADD OWNER INFORMATION



1 On the Settings Personal tab, tap Owner Information.

■ The Owner Information utility appears.

2 Enter your owner information.

3 Tap Show Information When Device Is Turned On (☐ changes to ☑).

4 Tap OK.

■ The next time that you turn on your device, the owner information will be displayed until you tap the screen.

SET THE DEVICE PASSWORD

You can set your device to require a password to be entered before it can be accessed or used.

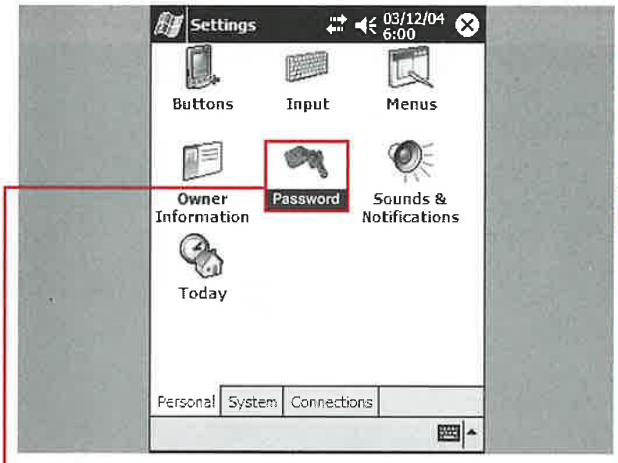
You can set a simple four-digit password to access your device. A four-digit password provides a minimum amount of security for your device's data but should not be used for more sensitive data or if your device connects to a network.

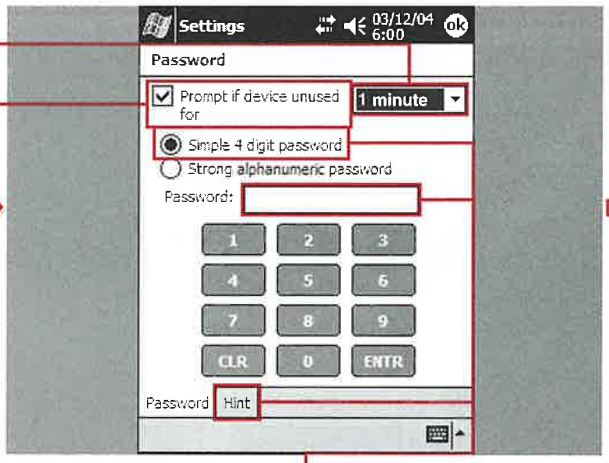
For added security, you can use a strong password. A strong password needs to include at least seven characters and combine upper- and lowercase letters, numerals, and punctuation. You should use a strong password if your device contains sensitive data or connects to a network.

You can set how long your device must be turned off before the password is needed to access the device.

Additionally, you can add a password hint in case you forget your password. The hint is shown after four unsuccessful password attempts.

SET THE DEVICE PASSWORD





SET A SIMPLE PASSWORD

1. On the Settings Personal tab, tap Password.
   - The Password utility appears.
2. Tap Prompt If Device Unused For (☐ changes to ☑).
3. From the drop-down list, select how long your device must be unused before the password is needed to access your device.
4. Tap Simple 4 Digit Password (○ changes to ◉).
5. Enter your four-digit password using the keypad provided.
6. Tap the Hint tab.

I forgot my password, and I didn't have a password hint; what can I do now?

✔ If you forget your password, you need to refer to your owner's manual and follow the directions on how to perform a hard reset. Performing a hard reset results in the loss of any data on the device and the removal of any programs that you have installed. If you have created a backup file, you will still be able to restore data from the date of your last backup.

Can a hacker use my device to gain access to my company's network?

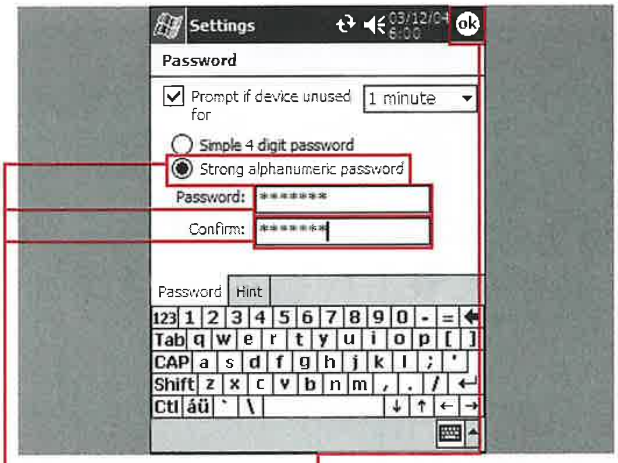
✔ Yes. If your device has been configured to connect to your company's network and the network password is stored on the device, an unauthorized person may be able to gain access. Also, any other confidential information such as credit card numbers, birthdays, or contact information is available to the user. You should always use a strong password to help protect networked devices.

7 Enter a password hint.

Note: For added security, do not use a password hint.

8 Tap OK.

Your device now asks for a password based on your selected settings.



SET A STRONG PASSWORD

1 On the Password tab, tap Strong Alphanumeric Password (○ changes to ◉).

2 Enter your strong password.

3 Confirm your strong password by reentering it.

Note: You need to use at least seven characters, including a combination of upper- and lowercase letters, numbers, and symbols.

4 Tap OK.

Your device now asks for a password based on your selected settings.

CUSTOMIZE SYSTEM SOUNDS AND NOTIFICATIONS

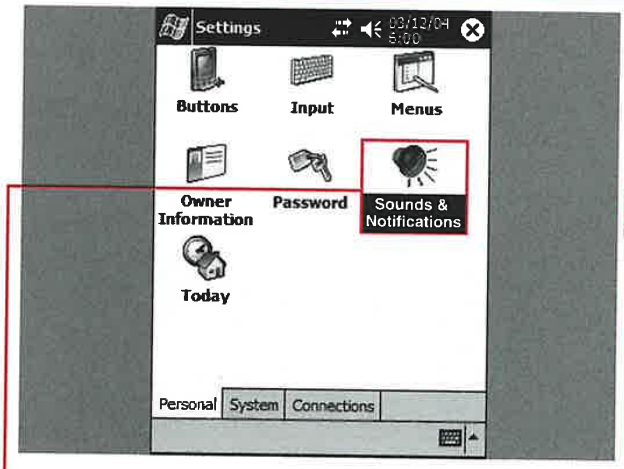
You can customize many aspects of your device's system sounds and notifications. The most basic change that you can make is adjusting the volume. You can easily adjust the device volume with varying levels from silent to loud.

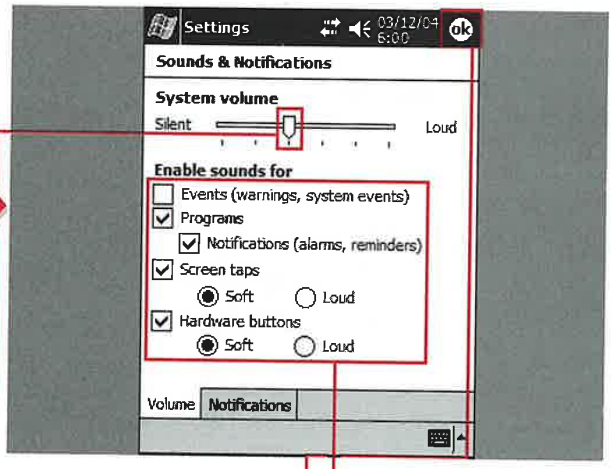
You can enable sounds for features such as warnings and system events. You can enable sounds for programs and set those programs that have notifications such as alarms or reminders to become active.

You can set the device to provide you with an auditory tap sound when the screen is tapped or a hardware button is used.

You can customize the sound that is played when a program event occurs, such as when you receive an infrared beam from another device. Along with playing a sound with an event, you can have your device display a message on-screen. Additionally, you can set your device to flash its indicator light for a specific amount of time.

CUSTOMIZE SYSTEM SOUNDS AND NOTIFICATIONS





CUSTOMIZE SYSTEM SOUNDS

1. On the Settings Personal tab, tap Sounds & Notifications.

■ The Sounds & Notifications utility is displayed.

2. Tap and drag the level indicator to the system volume that you want.

3. Tap the features for which you want to enable sound (☐ changes to ☑).

4. Tap OK.

■ Your system sounds have been set.

Is the system volume setting the same as the volume setting found in Chapter 2?

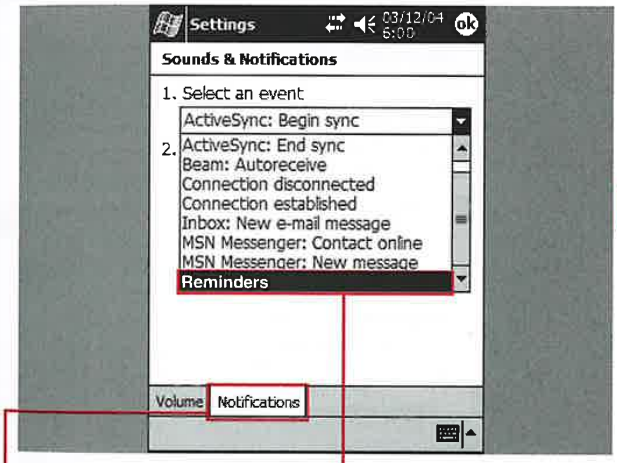
✔ Yes. This is another way to adjust the system volume that enables greater control over other system sound aspects such event and notification sounds.

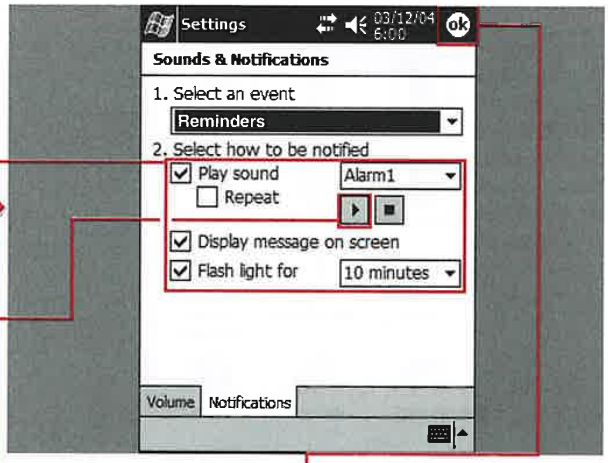
Does using system sounds and the notification light use additional battery power?

✔ Yes. Turning off system sounds and the notification light increases your device's battery life between charges.

Is there a way to add my own system sounds?

✔ Yes. There are many third-party tools for customizing the system sounds. A search in Google for "Pocket PC system sounds" is a good place to start. Additionally, you may want to look at several Pocket PC software vendors for more custom sound solutions.





CUSTOMIZE NOTIFICATIONS

1 Tap the Notifications tab.

2 From the drop-down list, select the event for which you want a notification.

3 Tap how you want to be notified (☐ changes to ☑).

■ For sound notification, you can play the sound to hear it first by tapping the Play button.

Note: Some devices have a vibrate notification option. Check with your device manufacturer for additional options.

4 Tap OK.

■ Your event notifications have been customized to your preferences.

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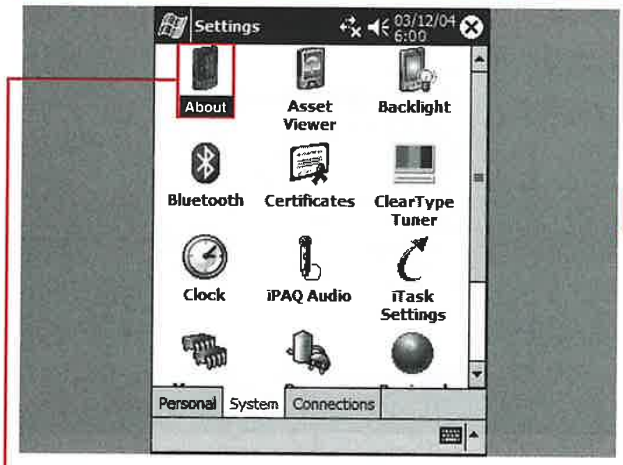
IDENTIFY THE SYSTEM VERSION AND SET THE DEVICE ID

Many Windows Mobile devices vary in specifications depending on the device manufacturer and model within a particular manufacture's product line. The key differences to be aware of are the device's processor and amount of installed memory, along with what version of Windows Mobile is installed on the device. You can view this kind of valuable information about your device in the About settings.

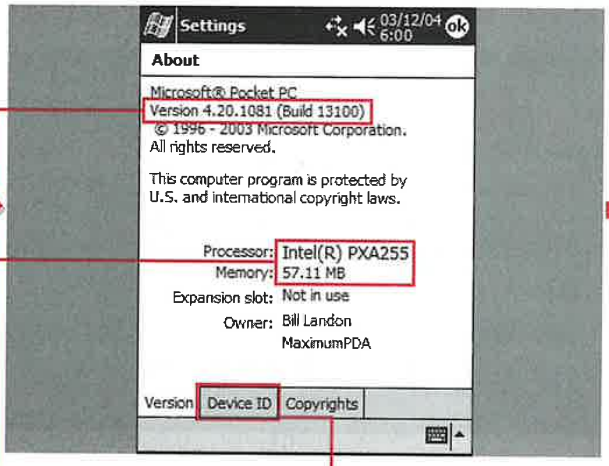
You can replace your device's default device ID with a custom device ID to help distinguish your device from other devices. You can add an additional description to your device to help further identify it.

Changing your PDA's device ID and adding a description to your device is a recommended task that helps avoid confusion when working with multiple Windows Mobile devices on the same desktop. *Note:* The device ID is used for synchronization, so changing it may require that you reestablish your device partnership with your PC.

IDENTIFY THE SYSTEM VERSION AND SET THE DEVICE ID



1 In System Settings, tap About.



■ The About utility appears.

■ You can view various device statistics, such as the processor, installed memory, and Windows Mobile version.

2 Tap the Device ID tab.

If I change my device name, will I have to reestablish my device partnership?

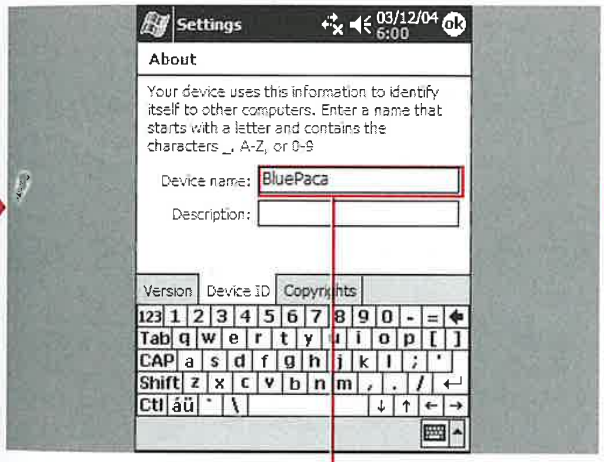
✓ No. Your device has a unique key that your PC uses to distinguish your Windows Mobile device from other Windows Mobile devices. ActiveSync will display your new device name. You can find more information about ActiveSync in Chapter 12. *Note:* In some cases, you may have to reestablish the partnership.

Can I use two Windows Mobile device with the same name?

✓ No. ActiveSync will prompt you to change the name of your device if you set up a partnership with a name that already exists.

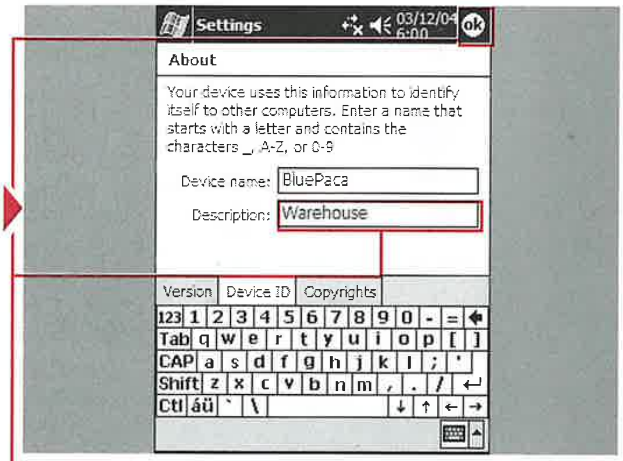
Can someone with the same device name use ActiveSync on my PC and access my personal information?

✓ No, your device has a unique key with your PC. You would have to delete the partnership with your current device to synchronize the new device. You can have another device attach to your PC as a guest. Again, you can find more information about ActiveSync in Chapter 12.



■ The Device ID tab is displayed.

3 Replace the default device name with a new name of your choice.



■ You can optionally place a device description.

4 Tap OK.

■ Your device is now identified by the new name that you selected.

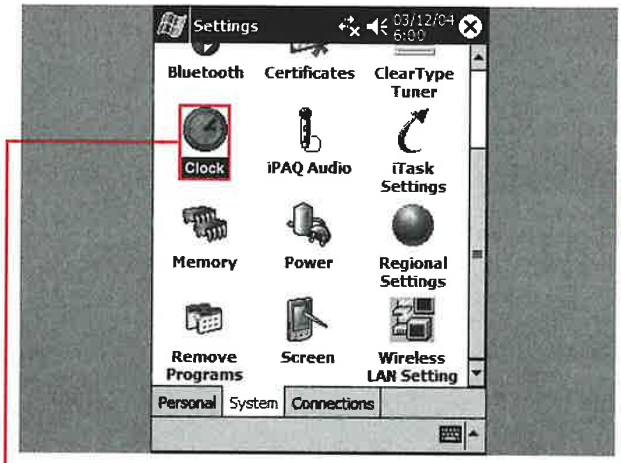
ADJUST THE CLOCK AND ALARM SETTINGS

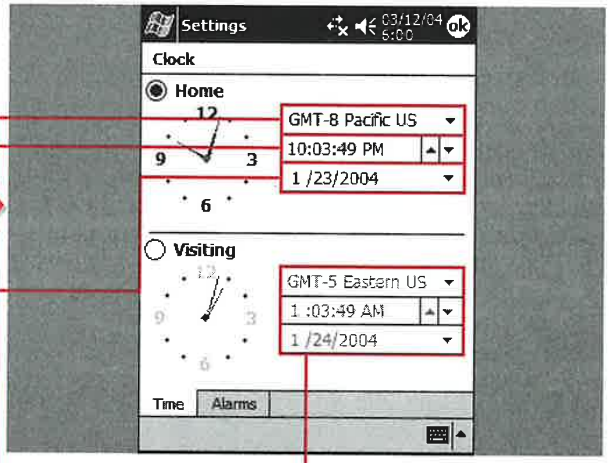
Keeping the date and time and setting the alarm are integral parts of Windows Mobile 2003. These features are a basic part of the underpinnings of a Personal Information Manager (PIM) for your Calendar, Tasks, e-mail, and file date stamps.

You can adjust the date and time for your local time zone on your device. This also automatically sets the daylight saving time adjustment for your time zone based on what city you choose. You can additionally set a separate time zone if you travel, which you manually select when in the other time zone.

You can set up to four daily alarms with your device, similar to a travel alarm. Setting an alarm can be useful for reminding you about an important reoccurring event such as taking medication at a required daily interval.

ADJUST THE CLOCK AND ALARM SETTINGS





ADJUST THE CLOCK

1. In System Settings, tap Clock.
   - The Clock utility appears.
2. Tap the time zone ▾ and select your local time zone.
3. Tap ▲ and ▼ to adjust the time.
4. Tap the date ▾ and select your current date.
   - Your time and date are updated.
   - You can repeat steps 2 to 4 in the Visiting section to set a traveling time zone, date, and time.

How do I change the format for how the time and date are displayed?

✔ You can change your time and date format using the Regional Settings utility. You can find more information about the Regional Settings utility in the section "Change Regional Number Formatting."

Can I change the way the clock is displayed on the navigation bar?

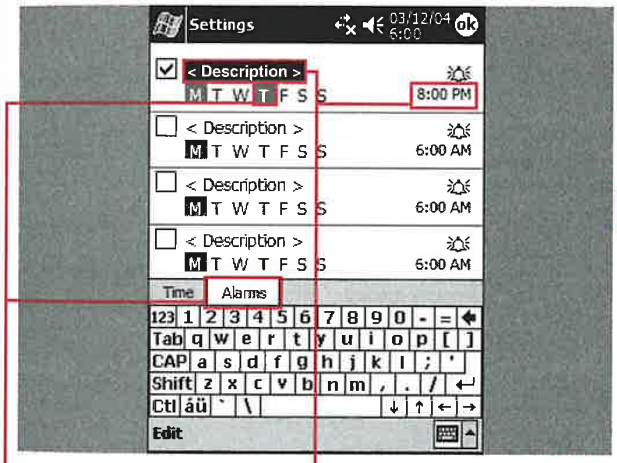
✔ Yes. You can tap and hold the clock display and select an analog or digital display.

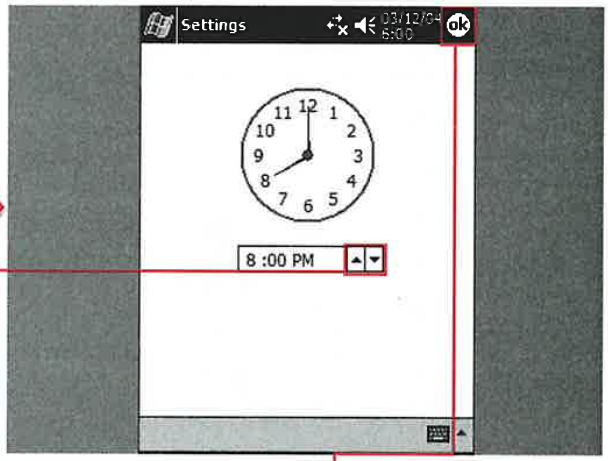
What is GMT?

✔ GMT is short for *Greenwich Mean Time*, which is measured at the Royal Observatory in Greenwich, England. GMT is the universal time zone (UTC) for the world; all other time zones are measured plus or minus GMT.

Can I set an alarm to "snooze," as I do with my regular alarm clock?

✔ Yes. You can snooze the alarm, similar to the reminders for your tasks and schedules.





ADJUST THE ALARM SETTINGS

1. Tap the Alarms tab.
2. Select an alarm by tapping the day of the week for which you want the alarm set.
3. Tap <Description> to enter an alarm description.
4. Tap the time to adjust the alarm time.

■ The alarm set time screen appears.

5. Tap ▲ and ▼ to set the time for which you want the alarm set.
6. Tap OK.
7. Tap OK back on the Alarms tab.

■ Your alarm is set.

CHANGE REGIONAL NUMBER FORMATTING

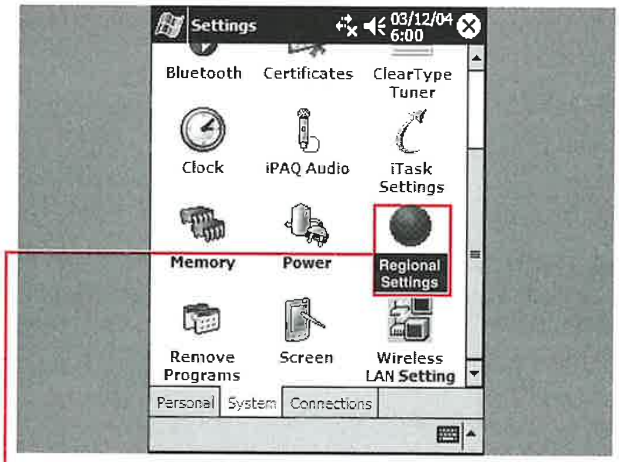
Using the Regional Settings utility, you can change how the numbers, currency, times, and dates are displayed on your device. This enables you to use the settings common to your language and region of the world.

You can select a new regional setting for your device. On the Appearance Samples screen, your device displays a preview of how the new settings will affect numbers, currency, times, and dates. The new settings will also affect how these items are sorted in some programs.

You can customize every aspect of how numbers are displayed and treated on your device. For example, in North America, the period (.) is used to indicate a decimal point, and a comma (,) is used to separate large numbers. In many regions around the world, these settings are reversed.

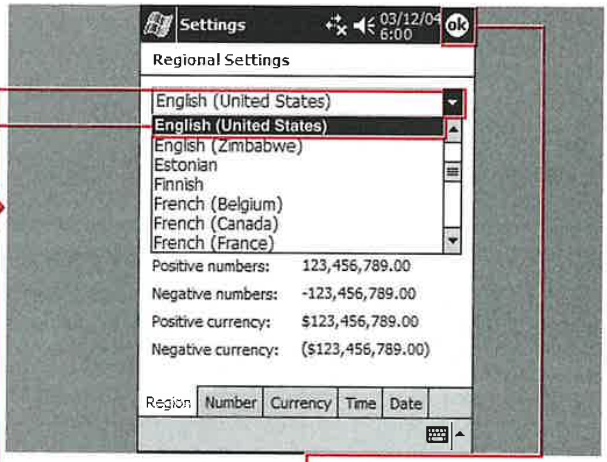
You can customize how currency is displayed and treated on your device. Additionally, you can change how time, dates, and calendar information are shown.

CHANGE REGIONAL NUMBER FORMATTING



SET THE REGION

1 In System Settings, tap Regional Settings.



- The Appearance Samples screen is displayed.

2 Tap ▼.

3 Select the language and region in which you are located.

- The Appearance Samples screen shows how time, date, numbers, and currency will be displayed.

4 Tap OK.

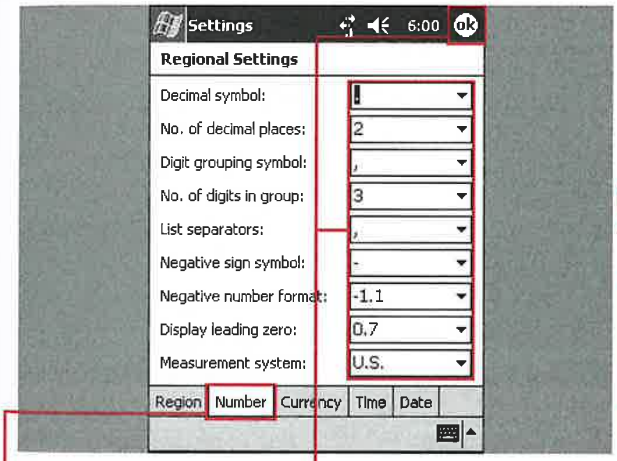
- Your language and region are saved.

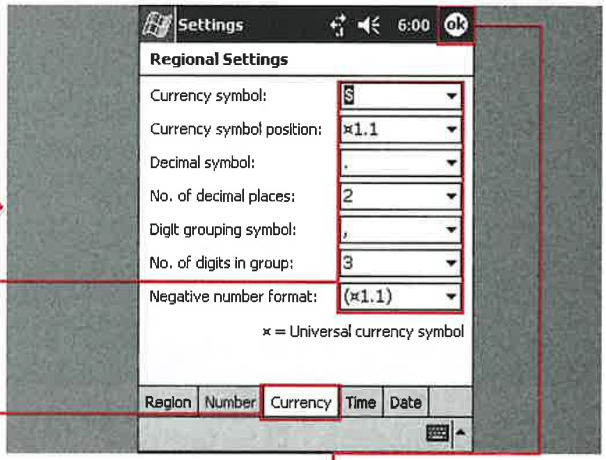
How do I customize the Time settings?

✔ On the Time tab, use the ▼s to select the format that you want. You are able to change the time style, time separator, and A.M. and P.M. symbols. There is a time sample at the top of the screen that displays the time in the format that you have chosen. When you have made all of your changes, tap OK to save them.

How do I customize the Date settings?

✔ On the Date tab, use the ▼s to select the date format that you want. You can change both the long date format and the short date format. Sample formats are displayed at the top of the screen. When your changes are complete, tap OK to save them.





CUSTOMIZE NUMBER FORMATTING

1. Tap the Number tab.

Note: The Number tab enables detailed customization of how your device uses and displays number data.

2. Using the ▼s, select the number format that you want.
3. Tap OK.
4. Tap the Currency tab.
5. Using the ▼s, select the currency format that you want.
6. Tap OK.

■ Your changes are saved.

MANAGE PERSONAL AND ROOT CERTIFICATES

You can add and use personal certificates as well as designated root certificates in Windows Mobile 2003. You can use personal certificates to control what devices have access to the Web sites that you manage. Several common root certificates are included that enable you to visit banks, credit card companies, or other selected secure sites.

Third-party applications, such as Crtimprt, enable you to import personal and root certificates that may not be included in Windows Mobile 2003.

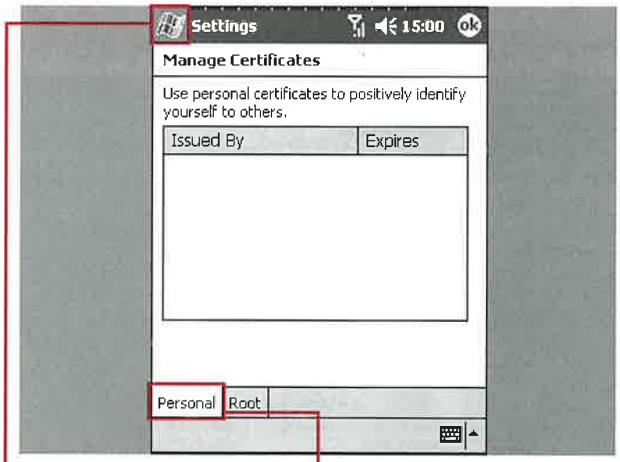
Can I add personal certificates from the Settings display?

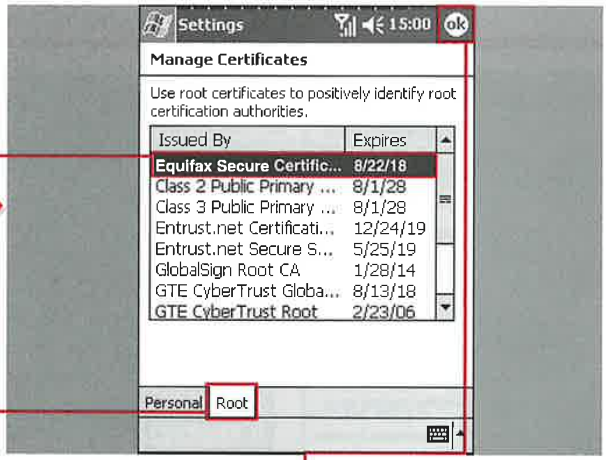
✔ No, personal certificates are added through the use of a desktop utility.

Why would I want to add a personal certificate to my device?

✔ You may need authentication for a VPN, Internet Explorer, or your WiFi network.

MANAGE PERSONAL AND ROOT CERTIFICATES





1. Tap Start.
2. Tap Settings.
3. Tap the System tab.
4. Tap Certificates.
5. Tap the Personal tab.

Note: Here you can view any certificates that you loaded onto your device.

6. Tap the Root tab.
7. Tap the name of a certificate to view its details.

■ A detail page listing who the certificate was issued to and by, along with the valid dates, appears.

Note: On the detail page, you also have the option to delete the certificate.

8. Tap OK to close the details.
9. Tap OK to close the certificate management settings.

■ The main System Settings display appears.

ALIGN THE DISPLAY AND ENABLE CLEARTYPE

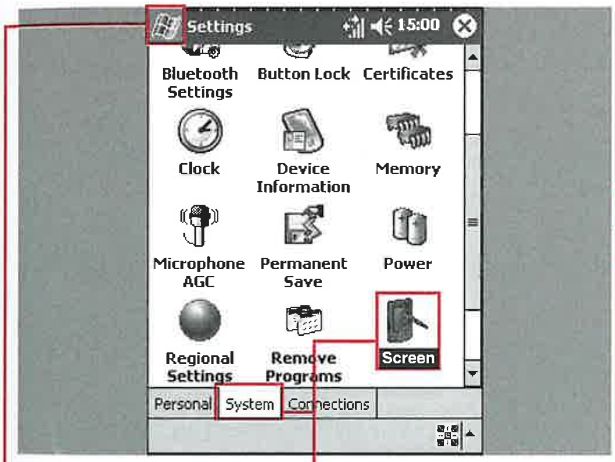
If you test or evaluate a lot of software or use your device to play games regularly, you may find that the touch panel loses a bit of accuracy. Windows Mobile 2003 includes a utility that enables you to recalibrate and align your display so that accurate screen taps can be made.

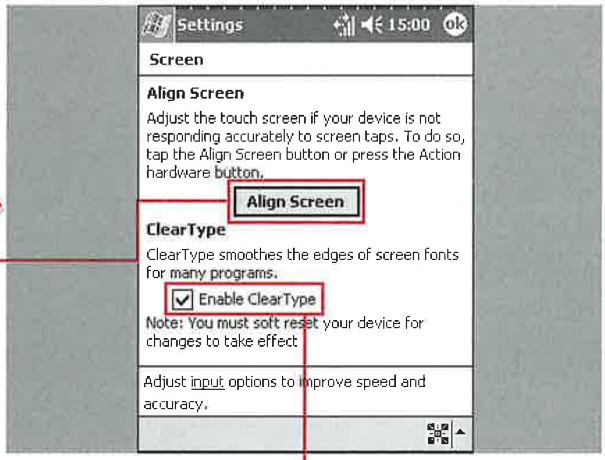
Also, Windows Mobile 2003 devices can use ClearType fonts on a global scale; they are no longer limited to just eBook applications. A ClearType Tuner utility is included on some models of Windows Mobile 2003 devices that enables you to use a slider to further refine ClearType settings.

What is the difference between ClearType fonts and standard fonts?

✓ ClearType technology allows the device to display pieces of text on fractions of pixels rather than on a single pixel, which enables text to be almost as clear and sharp as text found on paper.

ALIGN THE DISPLAY AND ENABLE CLEARTYPE





ALIGN THE DISPLAY

1. Tap Start.
2. Tap Settings.
3. Tap the System tab.
4. Tap Screen.
   - The Screen settings appear.
5. Tap Align Screen.
   - A display with a crosshair appears with instructions.
6. Tap the center of the crosshair as it moves around the display five times.
   - You are returned to the Screen settings.

ENABLE CLEARTYPE

7. Tap Enable ClearType (☐ changes to ☑).
8. Soft reset your device so that the ClearType setting takes effect.
   - You will notice that the readability of text throughout your device is improved.

ADJUST THE BACKLIGHT AND BRIGHTNESS SETTINGS

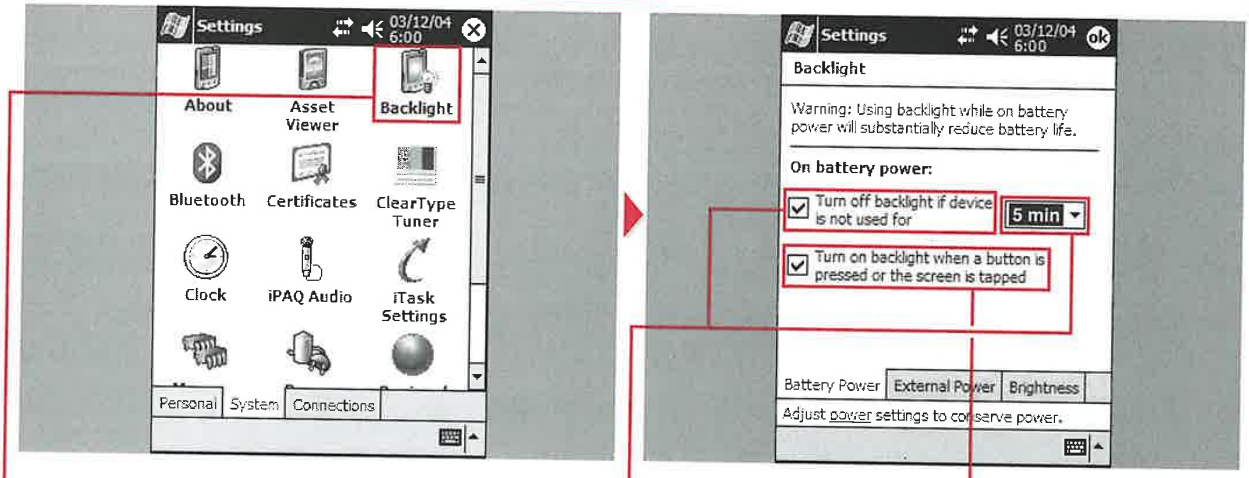
With the Backlight settings, you can control how your mobile device uses backlighting and power consumption, ensuring that you get the most time between charges out of your device's battery while still getting ample screen brightness.

You can further define these settings by telling your device to turn off the backlight after a predetermined amount of time or to turn on the backlight when a button is pressed or the screen is tapped. These settings are divided into two distinct tabs — Battery Power and External Power. This gives you more flexibility on the device's power consumption, enabling you to maximize battery life between charges.

In addition to defining when and how the device's backlight is activated, you can control the amount of brightness the screen has. You can control the level of brightness independently when the device is on battery power and when the device is on external power.

Note: The backlight and brightness settings are OEM specific, so the features and functions may vary on your device.

ADJUST THE BACKLIGHT AND BRIGHTNESS SETTINGS



ADJUST THE BACKLIGHT ON BATTERY POWER

1 On the Settings System tab, tap Backlight.

- The Backlight utility appears.

2 Tap the first check box to set the elapsed time to turn off the backlight when the device is not in use (☐ changes to ☑).

- You can select the amount of time to elapse until your backlight turns off.

3 Tap the second check box to set the device to turn on its backlight when a button is pressed or the screen is tapped.

- Your device is now set to use its backlight while on battery power as you have specified.

Do I need to use the backlight when outside?

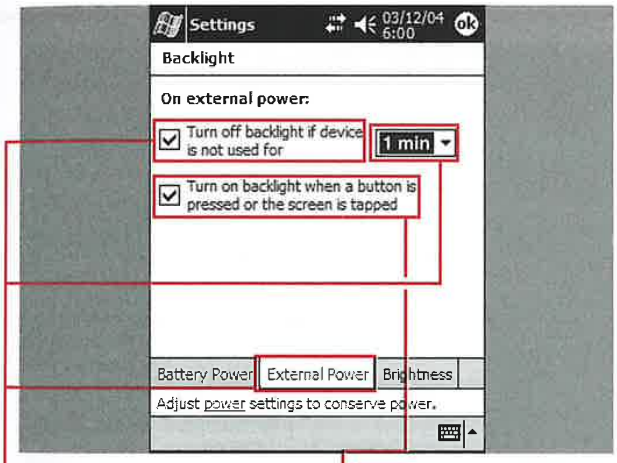
✓ It depends on your mobile device. Mobile devices have optimized screens that enable easy visibility when used outside or in bright light; check with your device manufacturer for more information regarding this type of use.

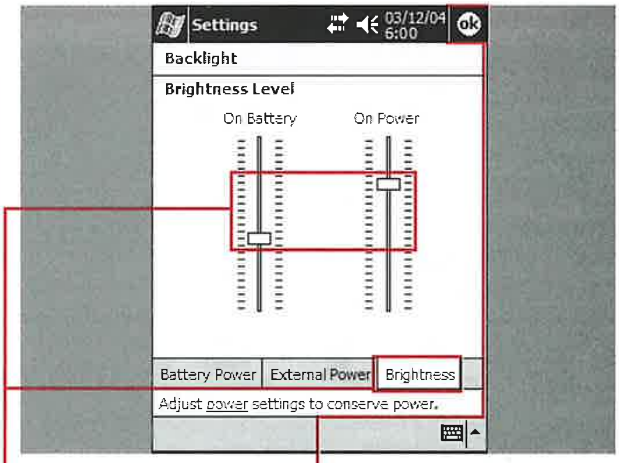
Is there a shortcut to adjust my power settings?

✓ Yes. In the Backlight utility at the bottom of the screen, there is a shortcut labeled Adjust Power Settings to Conserver Power that takes you to the power settings.

How do I force my device to always have the backlight on when it is on battery power?

✓ On the Battery Power tab, uncheck the Turn Off Backlight If Device Is Not Used For box. The elapsed time drop-down box will become grayed out. Note, however, that using the backlight while on battery power will substantially reduce your device's battery life.





ADJUST THE BACKLIGHT ON EXTERNAL POWER

1. Tap the External Power tab.
2. Tap the first check box to set the elapsed time to turn off the backlight when the device is not used.
   - You can select the amount of time to elapse until your backlight turns off.
3. Tap the second check box to set the device to turn on its backlight when a button is pressed or the screen is tapped.
   - Your device is now set to use its backlight while on external power as you have specified.

ADJUST BACKLIGHT BRIGHTNESS

1. Tap the Brightness tab.
2. Tap and drag the level indicator buttons to the brightness level that you want for the On Battery and On Power settings.

Note: If your device is on battery power, you will see the backlight change as you move the On Battery slider button. This is also the case if you are on external power and you move the On Power slider button.

3. Tap OK to finish.

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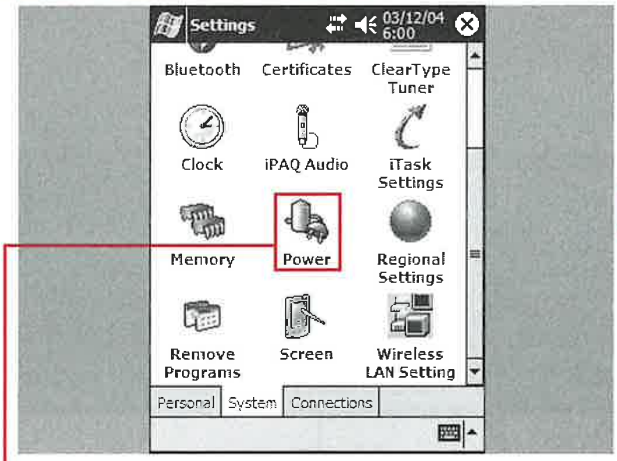
MODIFY POWER SETTINGS

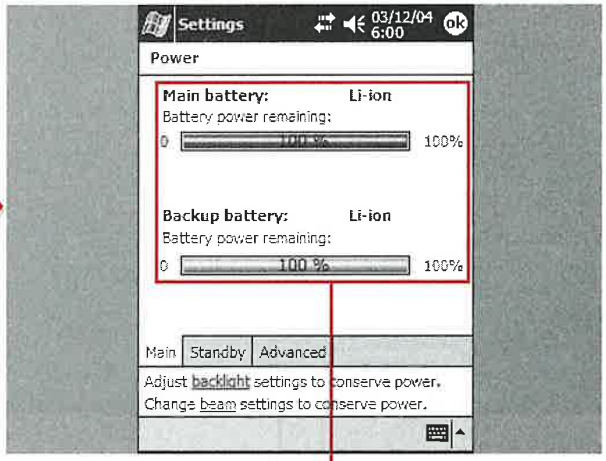
With the Power utility, you can modify how your device consumes power, thus maximizing your device's battery life between charges. You can also view how much power is left on your main battery and your backup battery.

Depending on the manufacturer of your device, you may be able to adjust a power-conservation mode called *standby*. The Standby utility reserves a portion of battery life, and you can modify the Standby settings to meet your needs. When the unit goes into standby, it cannot be used until it is recharged. This prevents program and data loss.

You can adjust when the unit powers itself off when it is not being used while it is on battery power as well as on external power. Allowing the device to turn itself off after a period of inactivity greatly increases the battery life between charges.

MODIFY POWER SETTINGS





VIEW REMAINING POWER

1 From the System Settings, tap Power.

■ The Power utility appears.

■ You can check the remaining battery life for your device's main battery. Some devices also show the strength of the backup battery.

How do I force my device to always stay powered on?

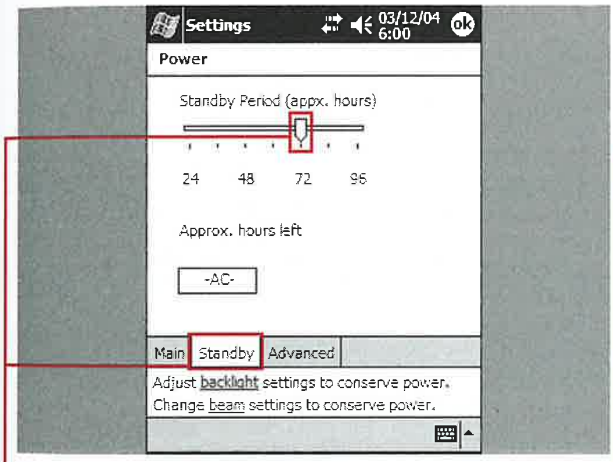
✓ On the Advanced tab, you can uncheck the box under On Battery Power to force the device to always stay on while using battery power. You can additionally uncheck the box under On External Power to force the device to stay on while on external power.

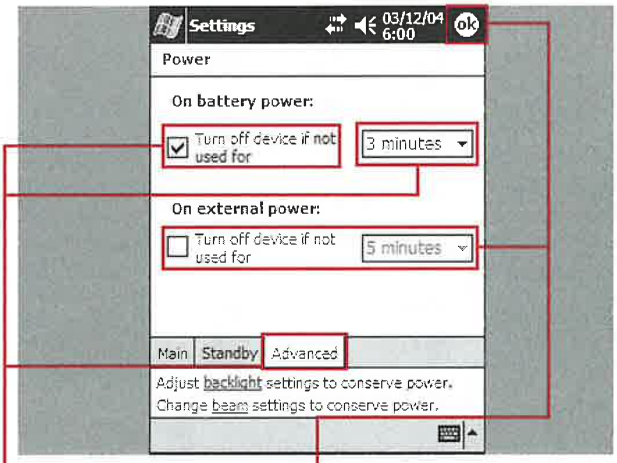
Why do I not have a Standby tab on my device?

✓ Not all devices offer the standby power-saving feature. It is found on HP iPAQ devices; other device manufacturers may implement similar features.

How come my battery power does not last very long when I use a Compact Flash card or other peripheral?

✓ Many of these devices draw power from your PDA's main battery. I recommend that you use the AC adapter or another form of external power when using Compact Flash or other peripheral devices for extended periods of time.





ADJUST STANDBY SETTINGS

1. Tap the Standby tab.
2. Tap and drag the indicator button to the standby time that you want.

Note: The estimated displayed hours of time remaining may vary, depending on other system settings.

Note: This feature is specific to the HP iPAQ devices only.

ADJUST POWER SETTINGS

1. Tap the Advanced tab.
2. Tap the first check box to adjust when your device will power off while on battery power.
   - You can select how many minutes until your device will power off.
3. Tap the second check box and adjust when your device will power off while on external power.
4. Tap OK.
   - Your device is now set to conserve and use power based on your custom settings.

ADJUST MEMORY ALLOCATION

With the Memory utility, you can view and modify a variety of memory-related tasks on your mobile device.

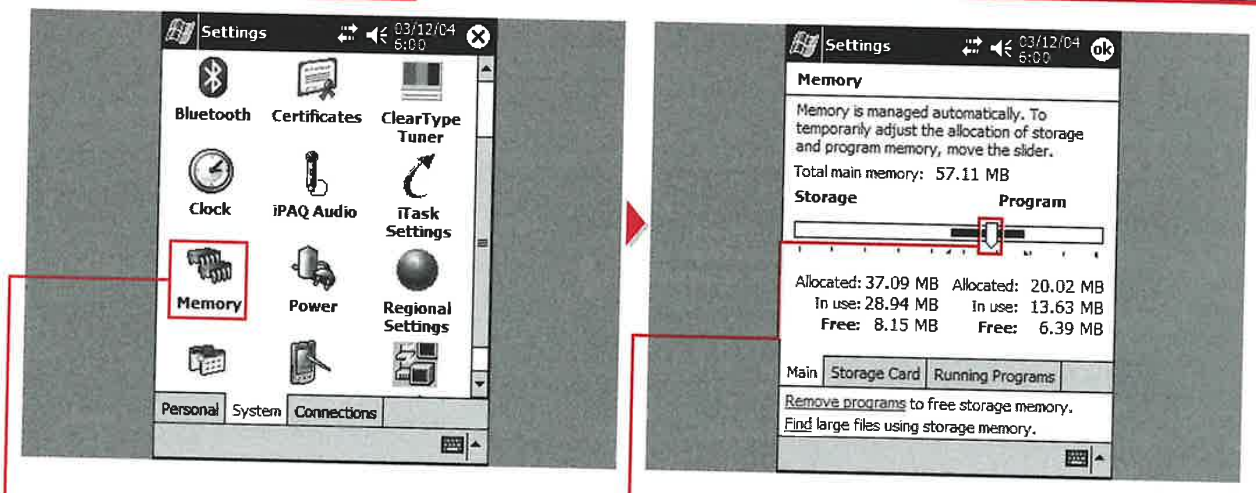
The Main tab of the Memory utility displays how much memory is currently allocated for storage memory and program memory. The Windows Mobile 2003 operating system automatically manages your device's memory usage; however, you can temporarily change those allocations to increase or decrease your program memory or storage memory.

On the Storage Card tab, you can view the size of inserted storage devices. Some examples of attached storage devices are Secure Digital (SD) memory cards, Compact Flash (CF) memory cards, and similar types of storage peripherals.

Additionally, you can view how much storage is being used and how much storage is available for use.

Some devices include built-in nonvolatile memory storage for placing valuable data. This type of storage is sometimes called a *file store*, and you can view this information on the Storage Card tab as well.

ADJUST MEMORY ALLOCATION



ADJUST MEMORY ALLOCATION

1 In System Settings, tap Memory.

- The Memory utility appears.

2 Tap and drag the level indicator button to the memory setting that you want.

Note: Drag the button toward Storage to increase the amount of available program memory. Drag the button toward Program to increase the amount of available storage memory.

Note: Some programs require you to allocate more memory for them to run efficiently.

- Windows Mobile 2003 will continue to manage memory usage.

MASTER IT

When I place files in storage, they appear to take up less space than they do on my PC. Is there something wrong with my internal storage?

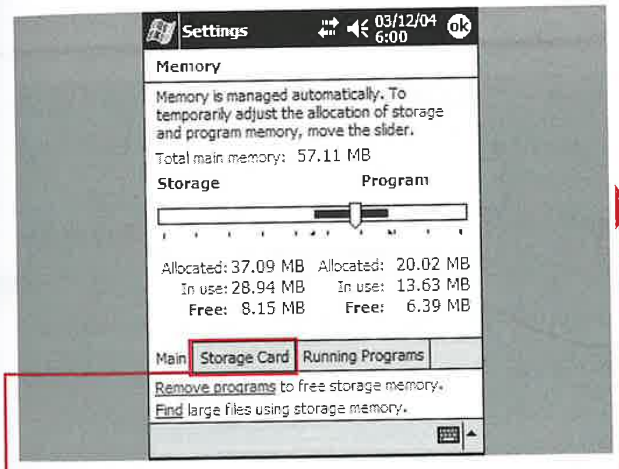
✓ No. Windows Mobile 2003 manages your memory usage and compresses RAM that is used for storage at a rate of 2:1.

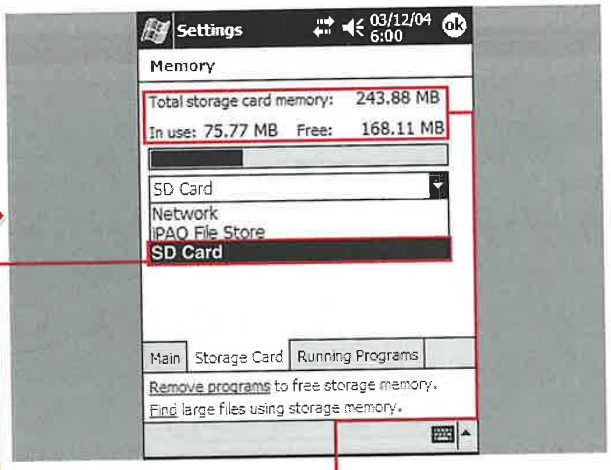
How come files in the file store do not disappear after a hard reset?

✓ Files located in the file store are stored in what is called *nonvolatile memory*. Nonvolatile memory retains its memory after power is removed, similar to an SD card or a CF card.

How do I add additional internal storage memory and not use my SD or CF slots?

✓ Most Windows Mobile devices are not designed with user-replaceble parts in mind. However, there are third-party companies who specialize in adding additional internal storage to mobile devices.





VIEW THE STORAGE CARD MEMORY USAGE

1 Tap the Storage Card tab.

■ The Storage Card tab appears.

2 In the list box, tap the storage card that you want to view.

■ The selected storage card usage appears, if it is available.

IDENTIFY, STOP, AND ACTIVATE RUNNING PROGRAMS

On the Running Programs tab of the Memory utility, you can view all the currently running programs.

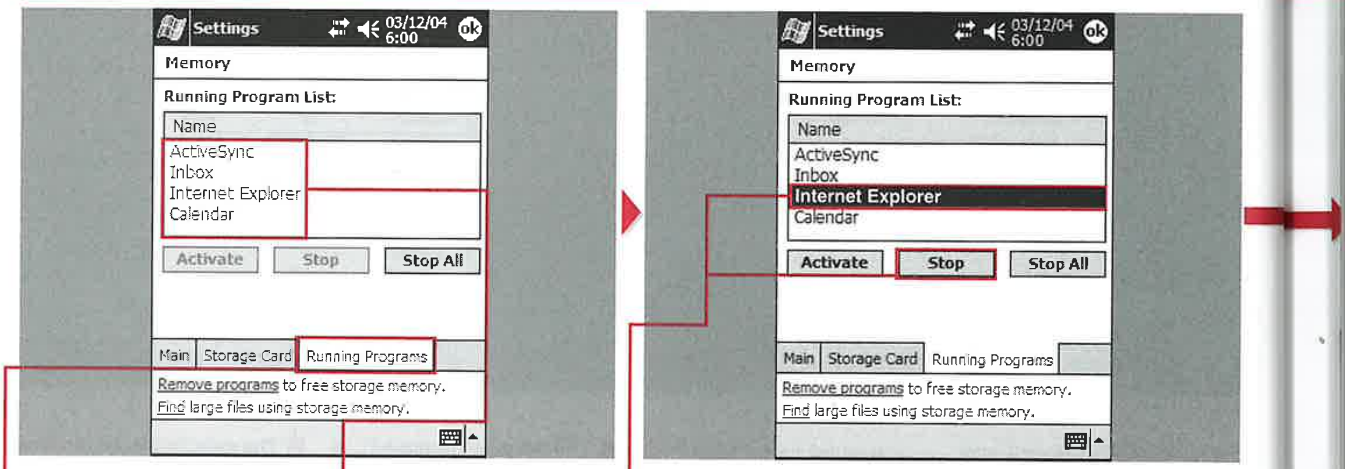
After a program is started, it remains running in the background — *smart minimized* — until it is manually stopped, even if you are not using it. However, the OS does stop programs as needed to keep the system running smoothly.

On the Running Programs tab, you can manually stop a smart-minimized program or activate a program. You can also stop all running programs, freeing up system and program memory.

Stopping running programs that you are not using helps free up memory for the operating system and other programs and, potentially, can increase system performance. Additionally, you may need to stop a program if it becomes unstable and program or system memory becomes low.

Performing a soft or hard reset can also free up memory and stop running programs; however, these procedures can result in lost data. Before performing a soft reset, be sure to save any data in running programs. Performing a hard reset will erase all your data.

IDENTIFY, STOP, AND ACTIVATE RUNNING PROGRAMS



IDENTIFY RUNNING PROGRAMS

1. In the Memory utility, tap the Running Programs tab.

- A list of all running programs appears.

STOP A RUNNING PROGRAM

2. Tap the program that you want to stop.
3. Tap Stop.

- The selected program is stopped, and the memory that the program was using is returned to the system.

Will performing a soft reset stop all running programs?

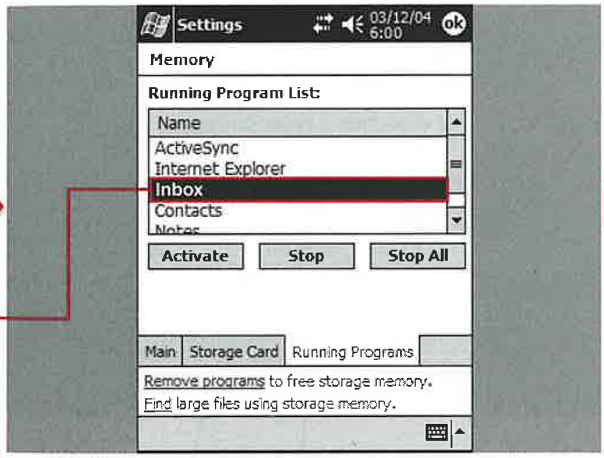
✓ Yes and no. Most currently running programs will stop until you open them again. However, some programs may be activated from the startup folder and launch when your device resets.

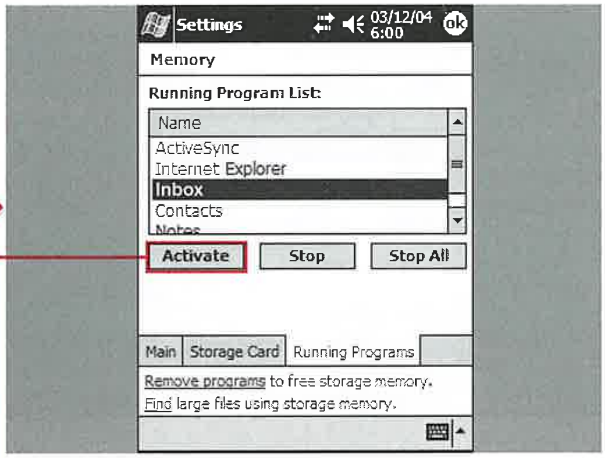
Do I have to stop each program individually?

✓ No, on the Running Programs tab, you can tap Stop All to stop all the running programs.

Is the Running Programs tab the only place that I can stop or close a program?

✓ Not necessarily. Some device vendors include a program that brings up a list of running programs that can be accessed by pressing a button on the device, enabling you to easily stop running programs. There are a number of third-party applications for stopping or closing applications as well.





ACTIVATE A RUNNING PROGRAM

4 Tap the program to which you want to switch.

5 Tap Activate.

■ The selected program becomes the active program in use.

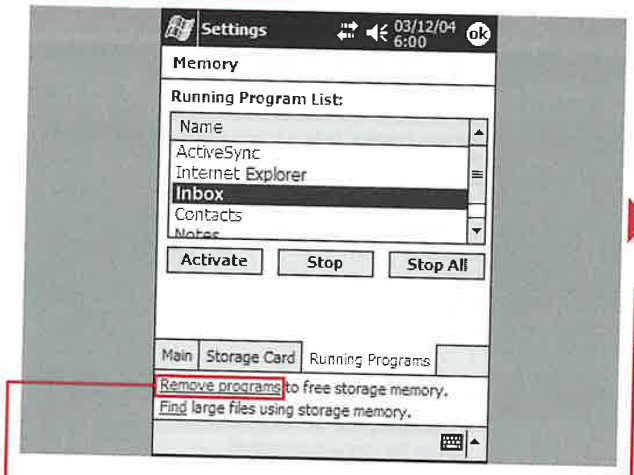
REMOVE PROGRAMS AND FIND LARGE FILES

You can choose to remove any or all of the programs that you have installed in storage memory. Removing unused installed programs can free up valuable memory space. The total storage available on your device is displayed and updated when you remove programs.

Unused large files can also take up valuable storage space that could otherwise be used for more storage memory or program memory. You can find such large files by using the Find tool. If the files are no longer used or needed, you can make note of them and delete them later in File Explorer. You can find additional information about File Explorer in Chapter 20.

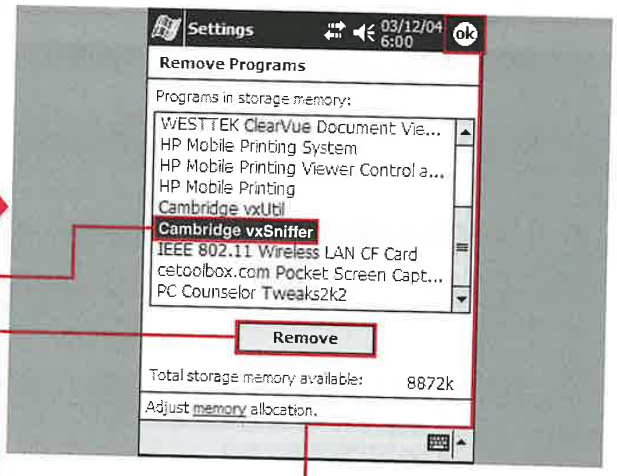
The Remove Programs utility includes an Adjust Memory Allocation hyperlink that enables you to quickly switch between utilities while fine-tuning your memory and storage space.

REMOVE PROGRAMS



1 On the Running Programs tab of the Memory utility, tap the Remove Programs link.

■ The Remove Programs utility appears.



2 Tap the program that you want to remove.

3 Tap Remove.

■ A dialog box appears, verifying that you want to remove the selected program.

4 Tap Yes.

5 Tap OK to return to the Memory utility.

■ The selected program is removed.

There still seems to be missing storage space, and I have deleted all my installed programs. What am I missing?

✔ Some programs leave data and temporary files on your device. Additionally, remnants of programs can be left from an unsuccessful or corrupted install or uninstall. In these cases, you may want to perform a complete hard reset of your device. Note that *all data* on your device will be erased.

Also, you can delete temporary Internet files from Pocket Internet Explorer.

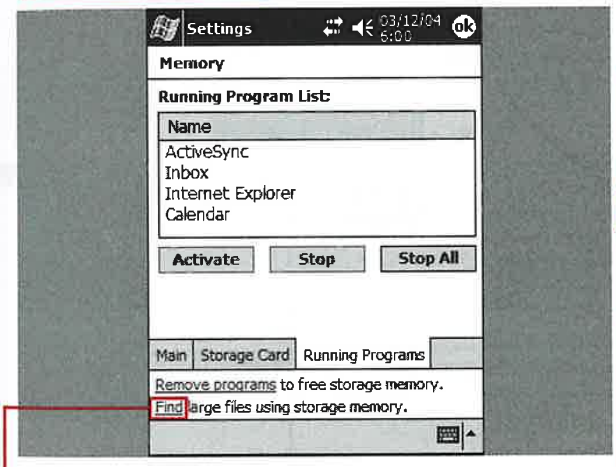
Can I remove applications like Word or Excel?

✔ You can remove only programs installed in storage memory. Programs that come on the device or do not appear in the Remove Programs list cannot be removed. Note that these programs reside in ROM rather than storage memory, so there is no advantage to removing them.

Can I delete files that are in the Find Large Files list?

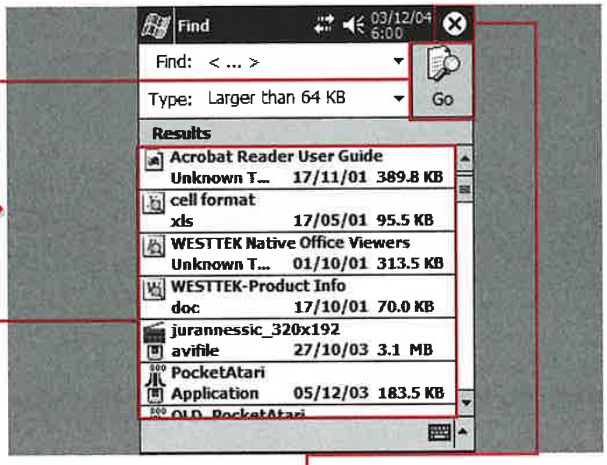
✔ No. You can delete files only from File Explorer.

FIND LARGE FILES



1 On the Running Programs tab of the Memory utility, tap the Find Large Files link.

■ The Find utility appears, ready to find files larger than 64KB.



2 Tap Go.

■ A list of all files larger than 64KB appears.

3 Make a note of which files you want to delete.

Note: You will need to delete the files from File Explorer. You can find information on how to use File Explorer in Chapter 20.

4 Tap X to return to the Memory utility.

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CREATE AND CHANGE A PROFILE

With your Windows Mobile 2003 device and either integrated Bluetooth or a Bluetooth expansion card, you can connect to your desktop, laptop, cell phone, headset (select models only), or other Bluetooth-enabled Palm or Pocket PC device.

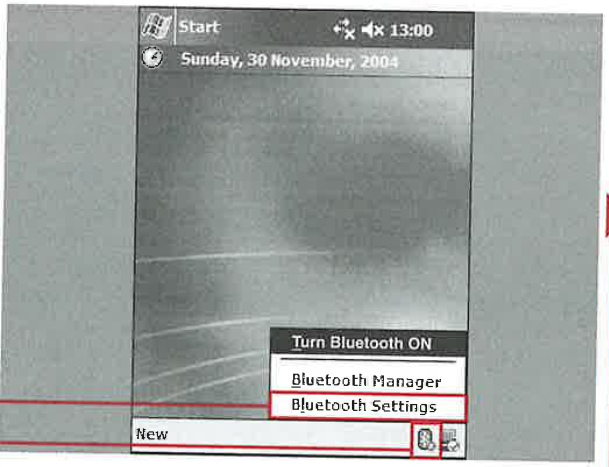
Using a Bluetooth connection, you can transfer files, exchange business cards, connect to the Internet, or ActiveSync with your computer.

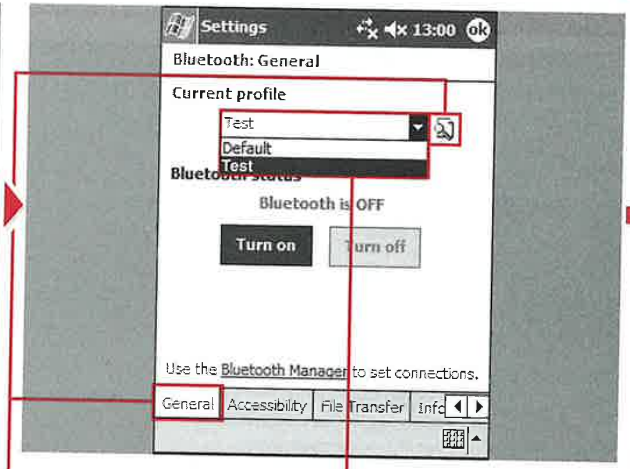
Bluetooth is a wireless radio frequency-based standard that is designed to replace cables. It is a short range wireless technology with a maximum range of approximately 300 feet (100m) with a dedicated Bluetooth access point. A range of about 30 feet (10m) is standard with a Bluetooth USB dongle connected to your desktop.

To be more specific, there are three classes: Class 1 — 100mw, 7dbm or higher — about 100 meters; Class 2 — 2.5mw, 4dbm — about 30 meters; and Class 3 — 1mw, 0dbm — about 10 meters. Each device has a different class, and any class can talk to another if the two are in range.

Windows Mobile 2003 devices use the default profile unless you create other profiles or modify existing profiles specifically for your personal Bluetooth settings. You can create, edit, or delete Bluetooth profiles.

CREATE AND CHANGE A PROFILE





1. Tap the Bluetooth icon on the Today screen.
   - A small pop-up list appears with three options for you to select.
2. Tap Bluetooth Settings.
   - The Bluetooth settings appear.

Note: You can also tap Start ➪ Settings ➪ Connections ➪ Bluetooth to get here.

Note: These steps show the most common implementation using the Widcomm configuration found on the HP iPAQ devices.

3. Tap the General tab.
4. Tap the Add/Delete Profiles button to add or delete a profile.
   - Alternatively, you can tap the ▼ to select an existing account.

Do I have to create a new profile to use Bluetooth?

✓ No, the default profile is adequate for many users and enables you to connect to most Bluetooth devices.

Why would I want or need to create a new profile or change the default profile?

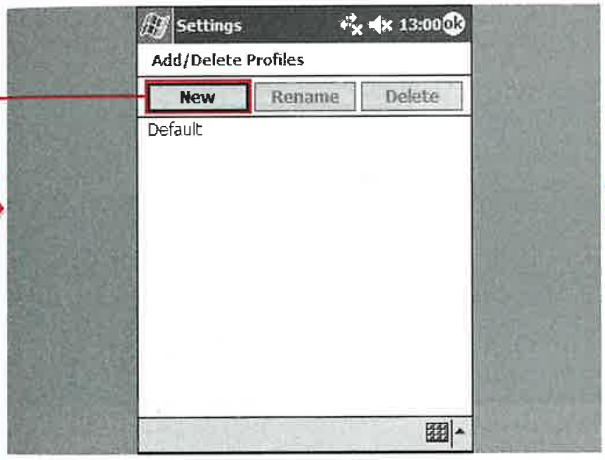
✓ The default profile is set up for standard connection settings but will not save any changes that you make. Your device will always be seen as a Pocket PC by other Bluetooth devices if you do not create and select a new profile. Multiple profiles are commonly established for home, office, and travel settings. Multiple profiles are also convenient for designating different shared folders and setting different security restrictions.

Can I get more help on profiles on my Pocket PC?

✓ Yes, tap Start ➪ Help while on the main General display, and an HTML help file will be launched.

Do I have to go to the General display to switch from the default profile every time that I use Bluetooth?

✓ No, Windows Mobile 2003 saves and reloads your last used profile when the device is turned off and then on again.



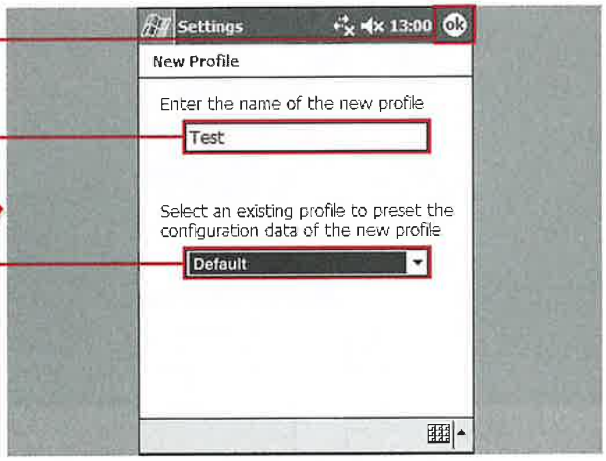
■ The Add/Delete Profiles settings appear.

5 Tap New to create a new profile.

Note: You can tap Rename to change the name or Delete to delete the selected profile.

Note: You cannot delete the default profile or the active profile.

■ The New Profile entry screen appears.



6 Type in a name for the new profile.

7 Tap the drop-down list to select a profile to copy existing configuration data.

8 Tap OK to return to the profile list.

9 Tap OK to return to the General tab.

10 Tap OK once more to save the settings and exit the Bluetooth Settings area.

■ The Today screen reappears, and your new Bluetooth profile is saved.

ACTIVATE BLUETOOTH

The Bluetooth radio sends out signals to maintain the connection between devices and requires constant power. You can choose to turn your Bluetooth radio on and off to conserve power when you are not using Bluetooth communications.

The integrated Bluetooth radio or radio contained on an external card must be turned on before communications can be initiated.

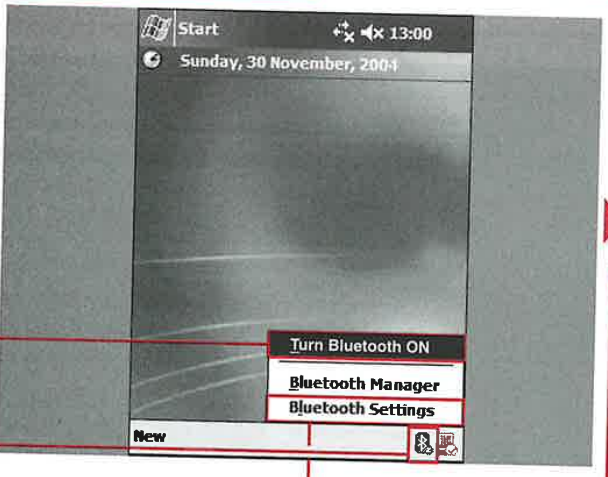
Can I set my Bluetooth radio to turn on automatically?

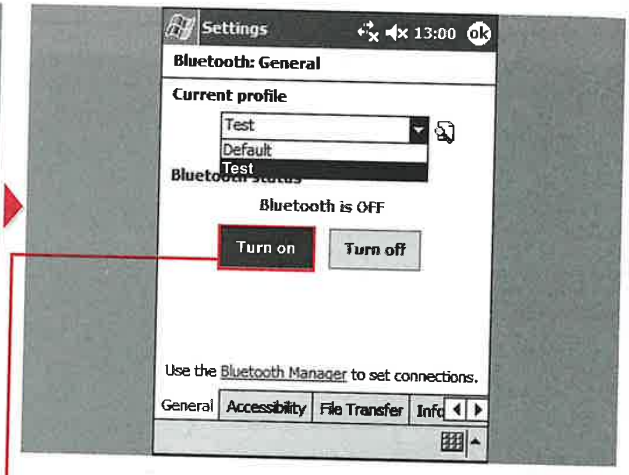
✔ No, you must manually turn on the radio to start communications.

Why would I want to turn off the Bluetooth radio?

✔ The radio consumes power, and eventually the Windows Mobile 2003 device battery will die. Microsoft and device manufacturers have made it a quick two-tap process to turn on the Bluetooth radio.

ACTIVATE BLUETOOTH





USING THE BLUETOOTH MENU

1. Tap the Bluetooth icon on the Today screen.
   - A small pop-up list appears.
2. Tap Turn Bluetooth On to activate the radio.
   - The blue indicator light on your Pocket PC or Bluetooth card starts flashing.

USING THE BLUETOOTH SETTINGS

3. Tap the Bluetooth icon and then Bluetooth Settings.
   - The Bluetooth settings appear.
4. Tap Turn On on the General tab.
   - The blue indicator light on the device or Bluetooth card starts flashing when the radio is turned on, and the Turn Off button turns red.

VIEW BLUETOOTH AND MODULE VERSIONS

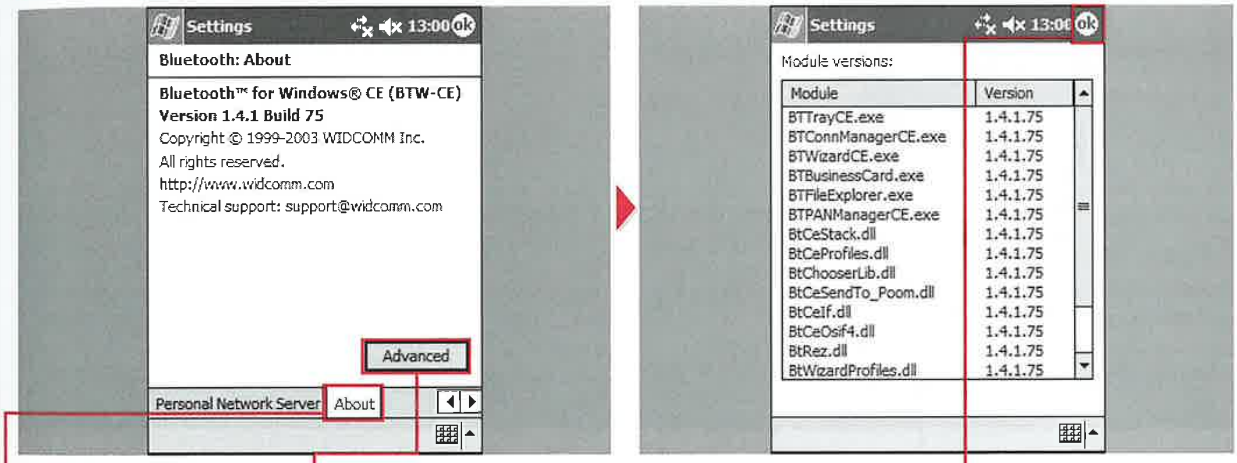
The Bluetooth radio — integrated into Windows Mobile 2003 devices or on external cards — is controlled by drivers. You can view the driver developer's information and version of the modules that are loaded onto your device or external card.

New versions of the Bluetooth radio drivers are generally released with newer devices and through updates to existing Windows Mobile 2003 devices or external Bluetooth cards.

Can I change the version of my modules?

- The Bluetooth drivers may be updated by the device or Bluetooth card manufacturer with RAM or ROM updates. Check your device or Bluetooth card manufacturer's Web site for information.

VIEW BLUETOOTH AND MODULE VERSIONS



1. In the Bluetooth settings, tap the About tab.

Note: See the section "Create and Change a Profile" to access the Bluetooth settings.

- The current version of the Bluetooth drivers and the developer of the drivers are shown.

2. Tap Advanced.

- Each Bluetooth module loaded on your device is shown.

Note: Modules include the Bluetooth Wizard, File Explorer, and business card.

3. Tap OK to close the module viewing area.

4. Tap OK again to close the About screen.

- The Bluetooth settings close, and the Today screen appears.

LAUNCH THE BLUETOOTH MANAGER

You can easily manage Bluetooth communications between your Windows Mobile 2003 device and other Bluetooth-enabled devices with the Bluetooth Manager.

Hewlett-Packard (HP) includes its own Bluetooth Manager to help make the Bluetooth experience easier for owners and facilitate communications between devices.

MASTER IT

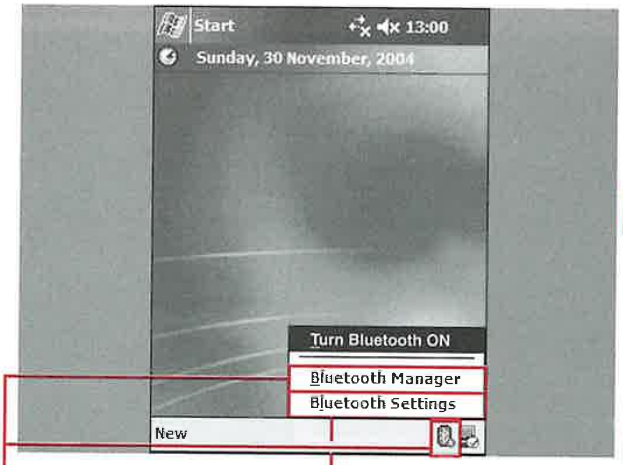
Do other manufacturers have the Bluetooth Manager?

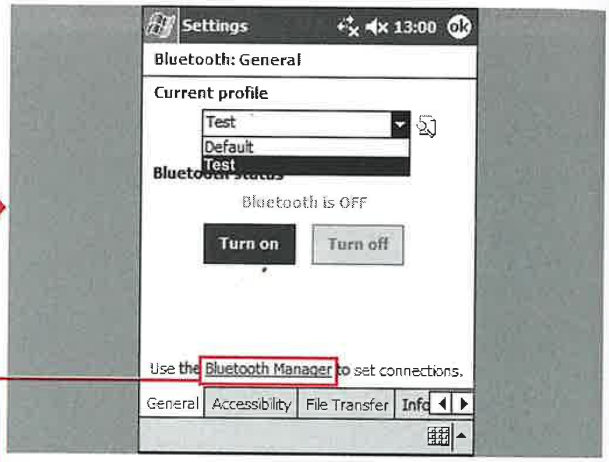
- No, only HP Windows Mobile 2003 devices use the Bluetooth Manager.

What can I do with the Bluetooth Manager?

- The Bluetooth Manager enables you to follow step-by-step Connection Wizards to set up communciations between Bluetooth devices. You can manage the following communications: exploring a Bluetooth device, connecting to the Internet via a phone, ActiveSyncing via Bluetooth, browsing files on a remote device, connecting to a network, joining a personal network, or exchanging business cards.

LAUNCH THE BLUETOOTH MANAGER





USING THE BLUETOOTH MENU

1. Tap the Bluetooth icon on the Today screen.
   - A small pop-up list appears.
2. Tap Bluetooth Manager.
   - The blue indicator light on your Pocket PC or Bluetooth card starts flashing, and the Bluetooth Manager screen opens.

USING THE BLUETOOTH SETTINGS

3. Tap the Bluetooth icon and then Bluetooth Settings.
   - The Bluetooth settings appear with the General tab selected.
4. Tap the Bluetooth Manager hyperlink.
   - The blue indicator light on your Pocket PC or Bluetooth card starts flashing, and the Bluetooth Manager screen opens.

SET THE DEVICE IDENTIFICATION

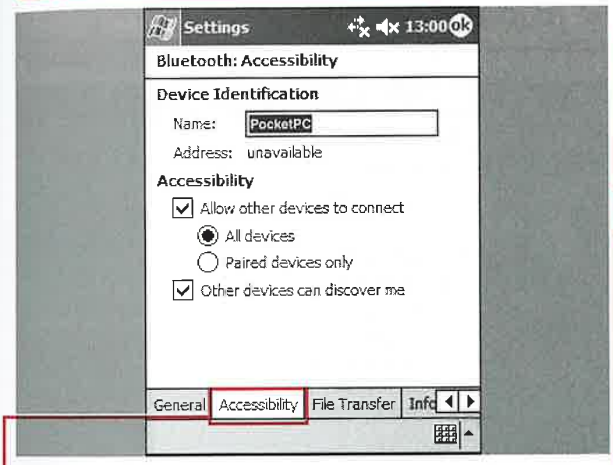
Every Bluetooth device has a unique name to identify it when Bluetooth communications are established. Each Windows Mobile 2003 device uses "PocketPC" as the default device name. After creating a new profile as detailed in the section "Create and Change a Profile," you can create a unique identity for your device.

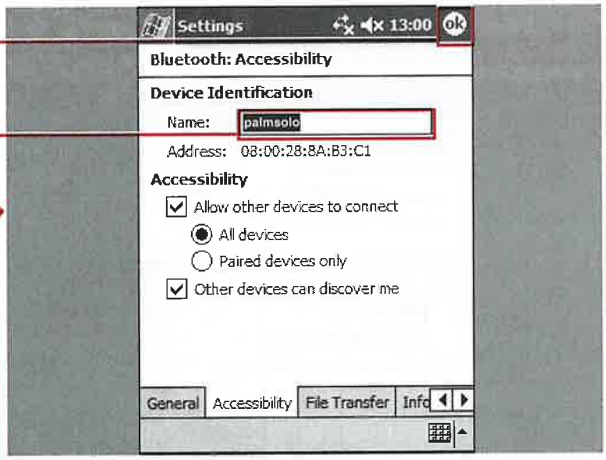
You should change the name to something other than "PocketPC" so that you can communicate with other Windows Mobile 2003 devices without all having the same name.

Can I change the name of my device in the default profile?

✓ No, you must create a new profile to make changes to the Bluetooth settings. This procedure is described in the section "Create and Change a Profile."

SET THE DEVICE IDENTIFICATION





1 In the Bluetooth settings, tap the Accessibility tab.

Note: See the section "Create and Change a Profile" to access the Bluetooth settings.

■ The default name of "PocketPC" appears in the Name box.

2 Type in a unique name for your device.

3 Tap OK to save the name and exit the Bluetooth settings.

■ Your Windows Mobile 2003 device identification is now saved, and other devices will see your device with this unique name.

MODIFY DEVICE ACCESSIBILITIES

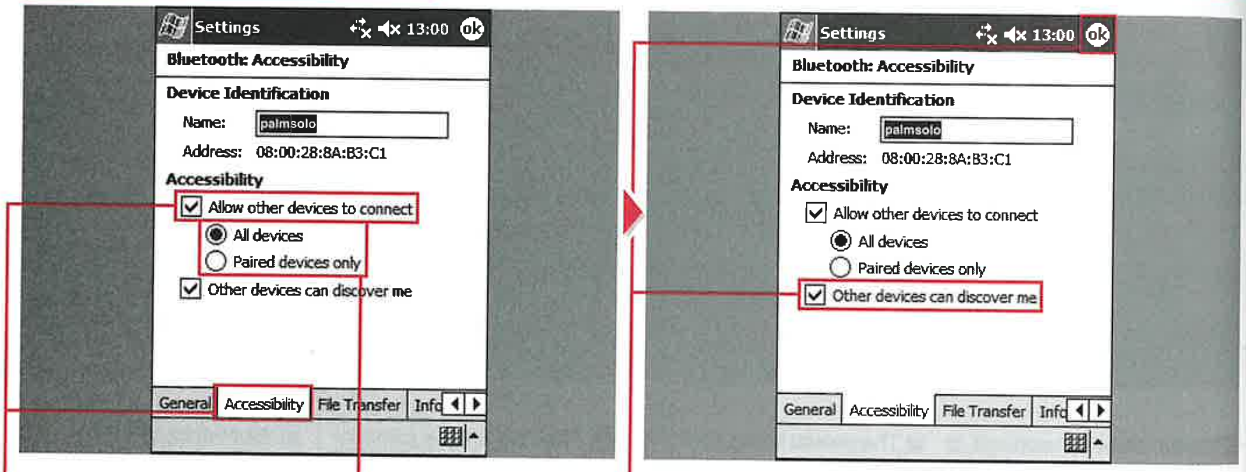
When you turn on your Bluetooth radio, your device begins sending out a signal that other Bluetooth devices can discover and identify.

So that you can maintain security of the information on your device, you have options for controlling who may connect to or discover your Windows Mobile 2003 device. Unless you give specific permission and a PIN code to other people, your device cannot be connected to other devices.

What does paired devices mean?

✔ When a connection is made between two devices, the option to pair them up and recognize each other for future connections is presented. This pairing process includes entering a PIN number on both devices that must match for a successful pairing. After devices are paired, they can be connected more quickly during subsequent connections.

MODIFY DEVICE ACCESSIBILITIES



1 In the Bluetooth settings, tap the Accessibility tab.

■ The Accessibility settings appear.

2 Tap the first check box to allow other devices to connect to your device (☐ changes to ☑).

3 Tap the top radio button to allow all devices to connect or tap the bottom button to allow only paired devices to connect (○ changes to ◉).

4 Tap the bottom check box to allow other devices to discover your device (☐ changes to ☑).

5 Tap OK.

■ The Bluetooth settings close, and your Accessibility settings are saved for your custom profile.

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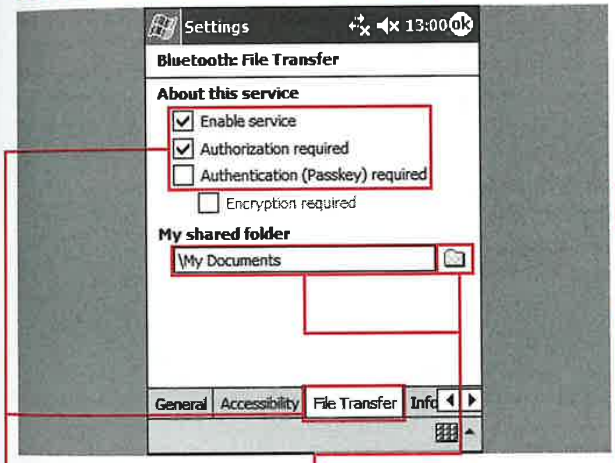
DEFINE FILE TRANSFER SETTINGS

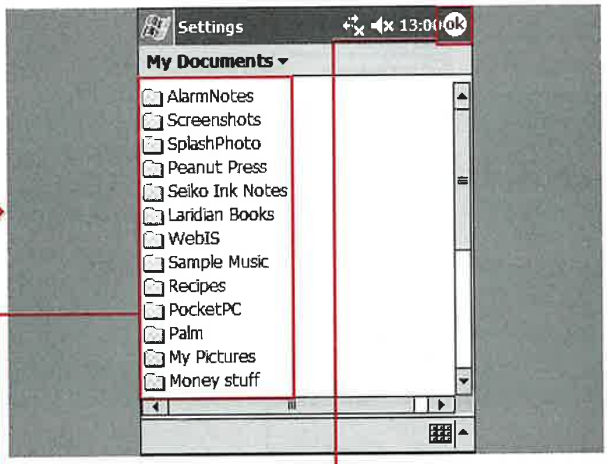
Because Bluetooth is a short range wireless technology designed to replace cables, one of the main functions of the technology is to transfer files wirelessly. You can transfer files to other Windows Mobile 2003 devices, Pocket PCs, Palm-powered devices, desktop/laptop computers, and cell phones. File transfer speeds can reach up to 768K compared to the 11Mbps rating of 802.11b WiFi connections.

How does the passkey work?

✔ When someone attempts to send you a file via Bluetooth, a dialog box appears on your device in which you enter a passkey (PIN code) that you define. The other person must then enter the same passkey on his or her device in order to transfer the file.

DEFINE FILE TRANSFER SETTINGS





1 In the Bluetooth settings, tap the File Transfer tab.

2 Tap one of the check boxes.

Note: The first box enables the file transfer service; the second requires you to authorize file transfers. The third box requires a passkey.

3 Tap the folder icon to select the shared folder.

■ Alternatively, you can enter the name of the folder that you want to use for sharing files.

■ All the existing folders on your device are shown.

4 Tap one of the folders to designate it as the shared folder.

5 Tap OK.

6 Tap OK again.

■ The Bluetooth settings close, and the file transfer settings are saved.

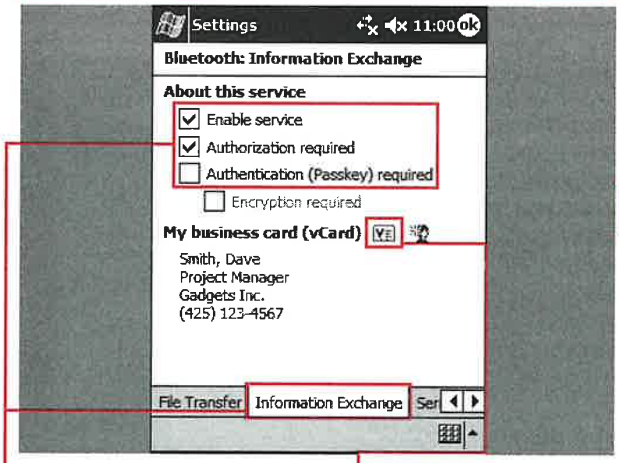
CUSTOMIZE INFORMATION EXCHANGE SETTINGS

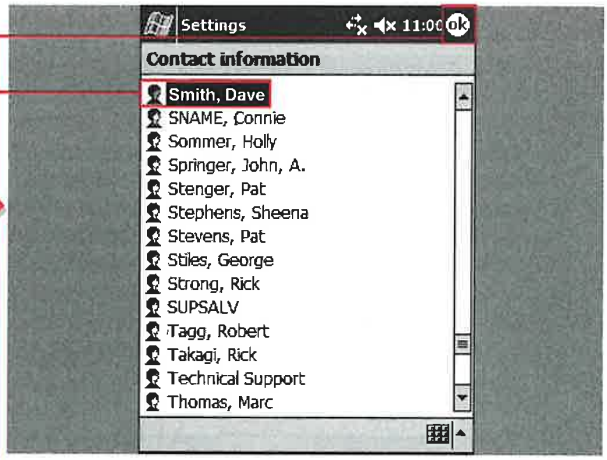
With the Information Exchange settings, you can quickly send your business card, also known as a *vCard,* to other Windows Mobile 2003, Pocket PC, or Palm devices via Bluetooth. You specify a Pocket Outlook contact that is designated as your business card. You can send your business card to others, or they can request your business card — with different permissions set on incoming communications.

Can I designate more than one business card?

✔ No, the Information Exchange settings are designed to allow you to designate only one business card and have it readily available for other Bluetooth users.

CUSTOMIZE INFORMATION EXCHANGE SETTINGS





1 In the Bluetooth settings, tap the Information Exchange tab.

2 Tap one of the check boxes.

Note: The first box enables the information exchange service; the second requires you to authorize exchanges. The third box requires a passkey.

3 Tap the vCard icon to select an existing contact for your business card.

■ A list of all contacts in your Pocket Outlook database appears.

4 Tap your contact information.

5 Tap OK.

■ The Information Exchange screen appears with your contact information in blue text.

Note: You can tap the contact icon to enter new contact information. To do so, follow the steps in Chapter 14.

6 Tap OK.

■ The Bluetooth settings close, and the information exchange settings are saved.

CUSTOMIZE SERIAL PORT SETTINGS

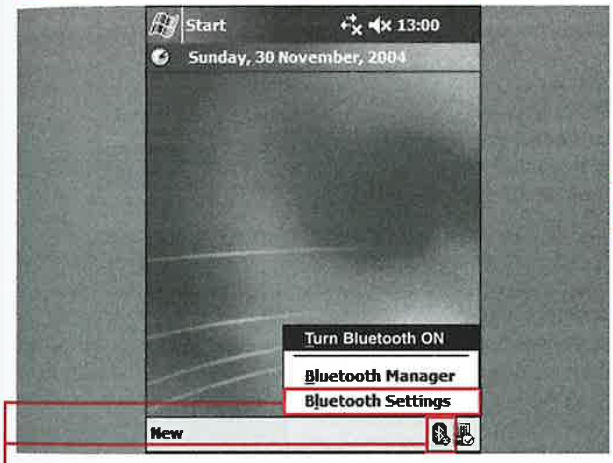
You can connect to Global Positioning System (GPS) devices and print from your Pocket PC using the serial port profile. Bluetooth is primarily intended as a cable replacement wireless technology, and the serial port profile included in Windows Mobile 2003 provides serial port emulation.

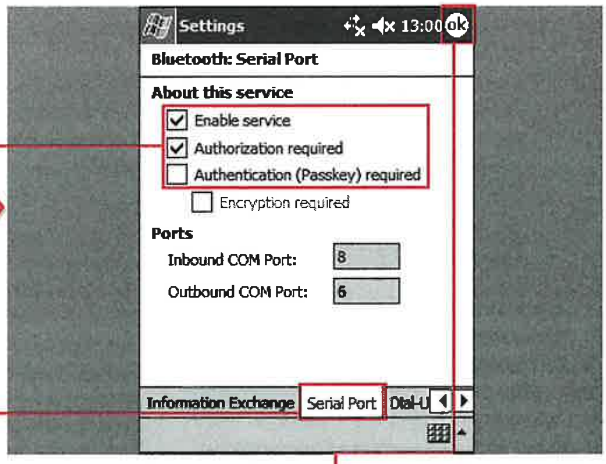
The serial port profile is based on radio frequency communications (RFCOMM). This profile provides virtual COM ports that applications can use to connect to various devices. The inbound and outbound COM ports in Windows Mobile 2003 are nonconfigurable. Both ports are bidirectional and support sending and receiving data.

The most common use for the serial port profile is connecting to a Bluetooth GPS. With a Bluetooth GPS and Bluetooth-enabled Windows Mobile 2003 device, you can place your GPS anywhere in your vehicle, within Bluetooth range, and navigate on your Pocket PC.

Most Windows Mobile 2003 devices do not include a headset profile. The Pocket PC Phone Edition devices include this profile, which enables users to listen to their phone calls, music, and so on on a Bluetooth headset instead of using the internal speaker on the device.

CUSTOMIZE SERIAL PORT SETTINGS





1 Tap the Bluetooth icon on the Today screen.

■ A pop-up menu appears with three options.

2 Tap Bluetooth Settings.

■ The Bluetooth settings appear.

Note: You can also tap Start ➪ Settings ➪ Connections ➪ Bluetooth to get to this same settings area.

3 Tap the Serial Port tab.

4 Tap one of the check boxes.

Note: The first box enables the serial port service; the second requires you to authorize connections. The third box requires a passkey.

5 Tap OK.

■ The Bluetooth settings close, and the serial port settings are saved.

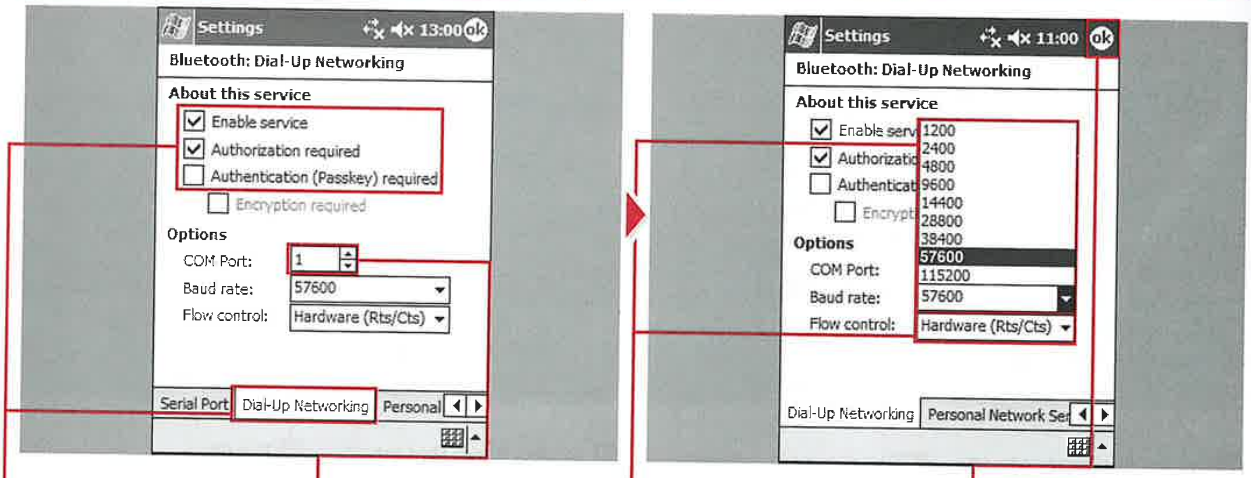
CUSTOMIZE DIAL-UP NETWORKING SETTINGS

With your Bluetooth-enabled Windows Mobile 2003 device and a Bluetooth cell phone, you can connect to the Internet anywhere that you have a satisfactory wireless signal.

Your Bluetooth cell phone serves as a dial-up modem and enables you to connect directly to your wireless provider's data network or to dial in to your ISP with your cell phone. Wireless data connection speeds vary by provider, but generally range between 40Kbps to 56Kbps on current networks. Many wireless data providers will be offering higher speeds as the technology evolves.

You can use your Inbox to check e-mail or Internet Explorer to surf the Internet virtually anywhere you travel with a successful dial-up connection. Most wireless carriers charge a nominal data fee based on how many kilobytes of data are used; check with your wireless carrier for additional fees and services.

CUSTOMIZE DIAL-UP NETWORKING SETTINGS



1 In Bluetooth settings, tap the Dial-Up Networking tab.

2 Tap one of the check boxes.

Note: The first box enables the dial-up networking service; the second requires you to authorize connections. The third box requires a passkey.

3 Enter the COM port number that you want.

4 Tap the Baud Rate ▼ and select the connection speed that you want.

5 Tap the Flow Control ▼ and select no flow control or Hardware (Rts/Cts) control.

6 Tap OK.

■ The Bluetooth settings close, and the dial-up networking settings are saved.

CUSTOMIZE PERSONAL NETWORK SERVER SETTINGS

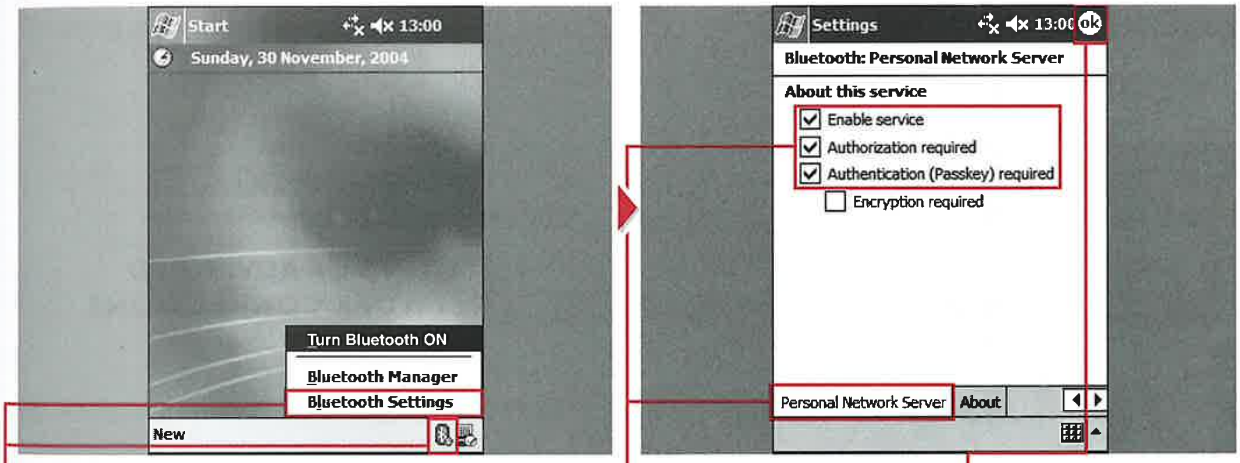
Instead of connecting to external devices to transfer files or establish communications, you can use your Windows Mobile 2003 device as a server for other Bluetooth-enabled devices. The local network that you create with your Bluetooth device is usually called a personal area network (PAN).

With other devices connected to your PAN server, you can chat, transfer files, or exchange other data.

Can I have more than one device connected to my personal network?

✔ Yes, multiple devices can join or leave the network as long as they satisfy your connection security settings.

CUSTOMIZE PERSONAL NETWORK SERVER SETTINGS



1 Tap the Bluetooth icon on the Today screen.

- A pop-up menu appears with three options.

2 Tap Bluetooth Settings.

- The Bluetooth settings appear.

Note: You can also tap Start ➪ Settings ➪ Connections ➪ Bluetooth to get to this same settings area.

3 Tap the Personal Network Server tab.

4 Tap one of the check boxes.

Note: The first box enables the personal network server; the second requires you to authorize connections. The third box requires a passkey.

5 Tap OK.

- The Bluetooth settings close, and the personal network server settings are saved.

SECTION III

9) PREPARING YOUR DEVICE TO RECEIVE INFRARED BEAMS

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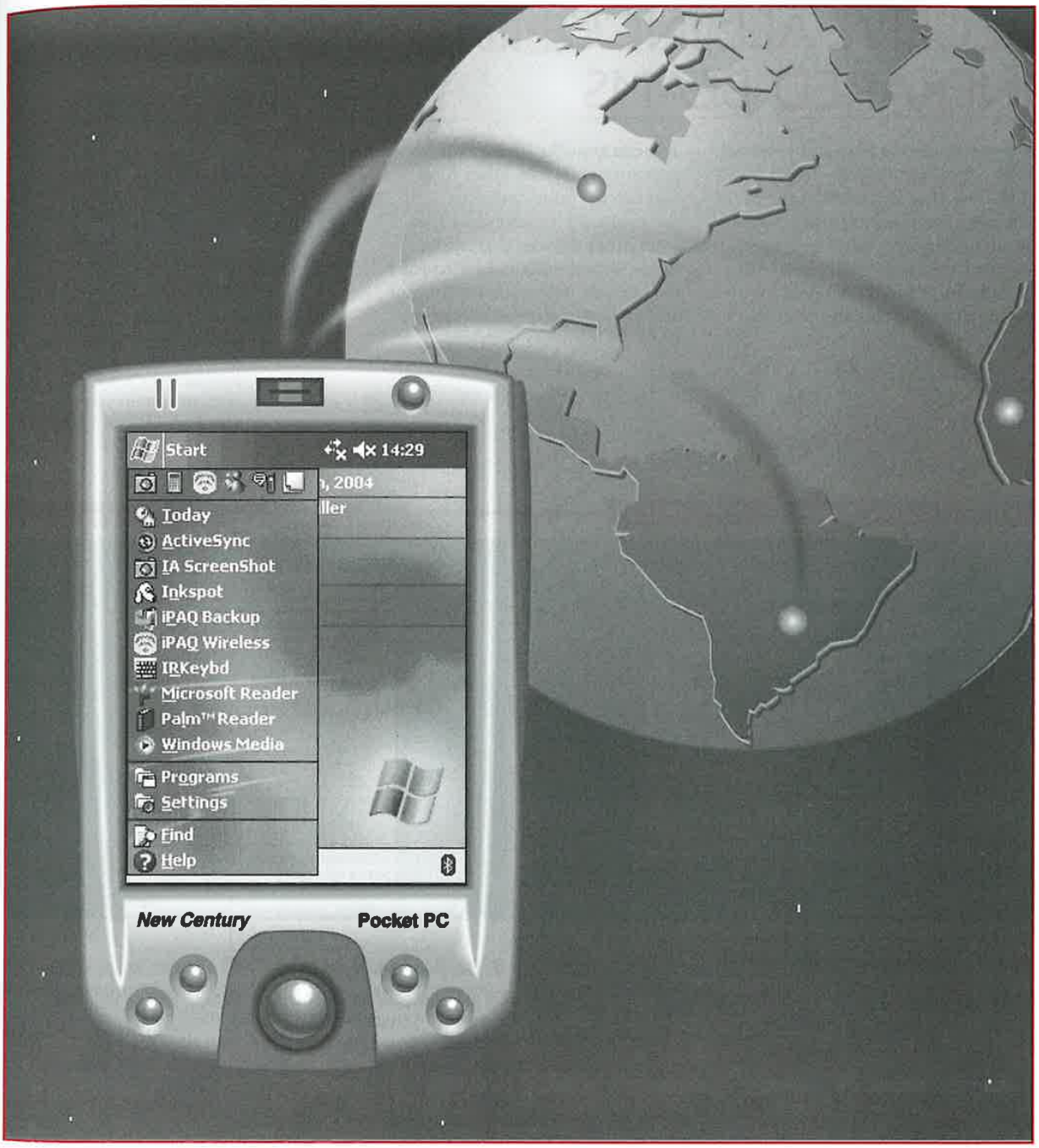


RECEIVE ALL INCOMING INFRARED BEAMS

Transferring files and personal data from one device to another is probably one of the most commonly used features of mobile devices. All Windows Mobile devices currently available include an infrared (IR) port for device-to device communication.

You can transfer files, contacts, appointments, and other files. You can set your device to automatically receive data files from other devices that are in range. When a file is sent to your device, you will receive a prompt asking if you want to accept the file.

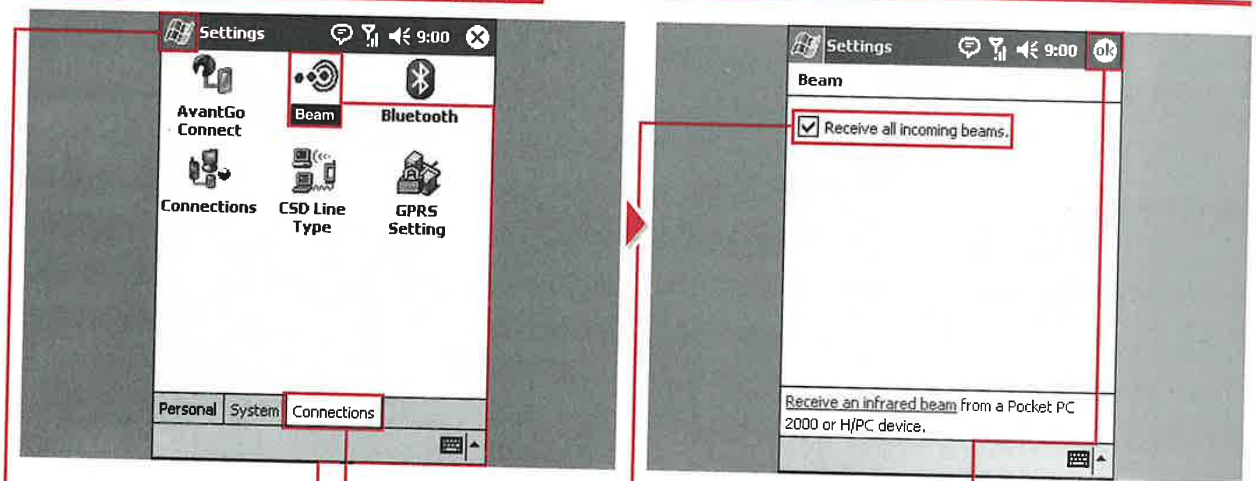
Where are files stored after I receive them via IR?

✔ They are stored in the My Documents folder.

Can I send and receive files from a Palm device?

✔ Many other OS-based devices include an IR port as well, so you will usually be able to transfer files between your devices. However, files that are designed to run on another device plaform such as Palm may not open or run on your Windows Mobile device.

RECEIVE ALL INCOMING INFRARED BEAMS



1. Tap Start.
2. Tap Settings.
3. Tap the Connections tab.
4. Tap Beam.
   - The Beam utility opens.
5. Tap Receive All Incoming Beams (☐ changes to ☑).
6. Tap OK.
   - Your device will now automatically receive all files sent via IR.

RECEIVE AN INFRARED BEAM MANUALLY

For added security and privacy, you can set your device to only manually receive IR file transfer requests. In order to receive a file from the IR port, you will manually set your device to receive the file. Your device will prompt you when the file transfer is complete.

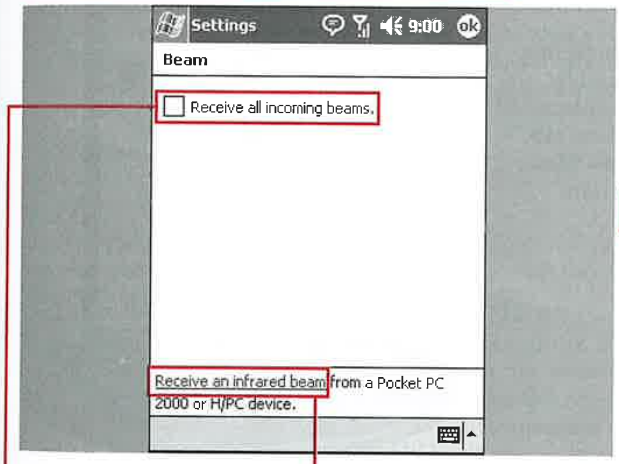
I seem to be having trouble receiving a file from another device. Is there anything that I can do?

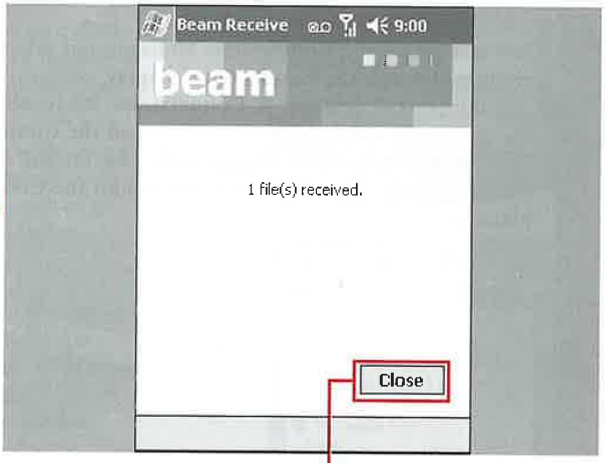
In some cases, one brand of device may not transfer all files as easily as others. You can download and install one of the third-party tools such as PeaceMaker from Conduits (www.conduits.com) that are available to help bridge this device-to-device gap.

Can I beam files to and from my PC?

Yes. Files can be transferred via IR beam to and from your PC the same way that they are transferred from device to device.

RECEIVE AN INFRARED BEAM MANUALLY





1 Perform steps 1 to 4 from the section "Receive All Incoming Infrared Beams" to launch the Beam utility.

2 If Receive All Incoming Beams is checked, tap the check box (☑ changes to ☐).

Note: This prevents your device from automatically receiving all file transfers.

3 Tap Receive an Infrared Beam.

■ The Receive an Infrared Beam screen appears, informing you that a file has been received.

4 Tap Close.

■ The received file is stored in My Documents.

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UNDERSTANDING THE CONNECTIONS MANAGER

The Connections Manager was first used in Pocket PC 2002 devices and has gone through an update in Windows Mobile 2003 to allow for an easier setup of connections — especially for connections to corporate networks. Windows Mobile 2003 devices are becoming a regular part of the enterprise community, and it is important to make connections for users of multiple VPNs, 802.1x, and IPSec L2TP VPNs with 128-bit SSL or with 128-bit CAPI encryption.

The Connections Manager enables you to connect to the Internet or corporate networks so that you can browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize your device using ActiveSync. The Connections Manager has two groups of settings: My ISP and My Work Network. You can use My ISP settings to connect to the Internet and My Work Network for private networks.

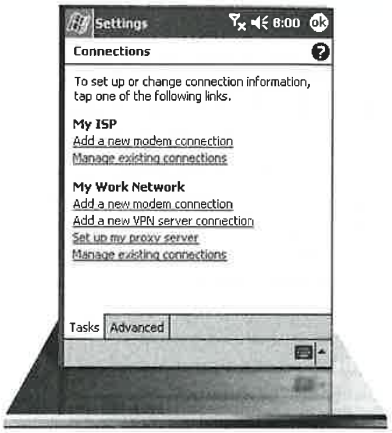
You can connect your device using these settings with a modem (connected to a landline or through a cellular phone), a wireless network (via an external card or integrated wireless radio on your device), or an Ethernet network card.

Accessing the Connections Manager

You can access the Connections Manager and other connection settings through the Connections display, which is found by tapping Start ➪ Settings ➪ Connections. Microsoft has placed all the connections-related setup utilities on the Connections tab. There is not a separate settings utility for My ISP or My Work Network because these are integrated into the Connections Manager.

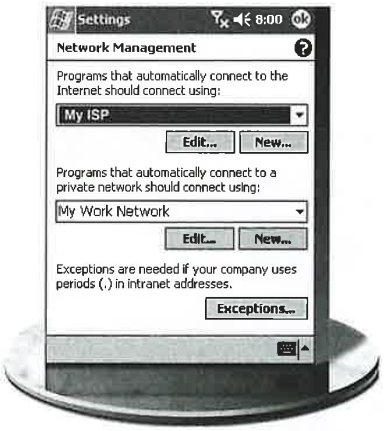
Connections Manager Tasks

When you first launch the Connections Manager, the Tasks tab appears, and options to add a new modem connection for My ISP and My Work Network are shown with blue hyperlinks similar to what is found in Internet Explorer. Tapping the hyperlinks starts the connection wizards that take you through the configuration setup of the network connection that you want. You also have the option to add a new VPN server connection under the My Work Network heading. After at least one connection is set up, you will then see the option to manage any existing network connections on the main task management display.



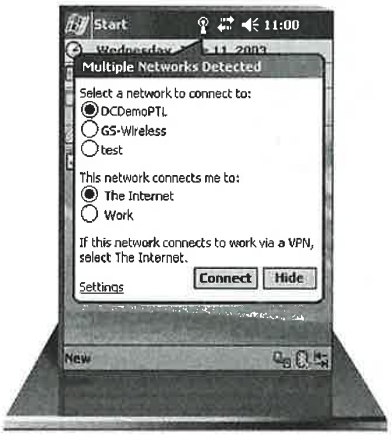
Network Management

Using the Advanced tab of the Connections settings, you can access the Select Networks manager. Using the Network Management display, you can specify what connection programs that connect automatically to the Internet or private network will use when they are launched. For example, when you start Internet Explorer, your mobile device will automatically attempt to connect to the Internet using the connection you set up called My ISP. You do not have to go to a connection display to initiate a connection because Windows Mobile 2003 manages that for you.



Wireless Network Connections

Microsoft made connections with 802.11b WiFi networks easy to manage with the new Zero Configuration utility. If you have a device with an integrated WiFi radio or use an external WiFi card with Windows Mobile 2003 drivers, then as soon as you turn on the WiFi radio or place the card in the expansion slot, a Zero Configuration notification bubble will appear on your device. This notification bubble lists all wireless networks that are in range of your device and enables you to select and then connect to the network. Windows Mobile 2003 uses the default settings and attempts to connect you to the selected network. If the wireless network has advanced settings, you may be prompted to enter more advanced settings on your device, which you can do through the Connections Manager.

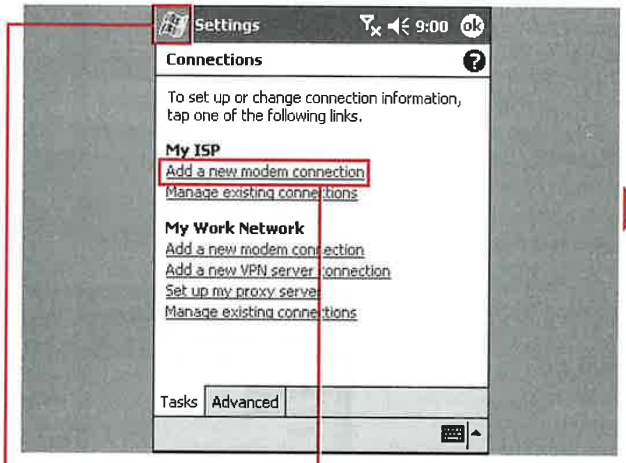


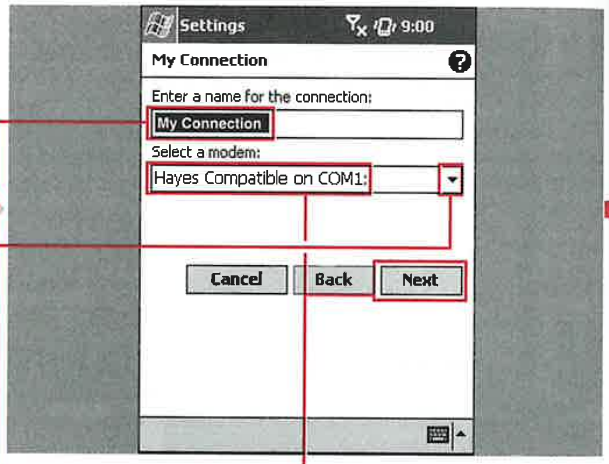
SET UP MODEM CONNECTIONS

You can set up modem connections to either your My ISP or My Work Network using the Connections Manager. The modem connection settings are used to set up connections through an external dial-up modem, mobile cellular phone using a cable, Bluetooth or infrared connection, or a Bluetooth access point.

The external dial-up modem connection uses the Hayes Compatible on COM1 settings by default. Connection with your cellular phone can be performed as a regular dial-up connection or as a 1xRTT CDMA or GPRS high-speed data connection. External modem, cellular dial-up, Bluetooth dial-up, and infrared dial-up connections can have a theoretical connection up to a speed of 56Kbps, with actual speeds at about 14.4 or 28.8Kbps. 1xRTT CDMA connections have a theoretical maximum speed of 153Kbps. 1xEV-DO CDMA connections have a maximum data rate of 2.4Mbps, but this technology is just starting to appear in the United States. GPRS connections can have up to 150-170Kbps data speeds, but you can expect to see speeds of about 50Kbps; this is dependent on carrier infrastructure and support.

SET UP MODEM CONNECTIONS





BASIC CONNECTION SETTINGS

1. Tap Start.
2. Tap Settings.
3. Tap the Connections tab.
4. Tap Connections.
   - The Connections Manager opens with the Tasks tab selected.
5. Tap Add a New Modem Connection under My ISP.
   - The My Connection page appears.
6. Enter a name for your connection.
7. Tap ▾ to select a modem.

Note: The available modem choices vary with different mobile devices.

8. Tap the modem that you want to use.
9. Tap Next.

Can I connect to a Bluetooth modem plugged into a standard telephone line?

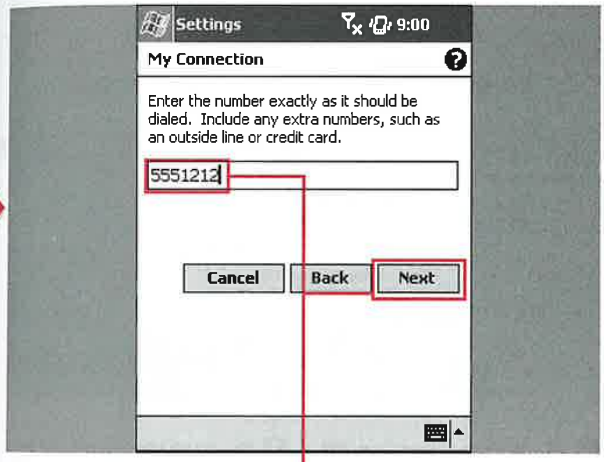
✔ Yes, set up your connections using the Bluetooth modem settings just as you would with a Bluetooth-enabled cellular phone. Check the manufacturer's documentation for any custom settings that you may have to use.

Do I have to be paired to a Bluetooth phone or access point prior to setting up my modem connetions?

✔ No, the Windows Mobile 2003 connection wizards enable you to select a new Bluetooth device and go through the pairing and bonding process.

What kind of data transfer speeds will I see with a Bluetooth connection?

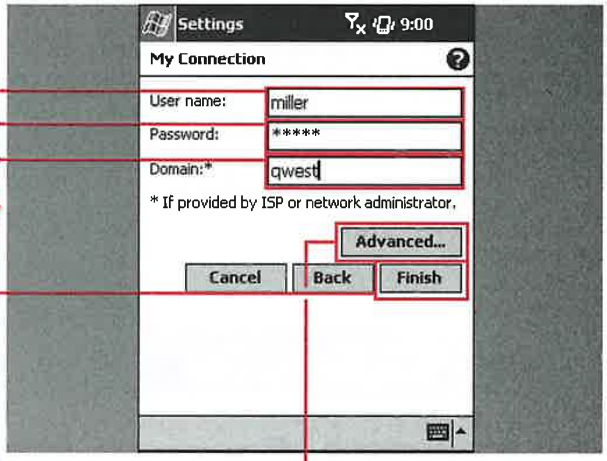
✔ The wireless connection to a Bluetooth access point attached to a cable or DSL service is limited by the Bluetooth data protocol rate of 721Kbps and the distance you are from your access point.



■ The next display in the connection wizard appears and depends on the type of modem selected.

10 If you selected Cellular Line, Generic IrDA, or Hayes Compatible, enter a phone number for the connection.

11 Tap Next.



12 Enter a username.

13 Enter a password.

14 If required, enter a domain.

15 Tap Finish if you have no advanced settings that you need to select.

■ Your connection is completed and saved.

■ If you need to access more advanced configuration settings for your connection, tap Advanced.

CONTINUED
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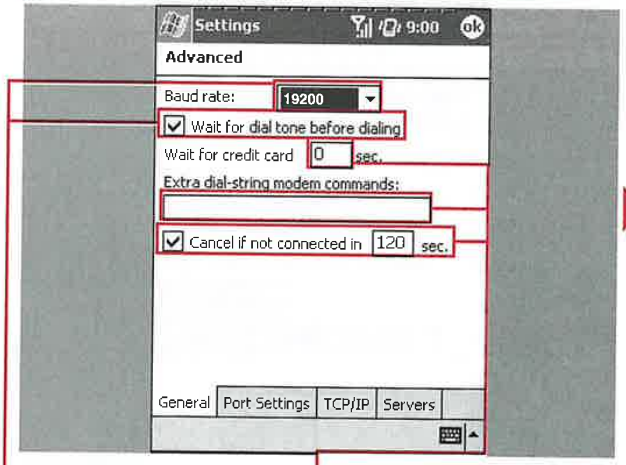
SET UP MODEM CONNECTIONS (CONTINUED)

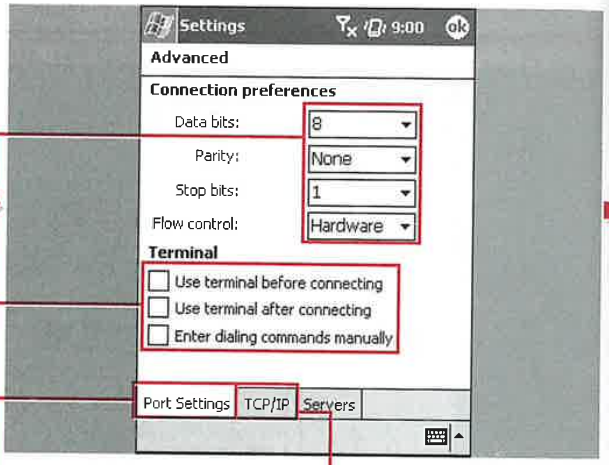
Most of the time, you can successfully use a basic setup and never have to use the Advanced settings. However, you may need to configure the Advanced settings on your device to make a successful modem connection. The Advanced settings configuration screens vary between two and four tabbed screens, depending on the type of modem that you selected in the basic setup.

If you are setting up a dial-up modem, the Advanced settings require you to specify some general dialing options. These include dialing speed, delays that may be required, and special initialization strings that your service provider may require.

If you are setting up a GPRS connection on a Phone Edition device, there are only two tabbed setting screens, TCP/IP and Servers, where you can enter specific settings.

The other tabbed display that you may see are the Port settings. These are for special connection preferences and terminal settings.





ADVANCED CONNECTION SETTINGS

1. Tap the Baud Rate ▾ and select a connection speed.
2. Tap Wait for Dial Tone Before Dialing (☐ changes to ☑).

Note If you are connecting via a cellular phone, leave this box unchecked.

3. Enter the delay for credit card entry.
4. Enter a dial string if your service provider requires one.
5. Tap Cancel If Not Connected and enter a time period if you want the call canceled after a long delay.
6. Tap Port Settings.
7. Set Data Bits, Parity, Stop Bits, and Flow Control as specified by your provider.
8. Tap any check boxes in the Terminal settings to enter commands via a Terminal window (☐ changes to ☑).
9. Tap TCP/IP.

Note: Most connections can be made successfully using the default TCP/IP settings.

Do I have to enter Advanced settings for all my modem connections?

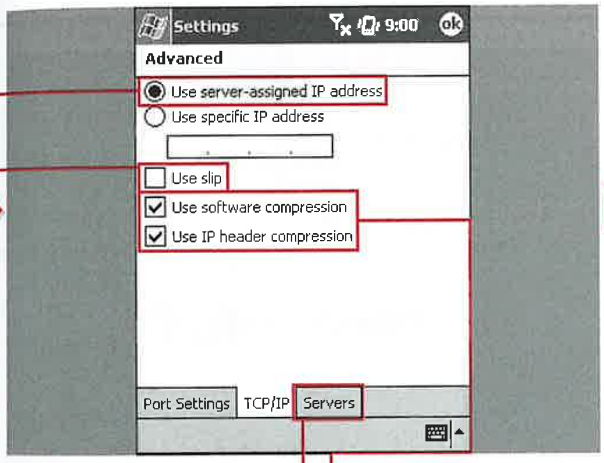
✔ No, most of the default settings work fine with modems. You should check with your system administrator or Internet service provider before entering Advanced settings.

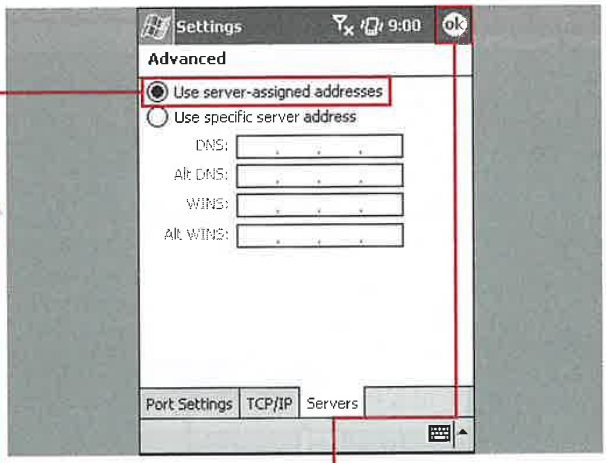
Why would I want to use the check boxes for the Terminal settings?

✔ The Terminal settings enable you to connect to an online service or corporate server that requires TTY or VT-100 terminal emulation. For example, you may want to connect to other computers, telnet sites, or bulletin boards using the Terminal.

What do DNS and WINS mean, and what are the Alt settings for these under Use Specific Server Address?

✔ DNS stands for Domain Name Server and is a database that translates the domain name to a specific number IP (Internet protocol) address. WINS stands for Windows Internet Naming Service, which translates Windows computer names into IP addresses. The alternative (Alt) addresses may enable you to connect when the primary server is unavailable.





10 Tap Use Server-Assigned IP Address (○ changes to ◉).

Note: You can choose instead to use a specific IP address; then you have to enter the address in the box.

11 Tap Use Slip if your provider requires it (☐ changes to ☑).

12 Tap either box for connection compression, as specified by your provider (☐ changes to ☑).

13 Tap the Servers tab.

Note: Again, most connections can be made successfully using the default Servers settings.

14 Tap Use Server-Assigned Addresses (○ changes to ◉).

Note: You can choose instead to use a specific server address; then you have to enter addresses in the four boxes using information provided by your service provider.

15 Tap OK.

16 Tap Finish to save your connection settings.

■ The new settings then appear in your My ISP connections list.

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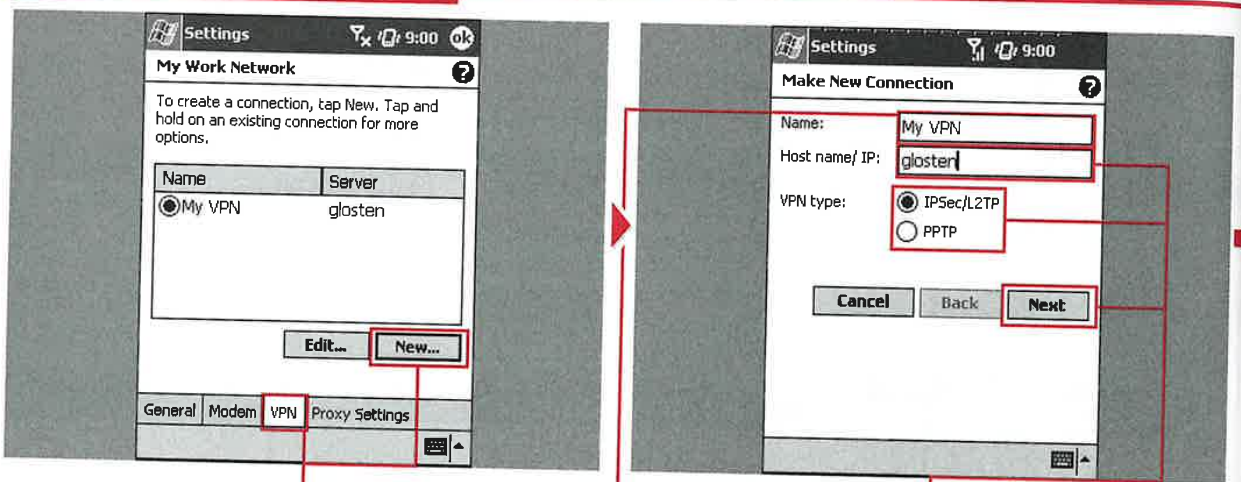
SET UP VPN SERVER CONNECTIONS

If your company provides the functionality or you set up your home computer, you can make Virtual Private Network (VPN) connections using your device. A VPN connection enables you to securely connect to your servers or computer, so you can perform tasks while away from your desktop computer.

PPTP (Point to Point Tunneling Protocol) was supported in Pocket PC 2002, and Microsoft has added IPSec/L2TP (IP Security/Layer 2 Tunneling Protocol) in Windows Mobile 2003. This added protocol offers administrators more flexibility in selecting server-based VPN clients.

Network administrators can also configure multiple VPN connections on the server and allow you to select which VPN you want to connect with on your device.

SET UP VPN SERVER CONNECTIONS



1. Tap Start ⇨ Settings.
2. On the Connections tab, tap Connections.
3. Tap the Manage Existing Connections hyperlink under My Work Network.
4. Tap the VPN tab.
5. Tap New.

Note: Alternatively, you can tap the Add a New VPN Server Connection hyperlink from the main Connections display.

6. Enter a name for the connection.

Note: This is the name that will appear in your Connections list on your device and is not the name of the server.

7. Enter the VPN server name or IP address.
8. Select the type of authentication to use with your device and server (○ changes to ◉).
9. Tap Next.

What can I do with a VPN connection?

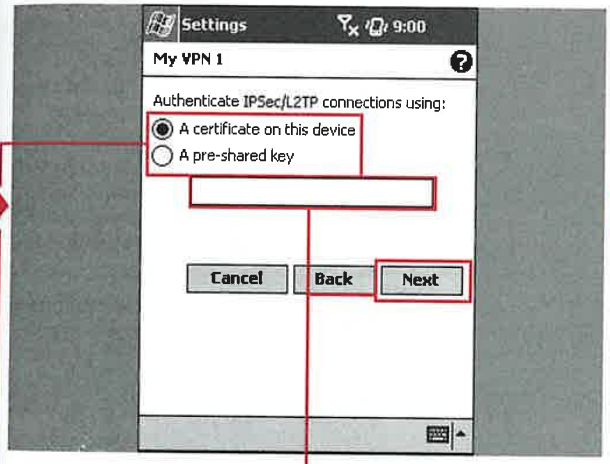
✔ A VPN connection enables you to access your network securely via the Internet to ensure that corporate security is maintained through your device connection. You can also synchronize your device using ActiveSync via a VPN connection.

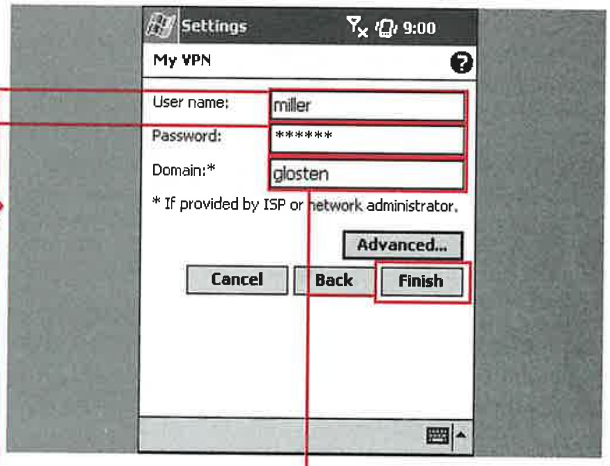
I have a Novell server in my office; can I set up a VPN connection with my device?

✔ Yes, you can access Novell Groupwise from your device if your Groupwise is configured to use POP3 or IMAP via a VPN.

Why would I need to change the Advanced VPN settings?

✔ If the server you are connecting to does not use dynamically assigned addresses or you need to change DNS or WINS settings, you need to enter information into one or both of the Advanced Settings displays, accessed on the last page of the VPN settings by tapping the Advanced button. See the section "Set Up Modem Connections" for more information on the Advanced settings.





■ If you selected IPSec/L2TP in step 8, the authentication display appears.

Note: If you selected PPTP in step 8, you will be taken to the username and password entry display.

10 Tap the authentication type that you want (○ changes to ◉).

■ If you select a pre-shared key, you must enter the key in the box.

Note: If you select a digital certificate, you must install the certificate using File Explorer.

11 Tap Next.

12 Enter your username as provided by your network administrator or ISP.

13 Enter your password.

14 Enter the domain name if it was provided.

15 Tap Finish.

■ Your VPN settings are saved.

CONNECT TO THE INTERNET

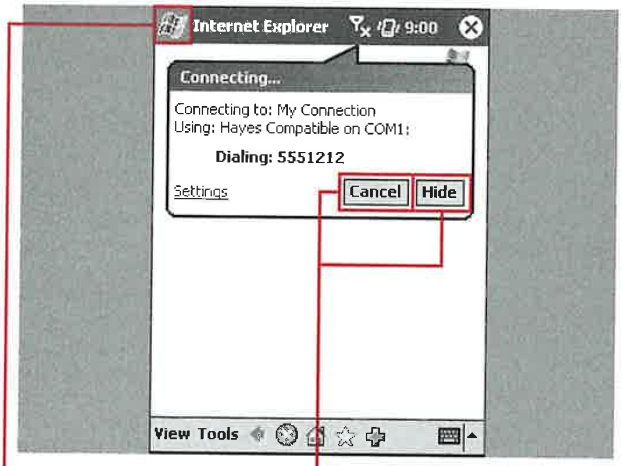
After configuring the Advanced network connection settings (see the section "Set Up Modem Connections" for more information), you will be able to connect to the Internet by simply starting an application that uses an Internet connection, such as Internet Explorer. After you launch the application, your device attempts to make a connection and pops up a notification bubble to inform you of the connection's status. After a connection is established, you can use other Internet applications such as the Inbox without having to make another connection.

You can also initiate a connection manually by using the Connection settings.

Why is my device requesting another username and password when I connect for the first time?

The first time that you connect, you are prompted for your username and password. You can then tap the check box to remember the password, so the pop up will not appear for future connections.

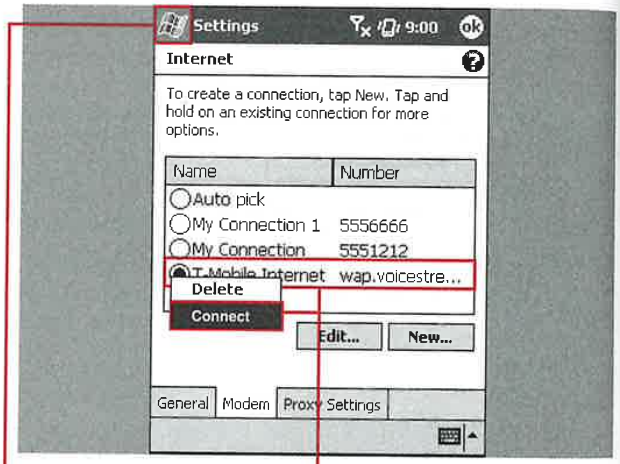
CONNECT TO THE INTERNET



CONNECT AUTOMATICALLY

1. Tap Start.
2. Tap Internet Explorer.
   - Internet Explorer launches and attempts to connect to the Internet using the connection that you established.

- You can tap Cancel if you want to stop the connection.
- You can tap Hide if you want to hide the notification bubble.



CONNECT MANUALLY

1. Tap Start.
2. Tap Settings.
3. Tap the Connections tab.
4. Tap Connections.
5. Tap the Manage Existing Connections hyperlink.
6. Tap and hold the connection that you want to use.
7. Tap Connect.
   - The connection starts, and a notification bubble such as the one for the automatic-connection method appears.

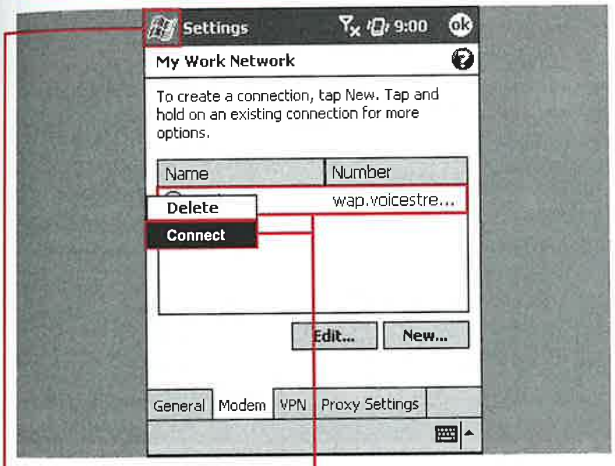
CONNECT TO WORK

You can connect to either a modem or VPN connection for work-related connections. Windows Mobile 2003 will also connect automatically to a work network if the site that you are attempting to connect to does not have a period in its name. If there is a period in the name, the operating system attempts to use your My ISP Internet settings. This method can help network administrators ensure that corporate devices connect using My Work Network settings while you are operating in an enterprise environment.

Where can I find the settings I need for my work network?

- Your system administrator should be able to help you set up your work network by giving you the phone number, username, and password to use. You should also obtain VPN settings from your system administrator.

CONNECT TO WORK



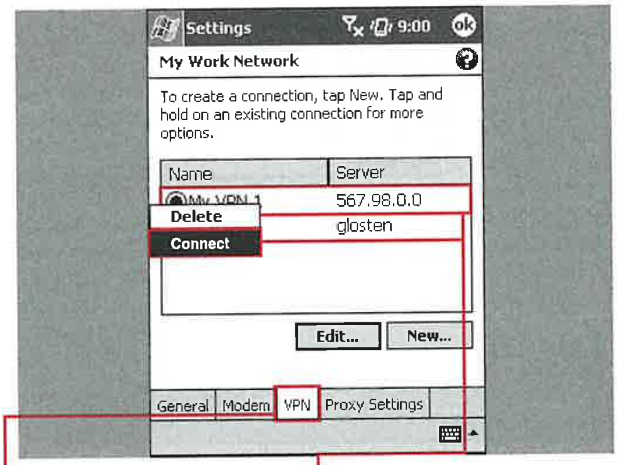
CONNECT USING A MODEM

1. Tap Start ⇨ Settings.
2. On the Connections tab, tap Connections.
3. Tap the Manage Existing Connections hyperlink under My Work Network.

- A list of your modem connections appears.

4. Tap and hold the connection name.
5. Tap Connect.

- A notification bubble appears with the connection status.



CONNECT USING A VPN

1. Perform the previous steps 1 to 3.

- A list of your modem connections appears.

2. Tap the VPN tab.
3. Tap and hold the VPN connection name.
4. Tap Connect.

- A notification bubble appears with the connection status.

SET UP PROXY SERVER CONNECTIONS

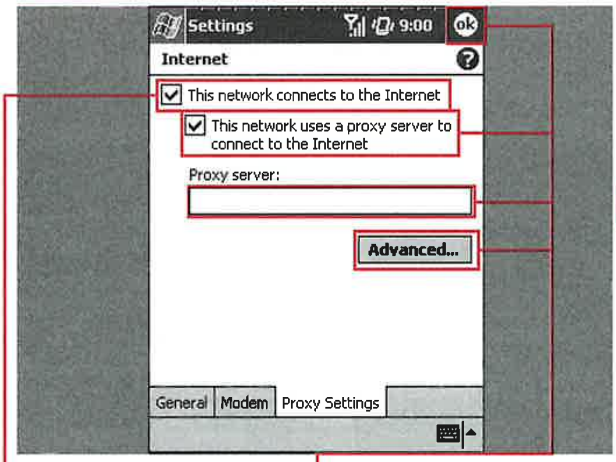
If you need to operate your device behind a corporate firewall or want to improve the performance of Internet Explorer on your device, you can set up a proxy server connection.

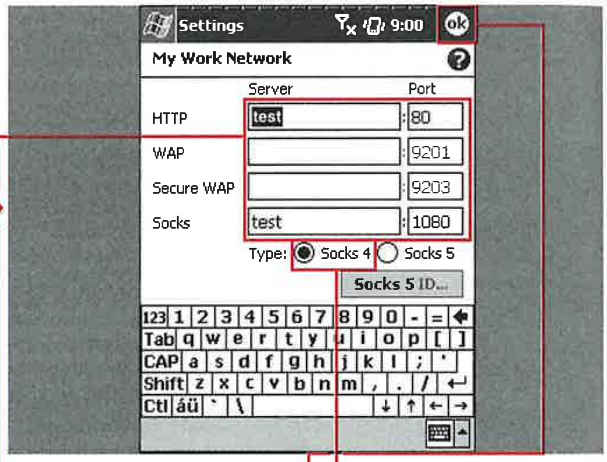
A *proxy server* is a server that sits between your mobile device application and the server or Internet. It intercepts all requests to the server or Internet and attempts to satisfy the request. Proxy servers allow direct Internet access from behind a firewall by opening a socket on the server that allows communications to flow on that particular socket.

Windows Mobile 2003 enables you to specify the proxy server and specific settings for HTTP, WAP, Secure WAP, and Socks. Socks is a protocol that relays TCP sessions at a firewall host to allow application users transparent access across the firewall.

A server should be much faster than your mobile device at pulling down requests from the network or Internet and can speed the transfer of that information to your device.

SET UP PROXY SERVER CONNECTIONS





BASIC PROXY SETTINGS

1. Tap Start ➪ Settings.
2. On the Connections tab, tap Connections.
3. Tap the Set Up My Proxy Server hyperlink.
4. Tap This Network Connects to the Internet.
5. Tap the next check box.
6. Enter the name of the proxy server.
7. If the default settings satisfy your needs, tap OK.
   - If you need to change the port number or proxy server type, tap Advanced.

ADVANCED PROXY SETTINGS

- The server configuration display appears.

8. Enter the server names and port IDs for each type that you want attached to this proxy server connection.

Note: Contact your administrator for details on these settings.

9. Tap Socks 4 to select this protocol.
10. Tap OK to save the Advanced settings.
11. Tap OK to save and exit the proxy server settings.
    - The main Connections display appears.

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What information do I need to request to set up my proxy server?

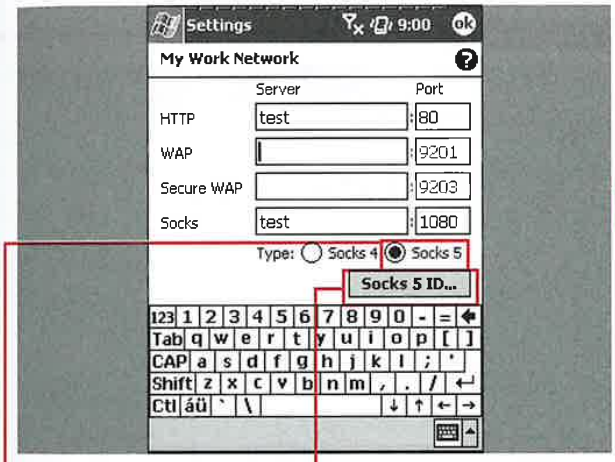
✔ Ask your system administrator or ISP for the proxy server name, server type, port, type of Socks protocol used, and your username and password.

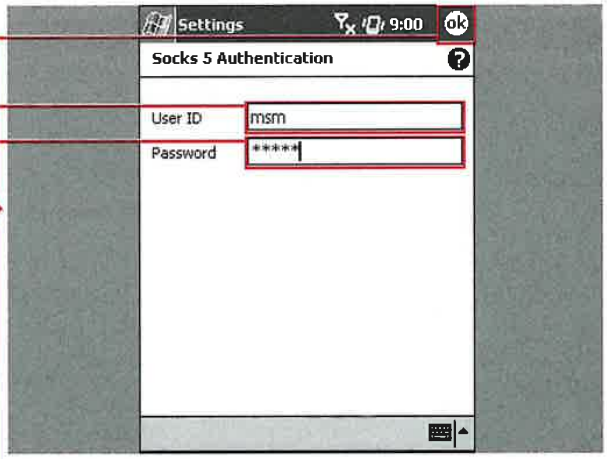
What is the difference between Socks 4 and Sock 5?

✔ Socks 5 improves upon Socks 4 by adding or improving strong authentication, authentication method negotiation, address resolution proxy, proxy for UDP-based application, and the Generic Security Service API.

Is there any way to automatically receive my proxy settings?

✔ Yes, if you are connected to your ISP or private network during synchronization and your system administrator configured the proxy to auto-configure, then your device will download proxy settings from your PC during synchronization.





SOCKS 5 SETTINGS

1. Perform the previous steps 1 to 8.
2. Tap Socks 5 (○ changes to ◉).
3. Tap Socks 5 ID.

■ The Socks 5 ID button becomes active.

4. Enter a user ID.
5. Enter your password.
6. Tap OK to save the Socks 5 Authentication data.
7. Tap OK to save the Advanced proxy settings.
8. Tap OK to save the proxy server settings.

■ The main Connections display appears.

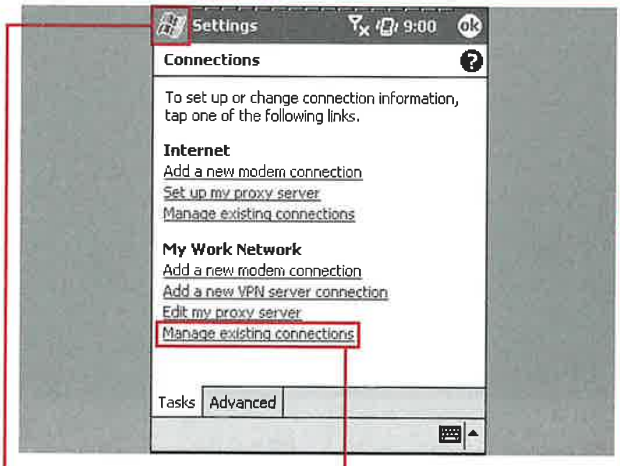
CHANGE THE CONNECTION NAME AND DELETE CONNECTION SETTINGS

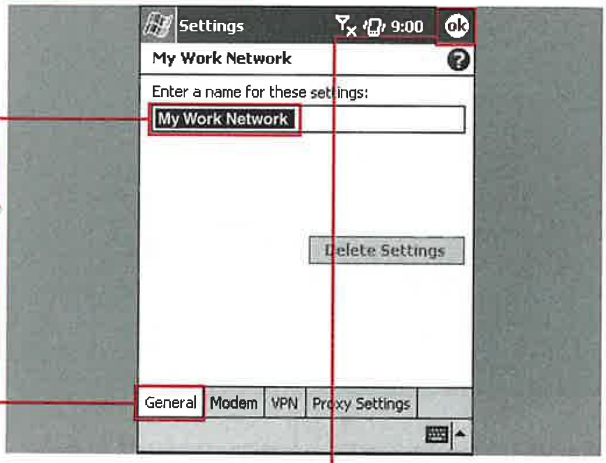
You can change the name of your connections and delete connections that you no longer need on your device. Windows Mobile 2003 comes with "My ISP" and "My Work Network" as the titles attached to the default settings. You may want to change the names to match the ISP that you are using or your company name.

You can also set up multiple network connections on your device; when you do so, having names that can be easily distinguished from each other is helpful.

You may also find that you have connections that need to be deleted from your device because they are no longer valid or needed. Microsoft made eliminating your connections simple in Windows Mobile 2003.

CHANGE THE CONNECTION NAME AND DELETE CONNECTION SETTINGS





CHANGE THE CONNECTION NAME

1. Tap Start ⇨ Settings.
2. On the Connections tab, tap Connections.
3. Tap the Manage Existing Connections hyperlink under My ISP or My Work Network.

Note: If you have already changed the names of these connections, My ISP and My Work Network will not be the current headings.

4. Tap the General tab.
5. Enter the new name for the settings.
6. Tap OK to save the new name.

■ The main Connections display appears with the new name of the connection.

Can I show more than two networks on my Connections display?

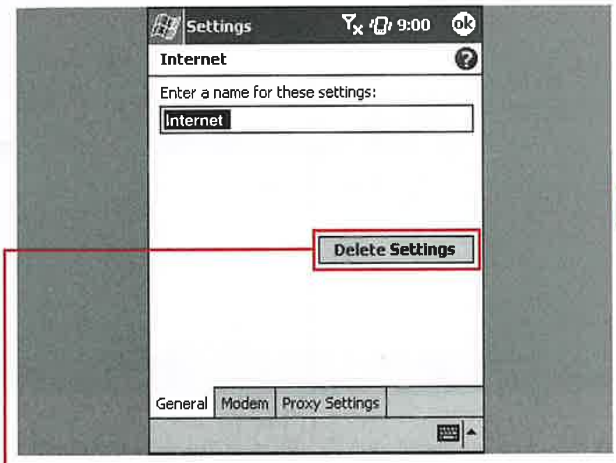
✔ No, only two networks can be shown on your Connections display. By default, one is for Internet connections, and the other is for private work connections.

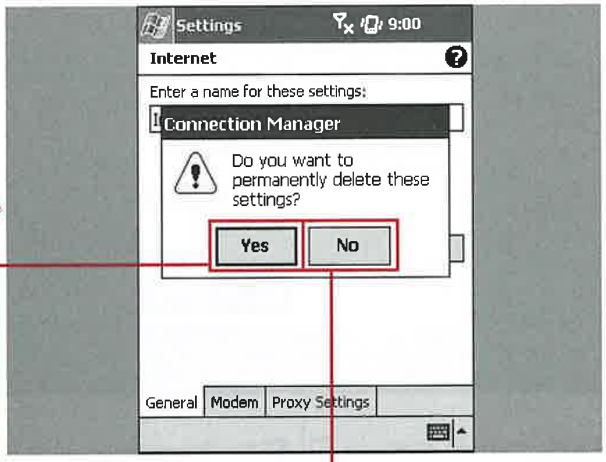
If I delete a connection and then decide that I need to use it again, can I recover the previous settings?

✔ You may be able to recover your previous settings if you created a backup of your device with those settings. You can then perform a recovery using your backup application.

Can I hide the work network if I never use it on my device?

✔ No, but you do not have to use the network. If you do not use a work network, you can select another Internet network from the Advanced connection settings; in this manner, the work connection will be hidden from your view.





DELETE CONNECTION SETTINGS

1. Perform the previous steps 1 to 4.
2. Tap Delete Settings.

Note: Remember that multiple connections may be associated with the network you are managing, and deleting the connection will delete all individual connections.

- A confirmation dialog box appears.

3. Tap Yes.

- The settings are deleted.

- If you change your mind and decide that you do not want to delete the settings, you can tap No.

SET UP OR MODIFY NETWORK CARD SETTINGS

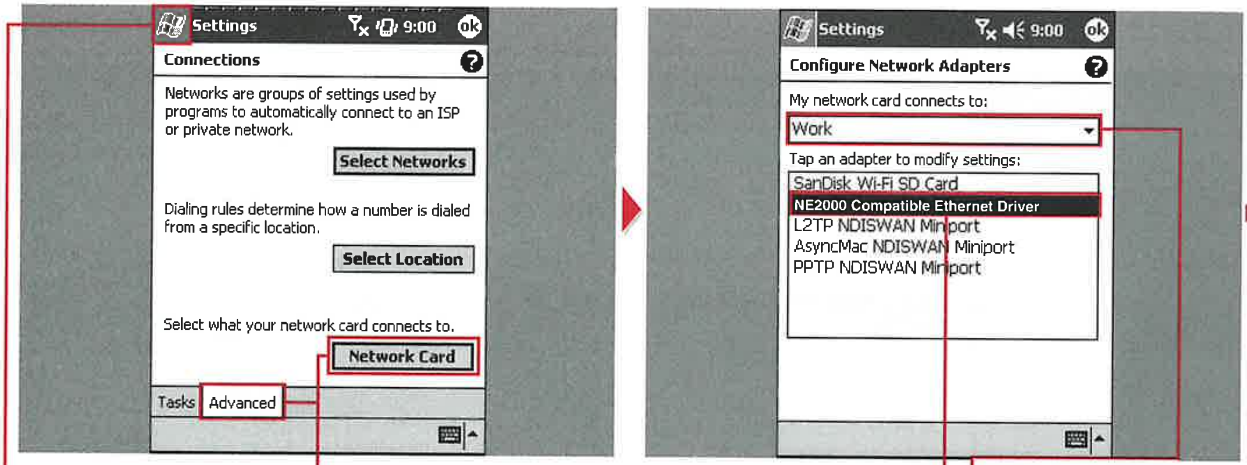
You can use the Advanced Connections settings on your device to select what network your card or internal radio connects to, as well as the particular settings for that card or radio.

Microsoft includes a few network drivers on your device that you can use with your hardware or external card. The NE2000 Ethernet driver enables you to connect to a network using an external Ethernet card. The three NDISWAN drivers are associated with VPN and asynchronous connections.

If you use a different network card, the manufacturer may include drivers that will be installed on your device and accessible when you configure your network adapter. Configuration of your network adapter is required only if you need to enter specific IP addresses and name servers to access your network.

After setting up your network card, you can later go back and edit the settings using the same Advanced Connections configuration displays.

SET UP OR MODIFY NETWORK CARD SETTINGS



1. Tap Start.
2. Tap Settings.
3. Tap the Connections tab.
4. Tap Connections.
5. Tap the Advanced tab.
6. Tap Network Card.

■ The Configure Network Adapters display appears.

7. Tap ▾ and select a work or Internet connection.
8. Tap the adapter name.

What do I do if I use the same network card to access both home and work networks?

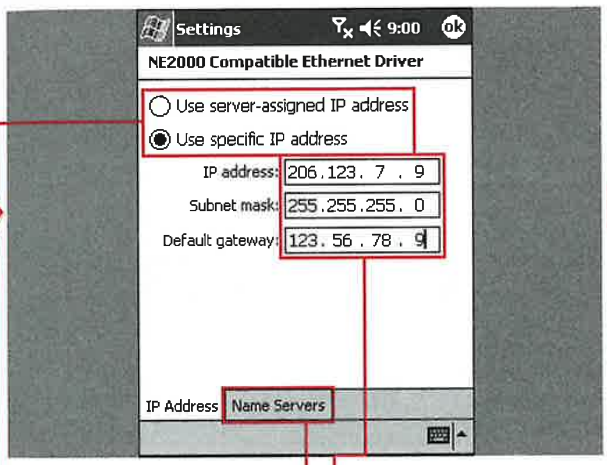
✔ You need to select and change the network to which the card connects when prompted after inserting the network card. You can also set the network card to Work and tell the system that the work network also connects to the Internet. Then you can use both at the same time.

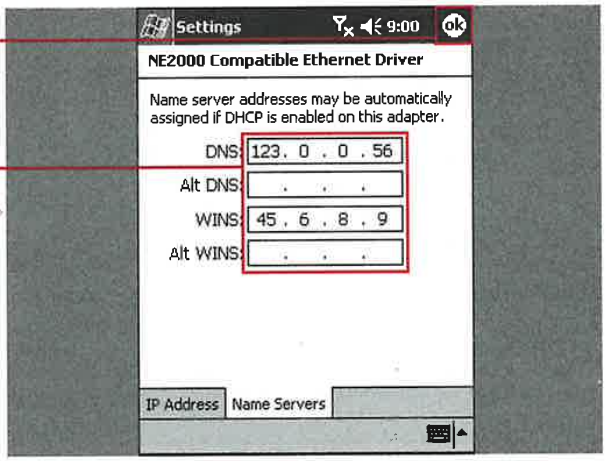
Are there different configuration windows for modifying an existing network card setup?

✔ No, you will edit the existing connection setting if you need to change the network card settings.

Is there another way to configure a network card, instead of using the Configure Network Adapters settings?

✔ Yes, if the network card is inserted or attached to your device, the Network Settings notification will appear automatically. If your network uses DHCP, you should not have to change the adapter settings for your card, and you should not change them without first checking with your system administrator.





■ The adapter's settings appear.

9 Tap the IP address option that you need (○ changes to ◉).

10 If you need to use a specific IP address, enter the IP address, subnet mask, and default gateway.

11 Tap the Name Servers tab to specify the servers.

12 Enter the name server addresses needed for your network.

Note: If DHCP is enabled and your network provides DNS settings via DHCP, you do not need to enter any specific addresses.

13 Tap OK.

■ A pop-up window appears.

14 Tap OK to clear the notification.

15 Tap OK to close the Network Card Settings wizard.

■ The settings are saved and will be used the next time that you attempt to connect.

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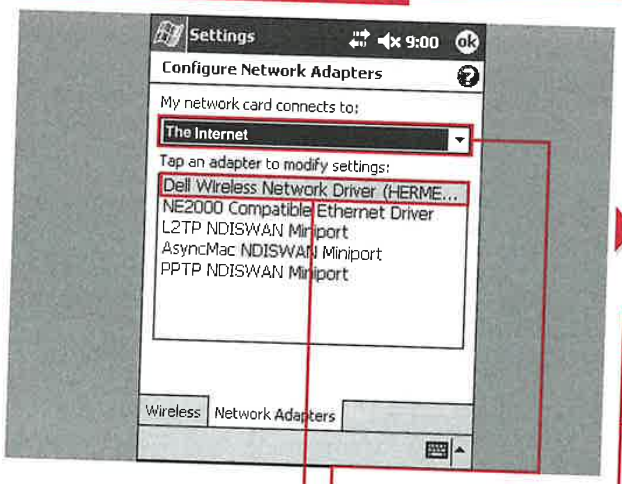
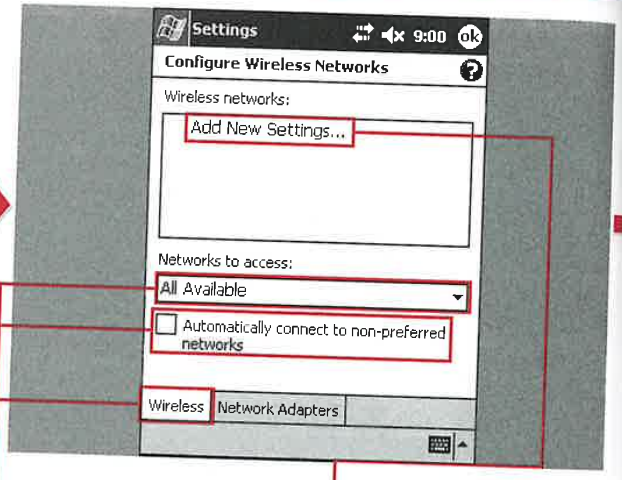
SET UP A WIRELESS NETWORK

In addition to connecting to a network via a wired connection, you can use a wireless, 802.11b, connection on your device with an integrated radio or external card. If your external card includes Windows Mobile 2003 drivers or you have an internal WiFi radio, then the Zero Configuration enhancements can be used. If you need to set up advanced wireless network settings, there are a few configuration settings that must be completed.

Advanced wireless settings can be used to set up an ActiveSync connection through a wireless router to your desktop computer, to set up an ad-hoc computer-to-computer connection, or to specify WEP encryption settings. You will need a WiFi access point or hotspot to connect with in order to use the wireless features on your device.

SET UP A WIRELESS NETWORK





1. If you do not have WiFi integrated into your device, install the manufacturer's driver and insert the card into your device.
2. Perform steps 1 to 6 from the "Set Up or Modify Network Card Settings" section.
3. Tap ▾ and select a work or Internet connection.
4. Tap the driver for your card.

Note: If you do not use DHCP, enter the IP address and name servers required for your wireless network.

5. Tap the Wireless tab.
6. Tap ▾ and select the networks to access.
7. Tap Automatically Connect to Non-preferred Networks (☐ changes to ☑).
8. Tap Add New Settings.

■ The Configure Wireless Network display appears.

MASTER IT

Are public WiFi hotspots free?

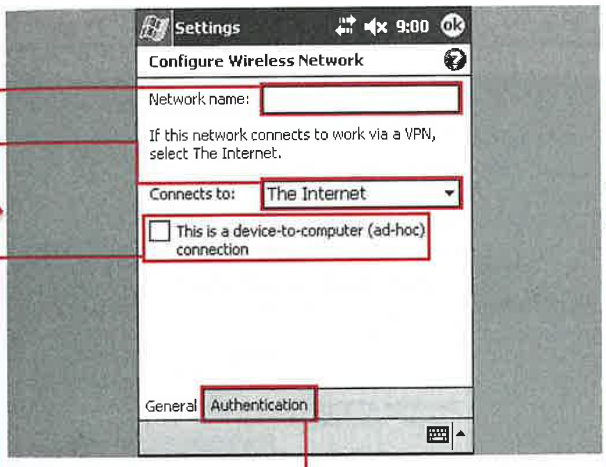
There are some areas that provide free wireless access, but the majority of public facilities charge an hourly or monthly access fee. After you attempt to connect to a hotspot, a Web page will appear in Internet Explorer detailing service charges and sign-up information.

What kind of range will my WiFi radio or WiFi connection card have?

The range of your WiFi connection depends on the Pocket PC hardware and the wireless router that you are attempting to connect with. WiFi range can reach 1,500 feet at 1 megabit speed and is dependent on your operating environment.

Should I enable WEP security on my mobile device, and what impact does it have on my connection?

Enabling WEP security will help maintain the security of your data, but WEP can be hacked and is not failsafe. Enabling WEP security may have a slight effect on WiFi performance by reducing the connection speed and range, but this is dependent on the hardware being used.



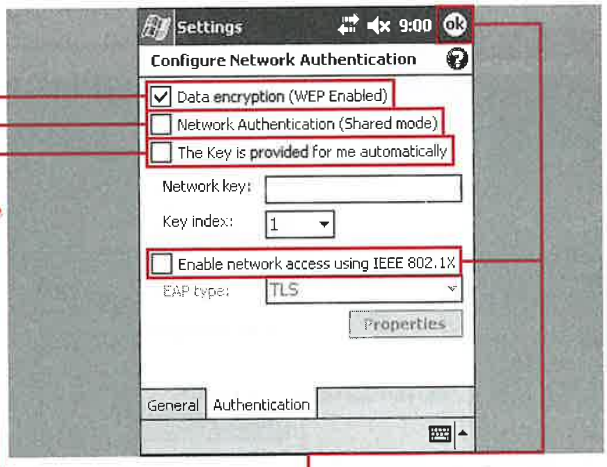
9 On the General tab, enter the SSID or network name.

10 Tap ▾ and select the connection.

11 Tap the check box if you are setting up an ad-hoc connection (☐ changes to ☑).

Note: Ad-hoc connections are used to connect your device to a computer rather than a wireless router or hotspot.

12 Tap the Authentication tab.



13 To set up a secure network, tap Data Encryption.

14 Tap the second check box to enable network authentication.

15 Tap the third check box if the key is provided automatically from the server.

Note: If the key is not provided, you need to enter the key and key index.

16 If needed, tap Enable Network Access Using IEEE 802.1X.

17 Tap OK twice.

■ The wireless network is set up and ready to access.

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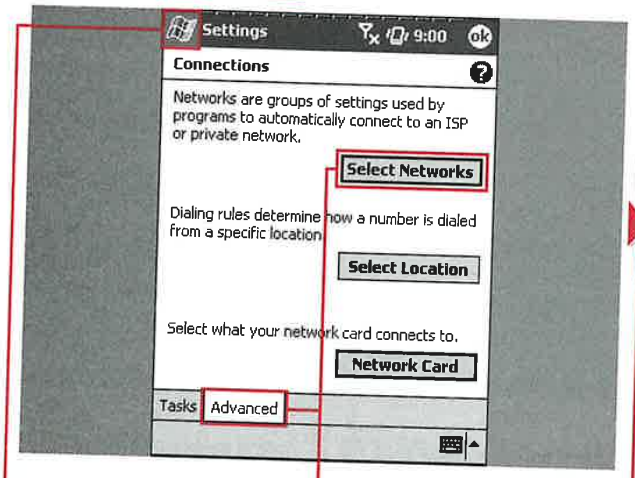
SELECT NETWORKS

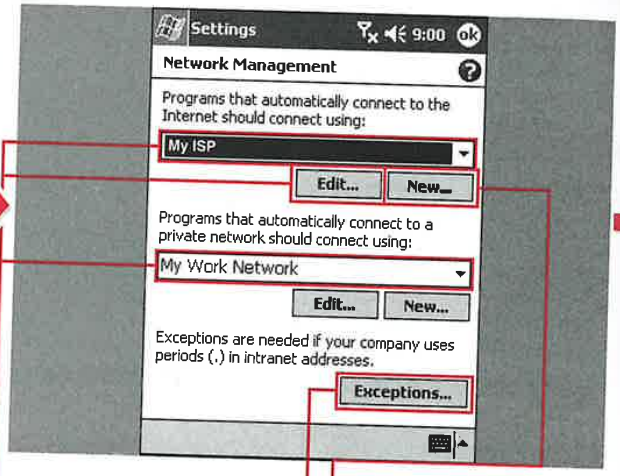
You can select the two networks that your device will use to attempt to make connections. Networks are groups of settings, as discussed in Chapter 10. The My ISP network is designed for Internet network connections, and the My Work Network settings are designed for private, work-related activities.

Your device automatically tries to connect to the networks that you select based on the application being used. Programs such as Internet Explorer or the Inbox attempt to connect to the My ISP settings and the Internet if you use the default settings. Programs such as FTP or other server-related applications attempt to use the My Work Network settings.

If your company uses periods in its intranet URL, you need to set up Work URL exceptions. You can use an asterisk (*) wildcard to identify multiple areas of a particular URL.

SELECT NETWORKS





SELECT NETWORKS

1. Tap Start.
2. Tap Settings.
3. Tap the Connections tab.
4. Tap Connections.
5. Tap the Advanced tab.
6. Tap Select Networks.
   - The Network Management settings appear.
7. Tap ▾s and select what networks should be automatically connected when launching programs that connect to the Internet or private network.
   - If you need to edit the network, you can tap Edit.
   - You can tap New to create a new network if you do not have one set up.
   - If your company uses periods in its intranet addresses, tap Exceptions.

Do I need to change my network settings using the Advanced settings?

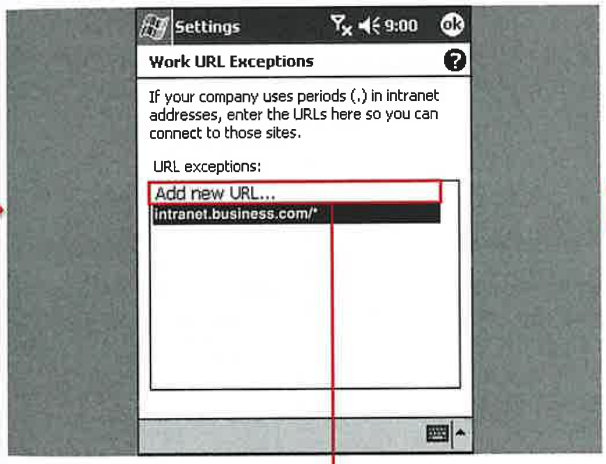
✔ No, most networks use DHCP, so the default settings should work without any editing or customization. If you have a problem, contact your network administrator or perform a soft reset.

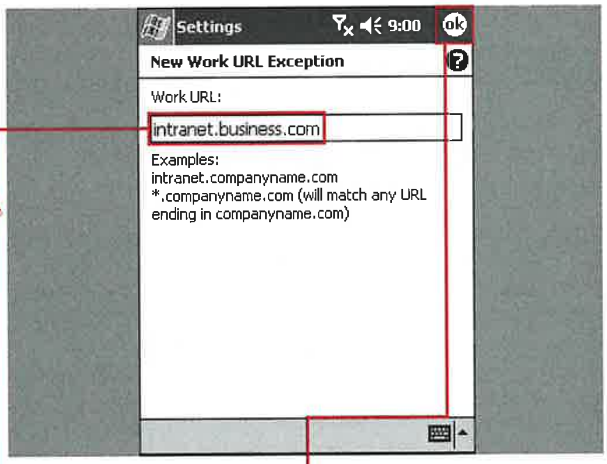
What will happen if I do not enter any exceptions even though my company uses periods in its intranet addresses?

✔ Your device will attempt to connect to your company intranet via the Internet and will time out, looking unsuccessfully for the intranet location.

Can I change my networks without having to add new connections?

✔ Yes, the connections that you set up stay associated with the network that they were created under. You can quickly change networks and thus connections using the Network Management display. If you delete a network, all the connections associated with that network are also deleted.





CONFIGURE EXCEPTION URLS

- The Work URL Exceptions settings appear.

8 Tap Add New URL.

- The URL entry display appears.

9 Enter the URL.

Note: You can enter an asterisk (*) as a wildcard to allow multiple intranet sites access without entering separate URLs.

10 Tap OK.

- The URL exceptions are saved.

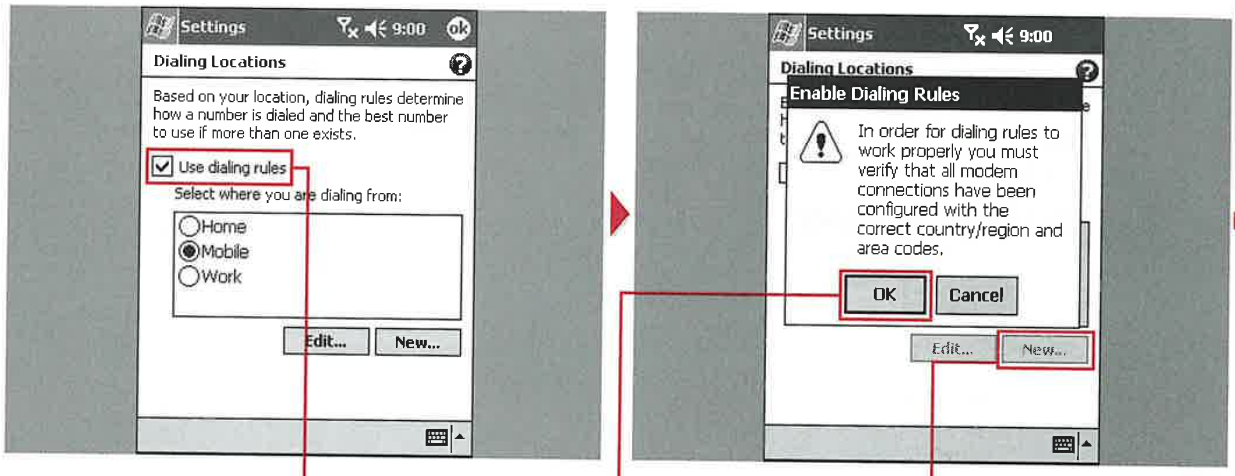
USING DIALING RULES

You can specify different dialing rules for several locations on your device to make connecting via a dial-up modem quicker and easier than manual entry. This is useful if your work settings require that you dial a 9 to place an outgoing call. Also, if you travel to the same location frequently, it is faster to have a rule for the specific area code rather than create a new modem connection every time that you travel.

By default, Home, Mobile, and Work dialing locations are included on Windows Mobile 2003 devices. The Home location dials the local seven-digit number, the Mobile location dials a ten-digit number, and the Work location dials a seven-digit number after the 9 prefix. You can modify these settings and add new ones if needed.

In addition to the codes shown in the Dialing Patterns settings, there are several more dialing codes that you can find in the Help file for dialing rules.

USING DIALING RULES



1 Perform steps 1 to 5 from the "Select Networks" section.

2 Tap Select Location.

3 Tap Use Dialing Rules to make the locations active (☐ changes to ☑).

■ A pop-up dialog box appears.

4 Tap OK.

5 Tap Home, Mobile, or Work (○ changes to ◉).

Note: You can delete or connect to a location by tapping and holding the location name and selecting Delete or Connect from the menu that appears.

6 Tap New.

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Can I use all the dialing pattern codes found in the Help file?

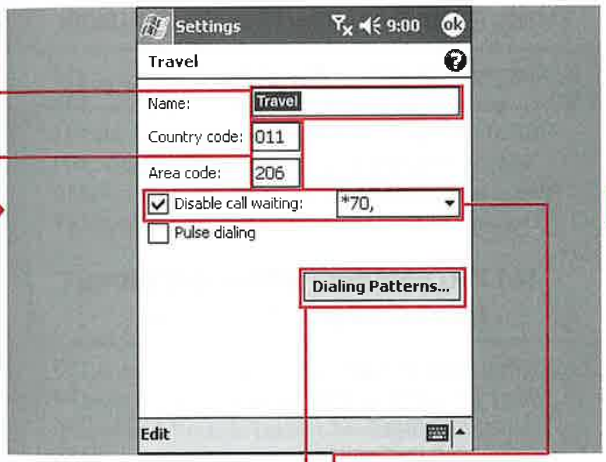
✓ You can put the codes into your dialing patterns, but some modems may not respond to all the characters.

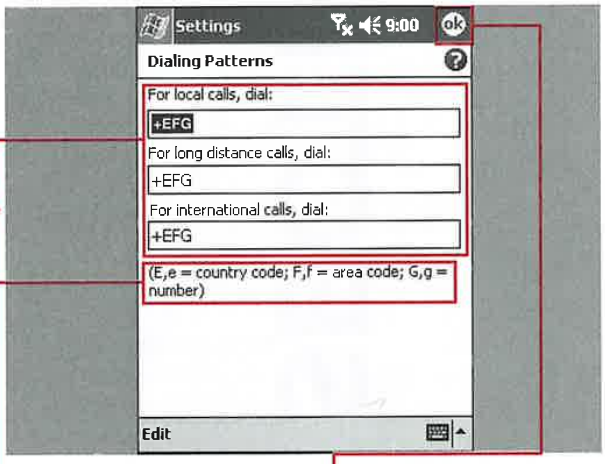
Can I use dialing rules to place a call using a credit card?

✓ Yes, you can use a dollar sign ($) to prompt the modem to wait for a credit card tone.

Is there a limit to the number of dialing locations that I can create?

✓ No, you can create locations for all the destinations to which you normally travel and save them on your device. If you add more than four locations, a scrollbar appears on the right side of the location name window on the Dialing Locations display.





■ The location entry display appears.

7 Enter the name for the location.

8 Enter the country code and area code.

9 Tap Disable Call Waiting (☐ changes to ☑) and select the number to activate this.

10 Tap Dialing Patterns.

11 Enter the codes for dialing on each line.

■ Here is a key to the codes.

12 Tap OK three times to get back to the Advanced Connections settings.

■ Your locations and dialing patterns are now saved for future use.

SECTION IV

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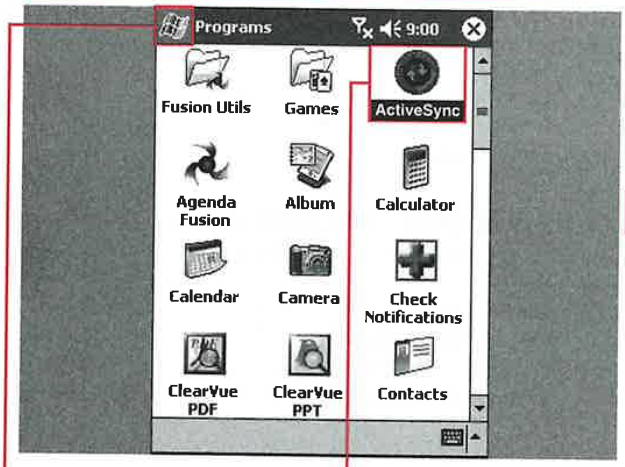
SYNC FROM YOUR WINDOWS MOBILE DEVICE

Microsoft ActiveSync is used to connect your Windows Mobile 2003 device to your desktop computer and sync Contacts, Calendar, Tasks, Notes, Favorites, Folders, Inbox messages, and other data from third-party applications. Your device has an ActiveSync client installed as part of the Windows Mobile 2003 operating system and works with the desktop ActiveSync application. You can view more details and download the latest version of the desktop version of ActiveSync by visiting the Microsoft Web site, www.microsoft.com/windowsmobile/resources/downloads/pocketpc/activesync37.mspx. You can also visit the CEWindows.NET site, www.cewindows.net/faqs/activesync3.7.htm, for details on setting up and using the desktop client.

The type of information, how the information is synched, any rules that apply to the syncing operation, the schedule, and other settings are controlled by the desktop ActiveSync application.

After you have established a partnership between your desktop and mobile device, you can sync data back and forth through a cradle docking station or cable connection. You have limited control — start and stop — of the syncing process using the ActiveSync client installed on your device.

SYNC FROM YOUR WINDOWS MOBILE DEVICE

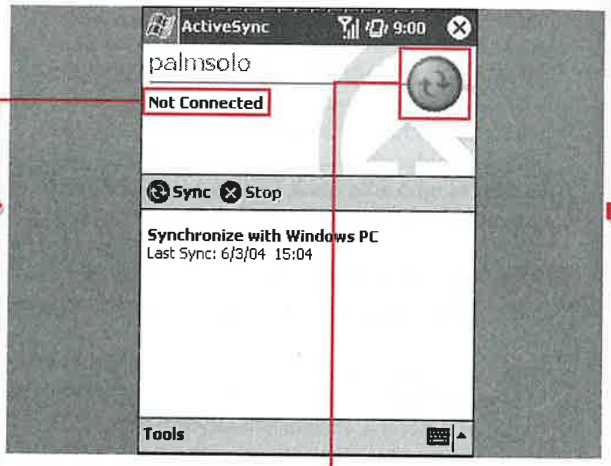


1 Tap Start.

2 Tap Programs.

3 Tap ActiveSync.

Note: You may also have ActiveSync located directly on your Start menu.



■ The mobile device ActiveSync client appears on your device.

■ The status of your connection appears under the partnership name.

■ The status of the connection is also shown with the ActiveSync icon.

How many computers can I sync with?

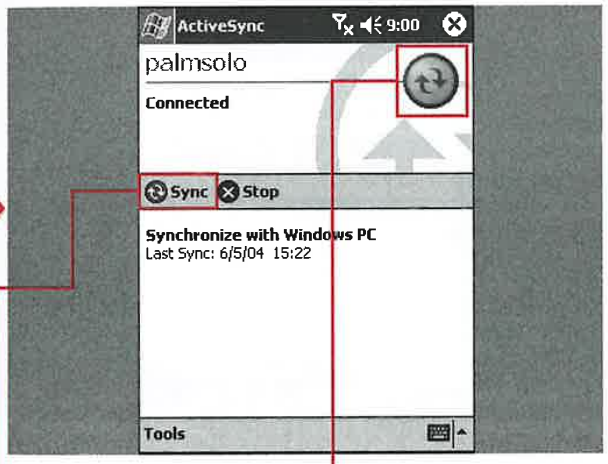
✔ ActiveSync enables you to create partnerships on two computers, such as work and home. You can use a third-party utility, such as ManyPartners, to sync to more computers.

Why won't my 32MB file sync to my storage card through ActiveSync?

✔ There is a limit of a 16MB file size in ActiveSync. To transfer a large file to your device, use a storage card reader.

After I stop a sync, can I start it again using the same connection?

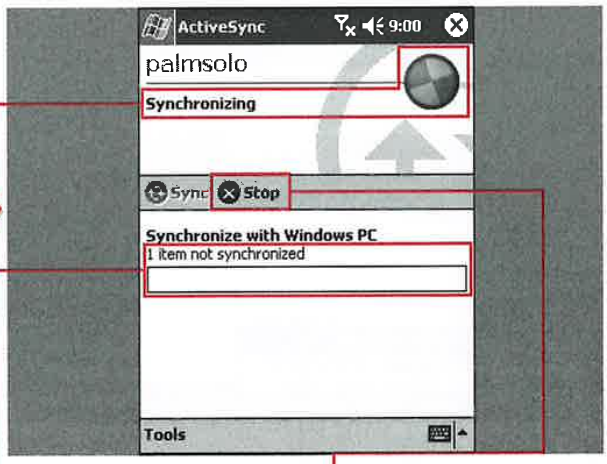
✔ If you are connecting via infrared or Bluetooth, you can start the sync again by tapping Sync. However, if you connected via a cable connection, ActiveSync will attempt to connect using your Work settings and will not start the sync again. You need to disconnect the cable and reconnect to establish the connection again. Use caution when stopping a sync before it has completed because it may cause data corruption.



4 Connect your device to your computer with a cable or cradle.

5 After the status is shown as Connected, tap Sync.

■ The ActiveSync icon changes to a solid green color after a successful connection is made.



■ The connection status changes to Synchronizing, and the ActiveSync icon changes to a rotating green disc.

■ The number of items and status of syncing appear as a progress bar.

■ You can tap Stop to halt the syncing operation.

■ After your device has synched, the status changes back to Connected.

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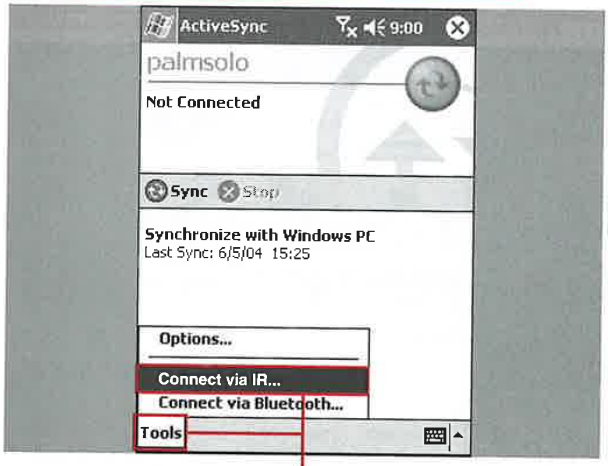
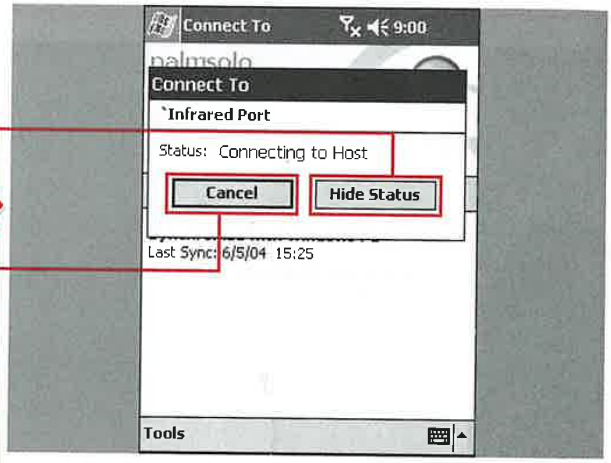
CONNECT VIA INFRARED OR BLUETOOTH

In addition to using a cable or cradle to sync to your PC, you can sync using wireless technology. If you have an infrared (IR) port or Bluetooth capability on your PC, you can use this to sync through ActiveSync on your device. If your PC does not have integrated infrared or Bluetooth, you can add an infrared port or Bluetooth to your PC via USB accessories.

Infrared syncing performs at about 12KB/second, Bluetooth at about 20KB/second, and USB at about 110KB/second. Although infrared syncing may not be as fast as other methods, you may find it useful when a cable or Bluetooth dongle is not available. Infrared is also included on all Windows Mobile 2003 devices, whereas you may have to add Bluetooth with an external card.

CONNECT VIA INFRARED OR BLUETOOTH





CONNECT VIA IR

1. Ensure that the Infrared port option is enabled on your desktop PC connection settings in ActiveSync.

Note: Also ensure that the Receive All Incoming Beams check box is selected; see Chapter 9.

2. Align your device's IR port with the IR receiver on your desktop or laptop.
3. Launch ActiveSync on your mobile device.
4. Tap Tools.
5. Tap Connect via IR.

- A connection dialog box appears, showing the status of the connection.
- You can hide the connection status dialog box by tapping Hide Status.
- If you want to cancel the connection, you can tap Cancel.
- After the connection is successfully made, syncing may begin, depending on your desktop ActiveSync settings.

6. If syncing does not start automatically, tap Sync to sync your device.

When would I want to use IR to sync instead of a cradle or cable?

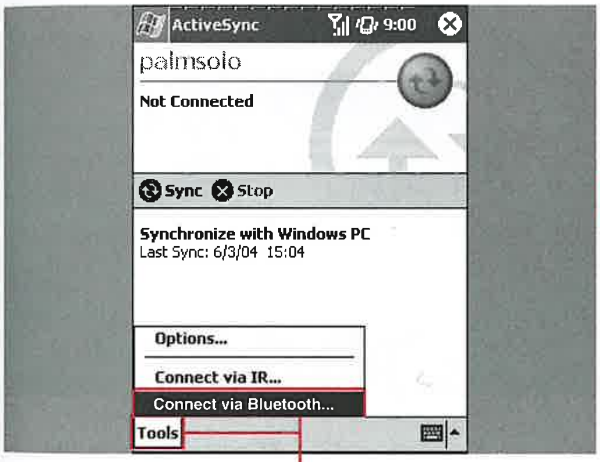
✔ I suggest that you keep a cradle or cable on your home computer and use IR to sync to computers at work or on the road. Most laptops have IR ports.

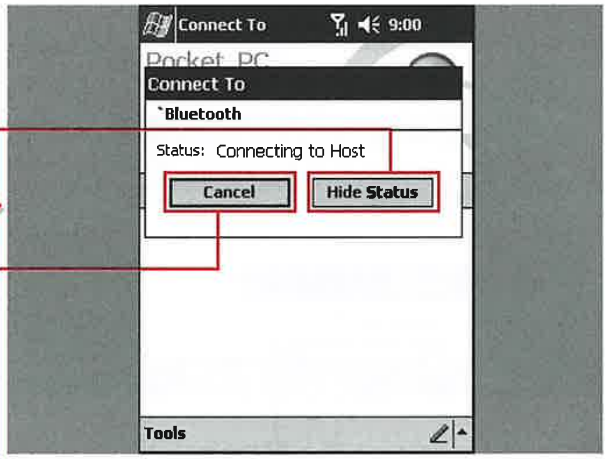
Do I have to create an ActiveSync partnership prior to syncing via IR or Bluetooth?

✔ No, ActiveSync will walk you through the partnership wizard on your desktop if you use IR or Bluetooth to sync. You will have to have a Bluetooth bond prior to using Bluetooth to sync your device.

Can I sync using WiFi, and what kind of speeds can I expect?

✔ Yes, WiFi syncing is an option on your mobile device. You have to enter IP and DNS address information into your network card settings as discussed in Chapter 11. You also need to create a partnership through a cable or cradle prior to syncing via WiFi. After initating a WiFi connection with your desktop, you then launch ActiveSync and tap Sync to start the process. ActiveSync speeds via WiFi are faster than USB, at about 120KB/second.





CONNECT VIA BLUETOOTH

1. Ensure that a Bluetooth partnership has been established and the COM port associated with Bluetooth is selected in ActiveSync on your desktop.
2. Turn on the Bluetooth radio on your mobile device.
3. Launch ActiveSync on your mobile device.
4. Tap Tools.
5. Tap Connect via Bluetooth.
   - A connection dialog box appears, showing the status of the connection.
   - You can hide the connection status dialog box by tapping Hide Status.
   - If you want to cancel the connection, you can tap Cancel.
6. If syncing does not start automatically, tap Sync to sync your device.
   - After the connection is successfully made, syncing may begin, depending on your desktop ActiveSync settings.

Why would I need to change the syncing speed?

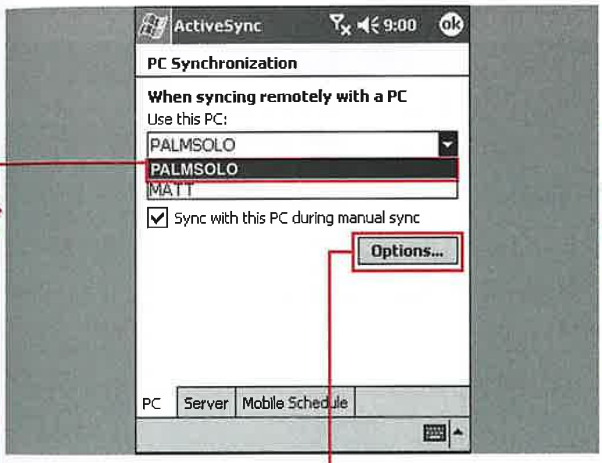
✔ If you are connecting remotely via a dial-up connection, you may need to change the speed to make a successful connection. Also, if you are connecting use a serial cable and are having any issues syncing with your desktop computer, you may want to try changing the speed of the connection from 115.2Kbps to 57.6Kbps or lower.

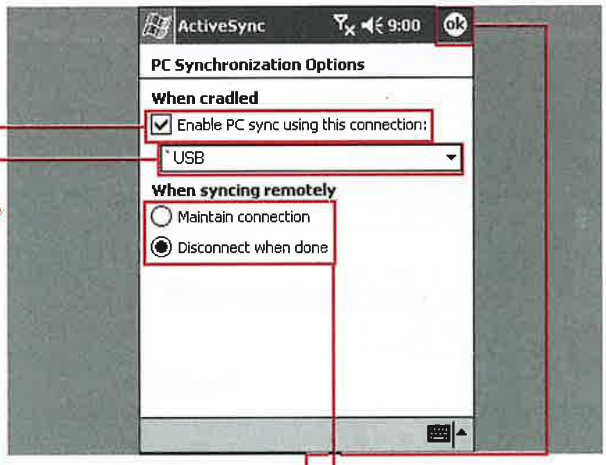
What can I do if the PC I want to sync with is not listed in the PC Synchronization settings?

✔ You have to perform a syncing operation with a cable or cradle for a valid PC name to appear in the list of available computers. You cannot add a PC name from your device.

Why would I want to maintain the connection after syncing remotely?

✔ You may want to perform other syncing functions without having to connect every time. Staying connected will also allow you to connect to the Internet if your network is set up to allow it. However, if you are syncing remotely via a dial-up connection, you may want to disconnect from the PC after syncing.





- A list of up to two PCs that you have partnerships with is shown.
6. Tap the PC that you want to use for remote synchronization.
7. Tap Options.
- The PC Synchronization Options settings appear.
8. Tap the check box to enable PC synchronization when your device is cradled.
9. Tap ▾ and select a port speed.

Note: You can choose from speeds ranging from 19.2 to 115.2Kbps and USB.

10. Tap either to maintain the connection or disconnect after syncing when connecting remotely.
11. Tap OK.
12. Tap OK again.
- The PC Synchronization options are saved and will be used the next time that you attempt to sync your device.

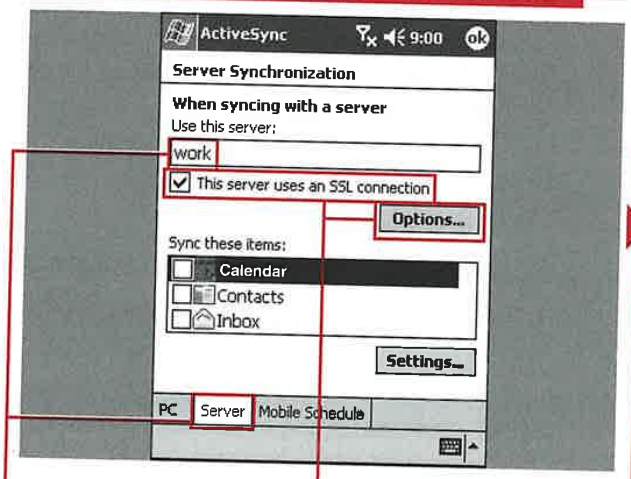
SET UP SERVER SYNCHRONIZATION OPTIONS

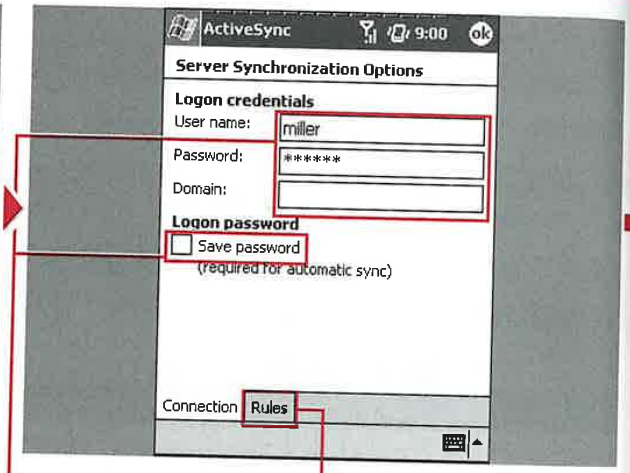
You can set up and synchronize your mobile device with a Microsoft Exchange Server that is running Exchange ActiveSync. Check with your system administrator to see if your company uses the required server setup to use the server sync option.

With server synchronization, you can sync your Calendar, Contacts, and Inbox directly with the server from a remote location. You can set up rules so that your device automatically syncs with the server at preset time intervals ranging from five minutes to four hours. You can specify how conflicts are handled if they occur during synchronization. You can also enable logging of your sync sessions for troubleshooting and reference.

You can specify Calendar and Inbox server settings that will help you to manage the amount of data that is transferred to your mobile device. Calendar settings enable you to specify what appointments in the past are synched. All future appointments are synched by default. Inbox settings include selecting a time frame, message size, and attachment size to be synched.

SET UP SERVER SYNCHRONIZATION OPTIONS





SET SERVER SETTINGS

1. From the main ActiveSync display, tap Tools.
2. Tap Options.
3. Tap the Server tab.
4. Enter the name of the Microsoft Exchange Server that you want to connect with.
5. You can also tap the first check box to enable SSL if your server uses this security protocol (☐ changes to ☑).
6. Tap Options.
7. Enter the username, password, and domain assigned to your server.
8. Tap the check box to save the password (☐ changes to ☑).

Note: You must check this box if you want to perform an automatic server synchronization.

9. Tap the Rules tab.

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MASTER IT

Can I establish settings for Contacts?

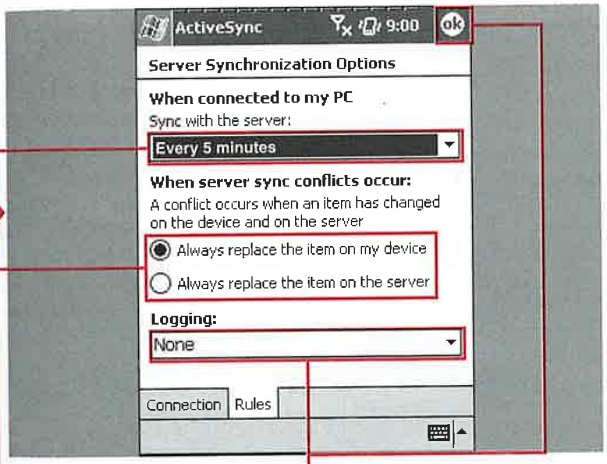
✓ No, there are no custom settings for Contacts. All Contacts in the default Contacts folder are synched if you select the Contacts check box on the Server Synchronization page.

Can I establish settings for the Calendar?

✓ Yes, to do so, tap Calendar on the main Server Synchronization page and then tap Settings. Tap ▼ and select how far back you want appointments to be synched — from all in your database to two weeks' worth.

Is there any other way to configure server synchronization settings?

✓ Yes, when you first create a partnership on your desktop PC, you can use the desktop version of ActiveSync to configure remote synchronization. You can also add, modify, or remove server synchronization settings by connecting your device and using the ActiveSync Options menu.



■ The Rules settings appear, and your login details are saved.

9 Tap ▼ and select how often your device will sync with the server when connected to the PC.

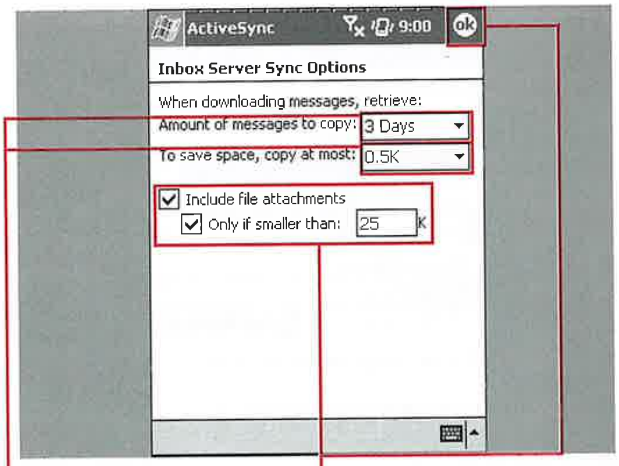
10 Tap one of the two options to resolve conflicts.

Note: You can choose to have the item on the server always replace the item on your device or vice versa.

11 Tap the Logging ▼ and select None, Brief, or Verbose.

12 Tap OK.

■ The server settings are saved.



SET INBOX SETTINGS

1 Perform the previous steps 1 to 3.

2 Tap Inbox.

3 Tap Settings.

4 Tap ▼ and select how many messages to copy.

5 Tap ▼ and select how much to save.

Note: You can choose from all to headers only, with 0.5K, 1K, and 5K options.

6 Tap Include File Attachments and set a size limit.

7 Tap OK twice.

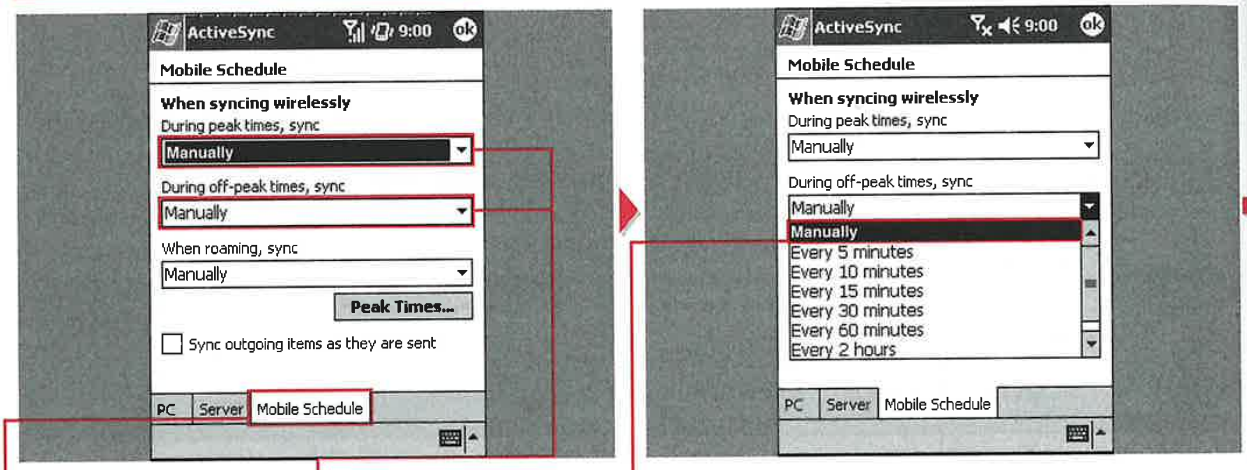
■ Your settings are saved.

SET UP MOBILE SCHEDULE OPTIONS

If you sync with a wireless connection, you can set up your mobile device to sync based on a time schedule that you choose. In the PC Synchronization settings, you are able to specify the options to use when syncing using the mobile schedule. Mobile schedule options include specifying actions to take during peak and off-peak times, as well as what action to take when roaming. You can also choose to sync outgoing items as they are sent.

You can also specify what the Mobile Schedule options considers peak times; *peak times* are generally set as the times when you receive the most e-mail. Peak times settings include days of the week and peak hours.

SET UP MOBILE SCHEDULE OPTIONS



1 From the main ActiveSync display, tap Tools.

2 Tap Options.

3 Tap the Mobile Schedule tab.

■ The Mobile Schedule configuration display appears.

4 Tap the During Peak Times ▾ and select how often you want to sync in peak times.

5 Tap the During Off-Peak Times ▾.

6 Tap how often you want to sync in off-peak times.

Note: The options include Manually and intervals ranging from every five minutes to four hours.

Note: Short intervals consume a lot of battery life, so be careful with the interval time that you select.

How often should I set my device to sync?

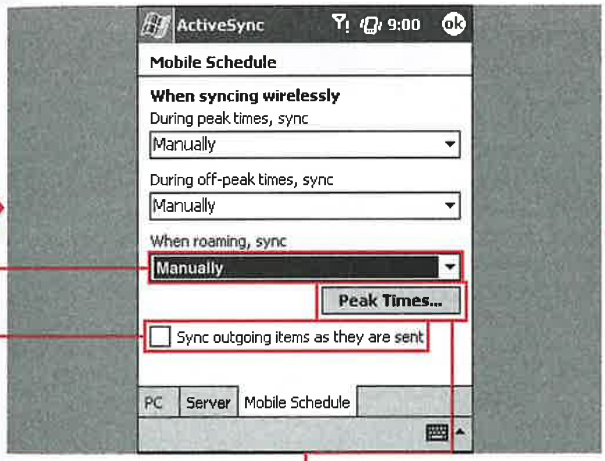
✔ I recommend that you set your device to sync every 10 to 15 minutes during peak times. During off-peak times, you should probably set it to 60 minutes or 2 hours. Finally, when roaming, I suggest that you set it to the manual option.

What happens if my synchronization schedule is set to occur more frequently than my power-off timer?

✔ Your power-off timer is reset each time that you sync, but if it never reaches the power-off time, your device will always remain on, and your battery may become depleted.

Why does my device sometimes attempt to connect via ActiveSync seemingly on its own?

✔ You may have chosen to have your device sync using a mobile schedule. If you do not have an Exchange Server or do not want to use automatic syncing to your server, uncheck the Use Mobile Schedule to Sync with This PC option in the PC Synchronization settings; see the section "Set Up PC Synchronization Options" for more information.

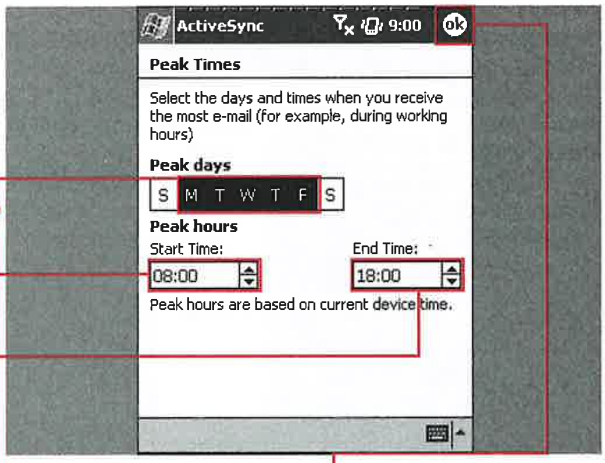


7 If you have a Phone Edition device, tap the When Roaming ▾ and select Using Mobile Schedule or Manually.

8 Tap Sync Outgoing Items As They Are Sent (☐ changes to ☑).

Note: If this is not checked, outgoing items in your Inbox will be sent when the next scheduled synchronization occurs.

9 Tap Peak Times.



10 Tap the days of the week that you want set as peak days.

11 Tap ▲▼ to set the start time.

12 Tap ▲▼ to set the end time.

Note: You can also tap in the entry box and manually enter the times.

13 Tap OK twice to save your peak time and mobile schedule settings.

■ Your device is now configured to sync on a mobile schedule with your Microsoft Exchange Server.

DISPLAY THE CALENDAR AND APPOINTMENTS

The Calendar provides you with a complete list of your daily appointments. You can use the Calendar to view scheduled appointments, meetings, and other events. By default, the Calendar displays appointments that you have scheduled for the current day. You can also display your appointments for additional days. You can view your appointments by agenda, day, week, and month.

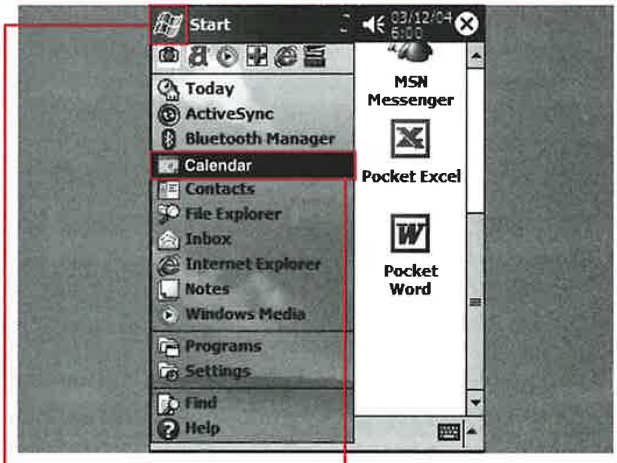
You can use the Agenda view to display a simplified list of all your appointments in an easy-to-read format. Upcoming appointments are displayed in bold, and previous days' appointments are displayed in gray. You can scroll through each day of appointments using the Agenda view.

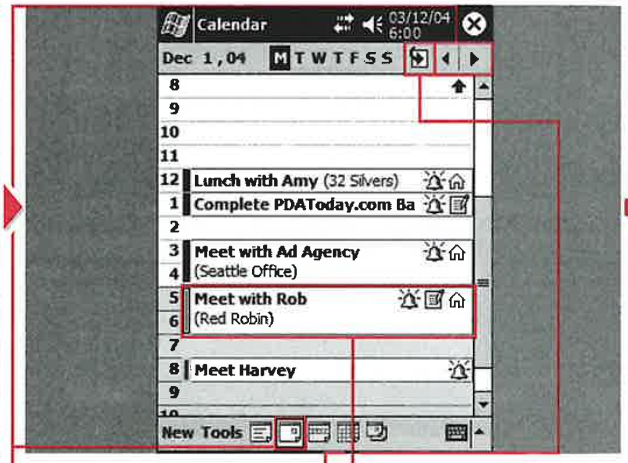
You can view detailed appointment information in any view by simply tapping the appointment.

The Calendar also enables you to view all the days of the current month as well as the preceding and following months. The current day is displayed with a red pulsating outline in the Month view.

For your convenience, small blue arrows will indicate if there are more appointments above or below the current screen in the Day or Week views.

DISPLAY THE CALENDAR AND APPOINTMENTS





DISPLAY THE CALENDAR

1. Tap the Start menu.
2. Tap Calendar.
   - The calendar appears.
3. Tap the Day View button.
   - A detail of the day's calendar entries is displayed.
4. Tap the left or right arrows to change the day being viewed.
5. Tap the appointment that you want to display.
   - You can tap the Return arrow to go back to the current day.

Note: If you tap the date, the current month is displayed in a pick so that you can easily change months.

Why do past appointments still appear in the calendar?

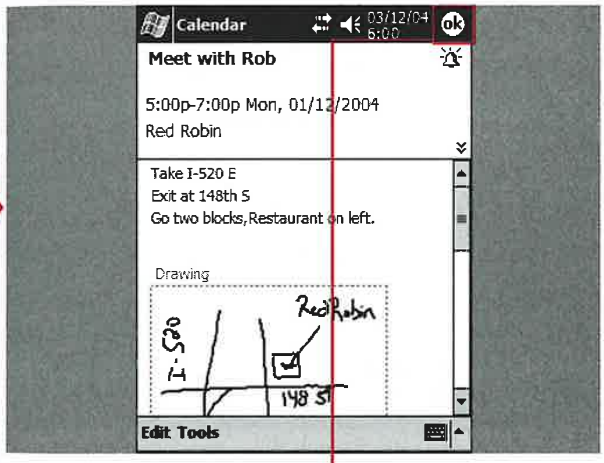
✔ Past appointments can provide useful historical information when you have to refer back to earlier appointment information or need to track time spent on completed projects. You can delete previous appointments when they are no longer needed: Simply tap and hold the appointment and select Delete Appointment.

What do the boxes in the Calendar Week view indicate?

✔ A box indicates that an appointment has been made for the time shown. You can tap the box, and the appointment summary will be displayed.

In the Month view, what do the small triangles and squares represent?

✔ An upward triangle represents a morning appointment, and a downward triangle represents an afternoon appointment. A solid square is displayed if you have both morning and evening appointments. A hollow square is displayed for an all-day event.



■ A detailed display of your appointment is now shown, including notes.

6 Tap OK to return your last Calendar view mode.

CHANGE THE CALENDAR'S VIEW

1 Tap the button representing how you want to view the Calendar (by agenda, day, week, month, or year).

■ The new view appears.

Note: In certain views, you see small blue up and down arrows. These indicate an appointment above or below the current screen. You can scroll up or down to view them.

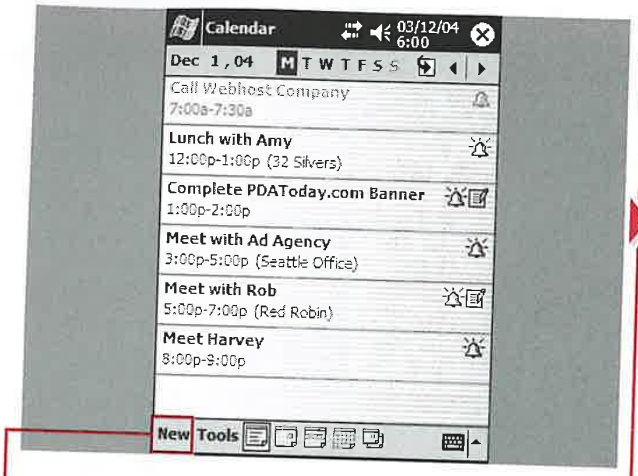
CREATE A CALENDAR ENTRY

The Calendar application does more than synchronize your calendar from Microsoft Outlook, which is discussed in *Chapter 12*: You can create and edit entries while away from your PC.

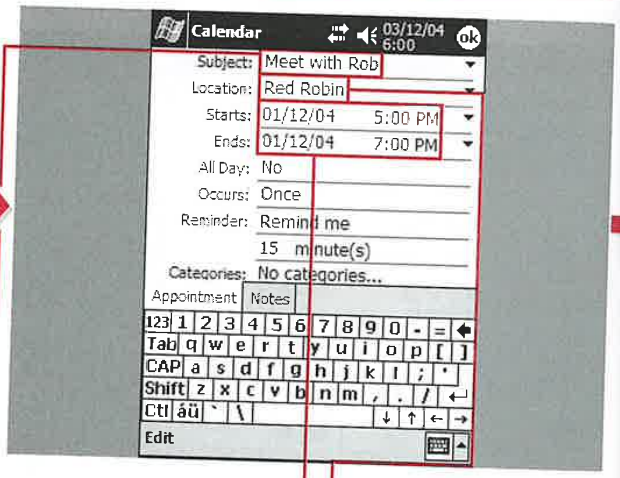
You can create a new calendar entry and set specific details about that entry. When you create a new calendar entry, you can specify the subject of the appointment and its location. You can indicate a start time and an end time or indicate that the event is an all-day event. The appointment can be set to occur only once or reoccur following a preset pattern. Additionally, you can set an appointment reminder and assign the appointment to a category for easier viewing.

You can add text notes to your appointment entries or attach a voice note, which is a quick way to add a note that you do not have time to write down. Adding notes can help you organize your appointment by providing you with valuable information to refer to during your appointment.

CREATE A CALENDAR ENTRY



1 In the Calendar, tap New.



A new calendar entry form is displayed.

2 Enter the name of your appointment in the Subject field.

Note: Alternatively, you can select a preset subject from the Subject drop-down list.

3 Enter an appointment location if necessary.

4 Select your appointment's start and end times.

Do I have to keep entering the same meeting location for each appointment?

✔ No. The Calendar remembers locations you have used in the past. You can tap Location and select from the drop-down list of your previous locations.

Can I set an appointment to occur multiple times?

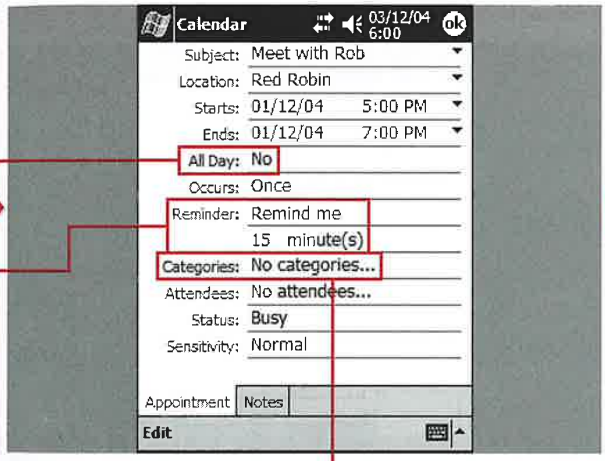
✔ Yes. Setting an appointment to occur on a schedule or at preset times throughout the year will free you from reentering the appointment every time. Tap Occur, and you can set the appointment to occur once, every week, every month, or every year or set a custom occurrence pattern.

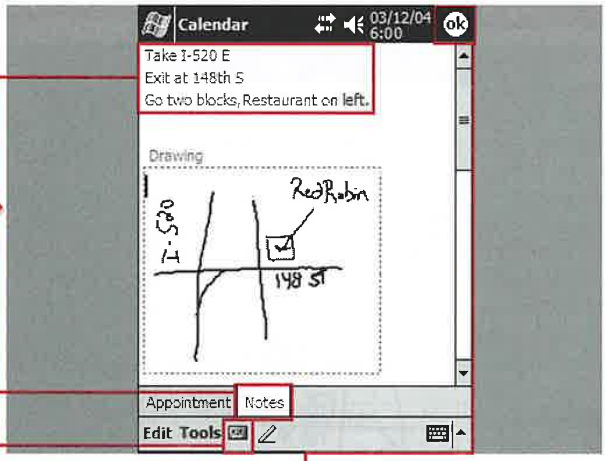
Do I have to re-create the custom categories for my Calendar entries or can I select from ones I created in Tasks?

✔ The Calendar uses the same categories as Tasks and Contacts, so custom categories created in Tasks or Contacts are available in the Calendar, and vice versa. See "Select and Modify Calendar Categories" for more information on creating custom categories.

Can I add drawings to my appointment notes?

✔ Yes. You can draw by tapping the Pen icon on the Notes tab. This can be very useful for drawing a map.





5 Tap All Day and select Yes or No to indicate whether this appointment is an all-day event.

6 Tap Reminder and set a reminder alarm for this appointment, if needed.

Note: You can specify your reminder time by minutes, hours, days, or weeks.

7 Tap Categories to assign an optional category.

Note: No Category is selected by default.

Note: You can also add attendees, set the meeting status, and assign a sensitivity level. The default settings work for most appointments.

8 Tap Notes.

- You can enter text notes to further meeting details, such as directions or items to bring to your appointment.
- You can add a voice note to your appointment.

Note: See Chapter 17 for more information on adding voice notes.

9 Tap OK.

- Your appointment is saved.

EDIT A CALENDAR ENTRY

In the Calendar, you can edit any previous, present, or future appointments that you have created. These changes are stored and will be synchronized with your desktop PC the next time you synchronize your device.

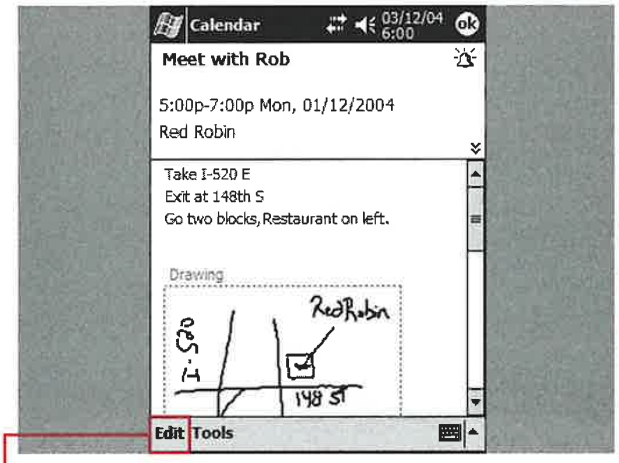
You can edit any part of your Calendar entries. This gives you a robust method to manage all aspects of your appointments while away from your desktop PC.

You can add additional notes to your calendar entries while editing them. Adding notes can help to keep track of details from previous appointment entries or for future appointment entries.

After editing a note, is there a way to timestamp the change?

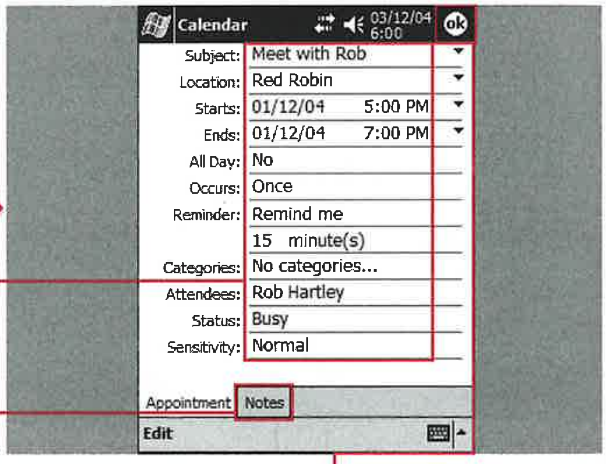
✔ Yes. On the Notes tab, you can tap and hold anywhere in the note, and a drop-down box appears. Select Insert Date to place the date next to your new entry.

EDIT A CALENDAR ENTRY



1 Tap Edit.

■ The Edit screen appears.



2 Make the appropriate edits to your appointment.

3 Tap Notes to make any changes or additions to your notes.

4 Tap OK to save your changes.

■ Your appointment and any changes are displayed in your calendar.

SET CALENDAR OPTIONS

You can set various options to change the way the Calendar displays your appointment data. For example, you can set the Calendar to show icons next to an appointment to visually indicate additional appointment information.

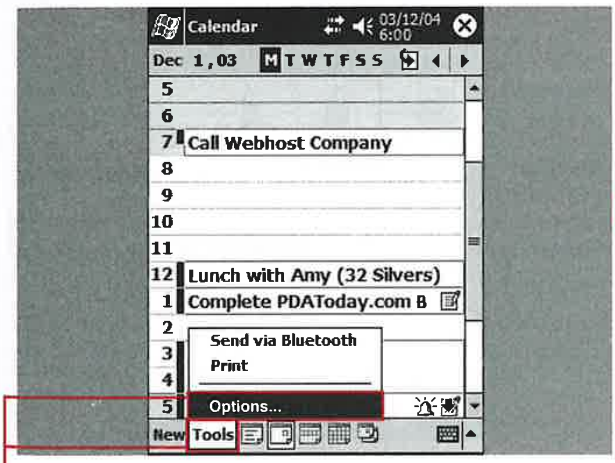
These icons can indicate whether your appointment has a reminder set, is recurring, or has a note attached. You can also display an icon indicating whether the appointment has a location set, you have requested attendees from your contacts, or the appointment is private.

You can change the way the Calendar displays the week, including how many days make up your week.

Why does the reminder alarm always default to 15 minutes?

✔ The default setting for a reminder is 15 minutes. You can change this to a new default by checking the box labeled Set Reminders for New Items and selecting a new default reminder time.

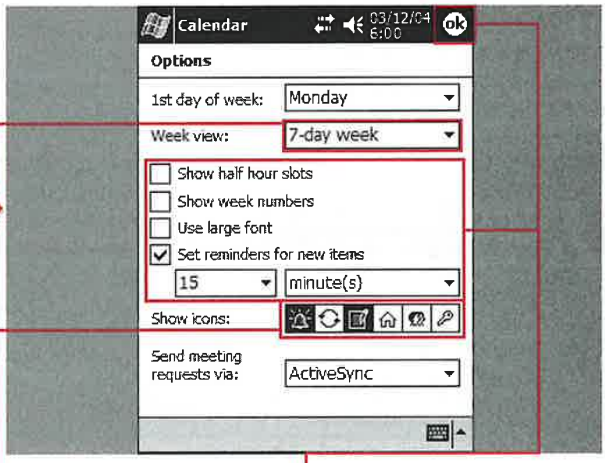
SET CALENDAR OPTIONS



1 Tap Tools.

2 Tap Options.

■ The Calendar Options screen appears.



3 Tap the icons that you want to appear in your Agenda and Day views.

4 Tap the Week View drop-down list and select how many days your Week view will display.

■ You can set additional options based on your personal preferences.

5 Tap OK.

■ Your changes are saved.

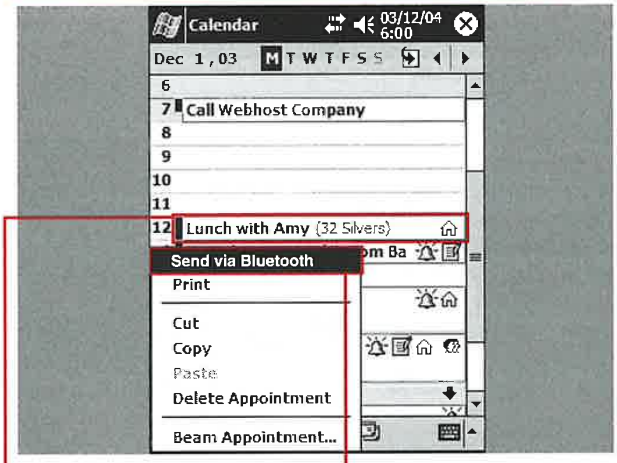
SEND A CALENDAR ENTRY

In the Calendar, you can send an appointment entry to another Windows Mobile device via the built-in infrared port or — if your device is equipped with Bluetooth — via the Bluetooth radio. Sharing appointments with another Windows Mobile device is a quick and easy way to share your schedule with a colleague.

When sending an appointment to another device via Bluetooth, you need to make sure that the other device is able to receive a Bluetooth signal. Sometimes this setting is called *Discoverable mode*. Additionally, you will want to ensure that your Bluetooth radio is turned on. You can find more information about the Bluetooth radio and Bluetooth manager in Chapter 8.

When sending an appointment to another device via infrared, you want to ensure that the device to which you are sending the appointment has the Beam utility set to receive all incoming beams. You can find more information about receiving infrared beams in Chapter 9.

SEND A CALENDAR ENTRY VIA BLUETOOTH

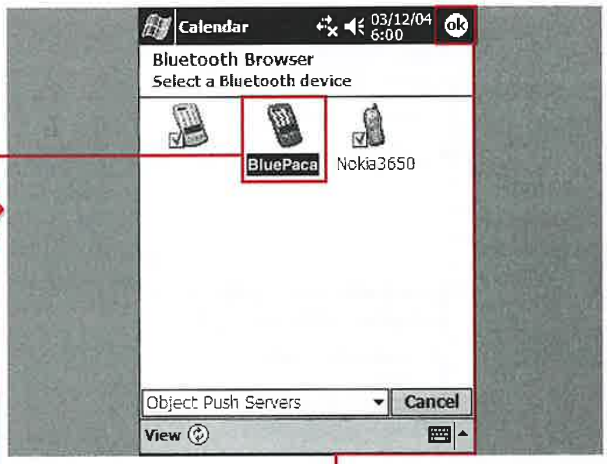


1 Tap and hold the appointment that you want to send.

■ A drop-down menu appears.

2 Tap Send via Bluetooth.

Note: These steps are HP iPAQ specific; other vendors may differ in their approach.



■ A list of available Bluetooth devices appears in your device's Bluetooth manager.

Note: Some Bluetooth managers look different than others.

3 Tap the device to which you want to send your appointment.

4 Tap OK to complete the transfer.

■ The device to which you sent your appointment receives a notification dialog box, asking the user if she wants to save your appointment to her calendar.

Is there a difference between Send via Bluetooth from the Tools menu and from the menu that you access by tapping and holding?

✔ No. Both of these locations enable you to send your appointment via Bluetooth.

When I try to send an appointment to the office next to me via Bluetooth, why does it connect only intermittently?

✔ Most Bluetooth radio-enabled devices beam information only about 10 meters (about 30 feet).

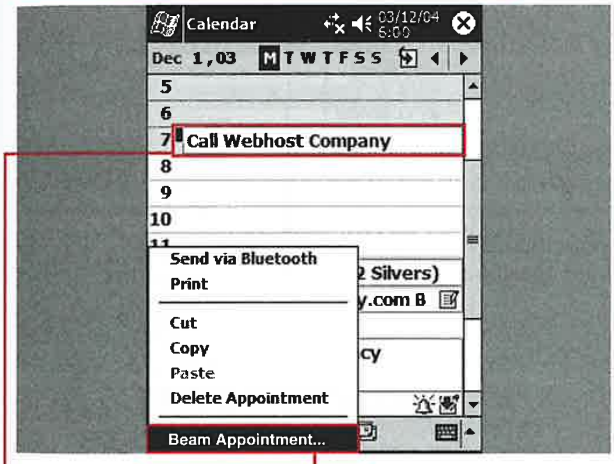
What can I do if my colleague's Windows Mobile device will not receive my infrared beam?

✔ Ensure that your colleague's device is set to receive all incoming beams. Additionally, you need to make sure that both IR ports are facing each other, nothing is between the two IR ports, and both devices are within the distance limit, which is usually several feet.

Can I send more than one appointment at a time?

✔ No. You need to select and send each appointment individually.

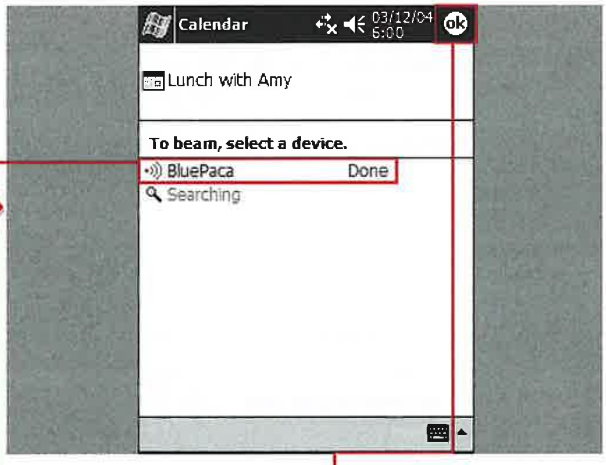
SEND A CALENDAR ENTRY VIA INFRARED



1 Tap and hold the appointment that you want to send via infrared.

■ A drop-down menu appears.

2 Tap Beam Appointment.



■ A list of available devices appears.

3 Align the infrared ports of the two devices.

4 Tap the device to which you want to send your appointment.

5 Tap OK.

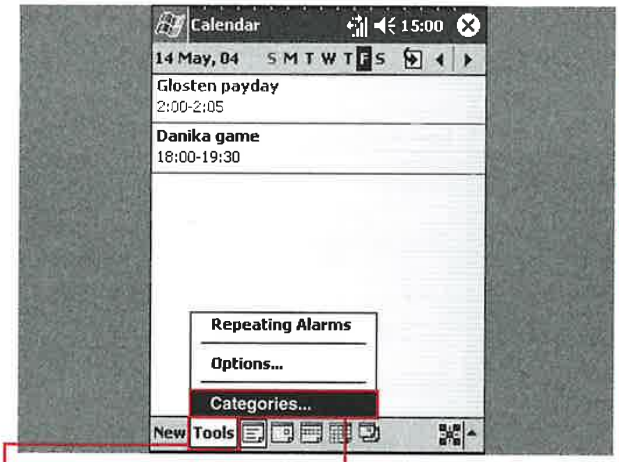
■ The device to which you sent your appointment receives a notification dialog box, asking the user if he wants to save your appointment to his calendar.

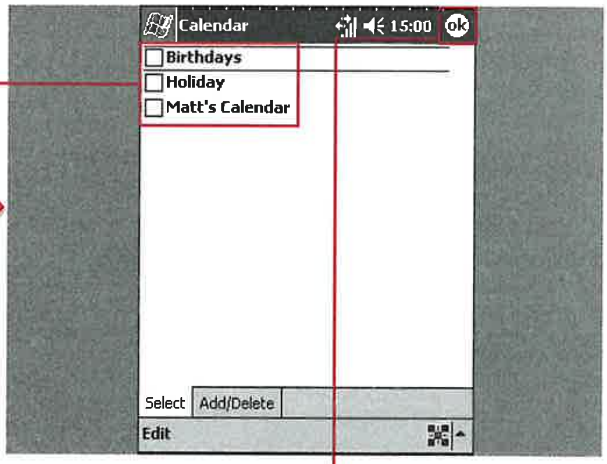
SELECT AND MODIFY CALENDAR CATEGORIES

You can use categories in the Calendar application to group appointments for quick filtering and sharing of your calendar. If you use Outlook on your desktop to sync with your mobile device, you can share an Outlook calendar with someone else and set up specific categories for each person so that you can filter and view the appointments on your device.

Categories that you use with your Tasks and Contacts can be shared with your Calendar appointments. When you create an appointment, you can assign a category as discussed in the section "Create a Calendar Entry." You can then select what categories you want to view. You can also add or delete categories within the Calendar application. However, you cannot rename or edit categories from within the Calendar.

SELECT AND MODIFY CALENDAR CATEGORIES





FILTER BY CATEGORIES

1 Tap Tools.

2 Tap Categories.

- A list of the categories that are in your calendar is displayed.

3 Tap the categories with which you want to filter your calendar (☐ changes to ☑).

4 Tap OK.

- You are returned to the Calendar, and only appointments in the selected categories appear.

After I delete a category, can I undo my deletion?

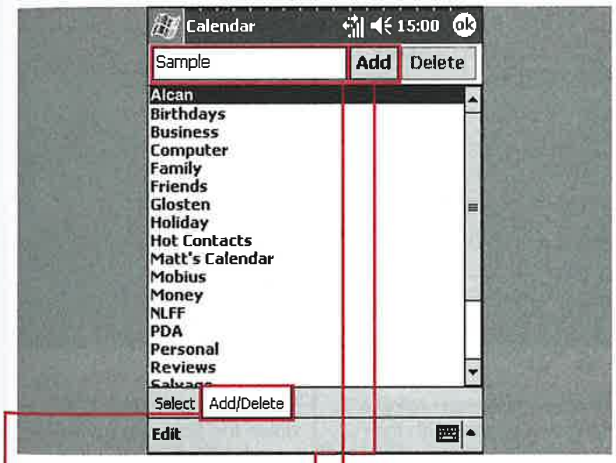
✔ No, there is no Undo function associated with category deletion, and a confirmation dialog box does not appear. To restore the category, you have to add it again.

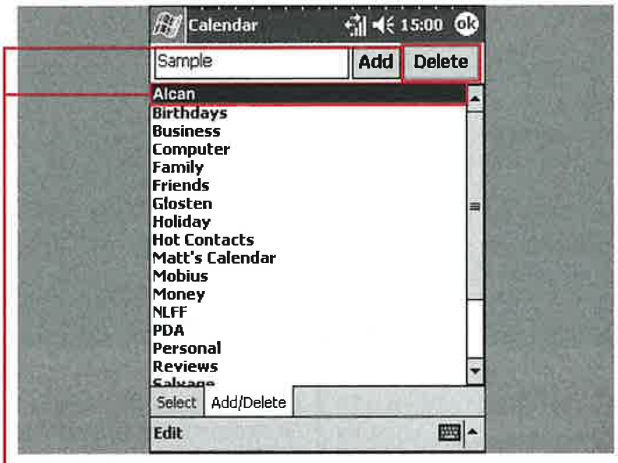
If I delete a category in the Calendar application, is that category also deleted in Contacts and Tasks?

✔ No, the category still remains in those two applications, and any contacts or tasks associated with that category also remain.

After I select a category to view, my regular appointments are no longer visible. Where did they go?

✔ When you select a category to view, your calendar is filtered for that category. Only appointments that are assigned to that specific category appear. To show the rest of your calendar with no assigned category, you must uncheck the check boxes next to the categories on the Select tab.





ADD A CATEGORY

1. Tap Tools.
2. Tap Categories.
3. Tap the Add/Delete tab.
   - A list containing all the categories in your Calendar, Contacts, and Tasks appears.
4. Enter the name of the new category.
5. Tap Add.
   - The category is added to your list.

DELETE A CATEGORY

1. On the Add/Delete tab, tap the category that you want to remove.
2. Tap Delete.

Note: No confirmation box appears, so use care when tapping Delete after selecting a category.

- The category is removed from the list.

CREATE A NEW CONTACT

You can store all your personal and professional contacts on your Windows Mobile 2003 device. You can enter data into 28 fields for each contact, ranging from name and phone number to birth date, spouse's name, and children's names.

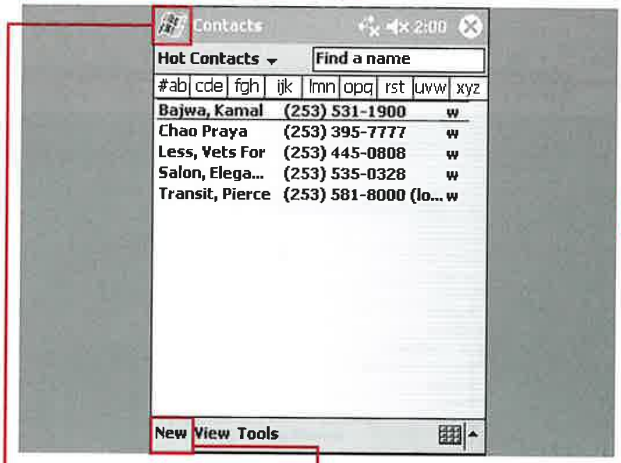
You can sync your device to your desktop or laptop computer and maintain a central database of all your contacts in Outlook. Windows Mobile 2003 devices use Pocket Outlook to store your contacts.

You can add as many contacts as you want until your device's available memory is full.

My contact has multiple work numbers; can I add a custom field or change existing fields?

✔ No, the fields cannot be changed, and there are no custom fields available. You can add more details in Notes, which is discussed in the next section, "Add a Note to a Contact."

CREATE A NEW CONTACT



1 Tap Start.

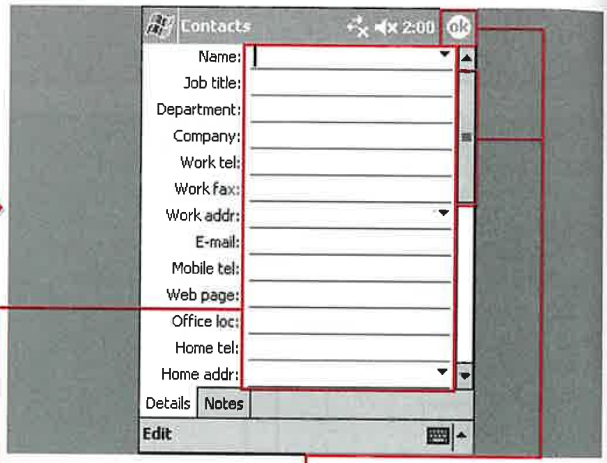
2 Tap Programs.

3 Tap Contacts.

Note: Alternatively, you can press the hardware button assigned to Contacts.

■ The main Contacts window appears.

4 Tap New.



■ A blank contact entry window appears with the cursor on the Name line.

5 Enter information on each line that you want to fill out for the contact.

6 Tap the scrollbar to move down the field entry screen.

7 When all the fields are completed, tap OK.

■ The contact is saved, and the main contact list display appears.

ADD A NOTE TO A CONTACT

Because there may be information that you want to add to your contacts in addition to the default fields, Windows Mobile 2003 enables you to add notes to your contacts. You can add typed text, handwritten text, and even voice recordings on the Notes page.

Notes can be useful for adding more e-mail addresses, Web sites, company information, or personal information about a contact. You can hand write notes and then have your device convert them into text. Also, five different zoom levels are available in the Notes field.

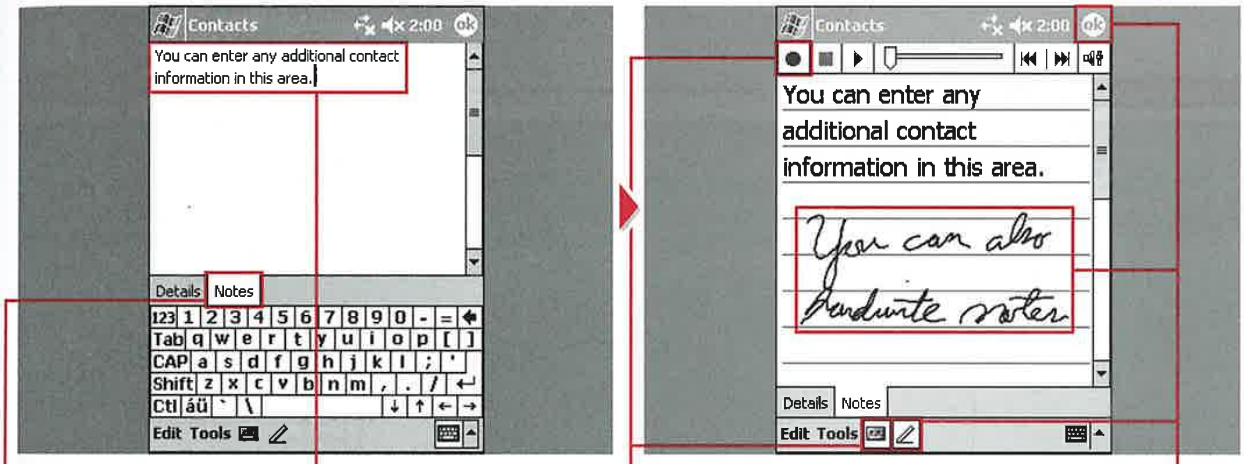
Can I change the pen color?

✔ No, only black ink can be used for handwritten notes.

Can I use a voice recording, handwritten text, and typed text in the same note?

✔ Yes, all three can be used in the same note and alternated within the note.

ADD A NOTE TO A CONTACT



ADD TYPED TEXT

1. Tap the Notes tab.
2. Enter text on the blank notes page.
   - A bottom toolbar appears.

ADD A VOICE NOTE

3. Tap the Recording button.
4. Tap the red Record button.
5. Speak into the microphone.
   - A speaker icon appears in the note.

ADD HANDWRITTEN TEXT

6. Tap the Handwriting button.

   Note: The stylus will act as an electronic pen with virtual ink.

7. Add your handwritten note.
8. Tap OK.
   - The note is saved and attached to the contact.

EDIT A CONTACT

Contact information may change, so with Pocket Outlook, you can edit a contact with a few simple taps on your device. Editing takes you back to the same field entry display that you used when you created the contact; you can change any information that you need to. Notes can also be edited by tapping the Notes tab at the bottom while in editing mode.

Can I access the Edit menu from the main Contacts display?

✔ No, you can edit a contact only after you have selected it and opened the viewing screen.

Can I undo changes I made to a contact?

✔ Yes, you can undo changes to the last contact that you worked on. To do so, select Undo from the Edit menu.

Is there a fast way to edit a large portion of the Notes field?

✔ Yes, you can tap Edit ➪ Select All and clear the Notes field for editing.

EDIT A CONTACT

1 Tap the contact that you want to edit in the main Contacts view.

■ A display showing the data entered for the contact appears.

2 Tap Edit.

■ The contact field entry display appears with the name, or the first field with data, selected.

3 Tap the field that you want to change.

■ The text in that field is selected.

4 Enter the new text.

5 Tap Edit.

6 Tap a menu choice to perform that action.

■ You can tap the Notes tab to edit the Notes page.

■ The Notes window appears, in which you can make changes.

CHANGE THE CONTACTS VIEW

You can view your list of contacts either by name or company. Instead of opening up individual contacts and viewing all the information, you can simply tap the letter to the right of a contact to view its home, work, and mobile number and e-mail address. In the Company view, you can also tap the company name to expand the selection and view all the contacts in the same company.

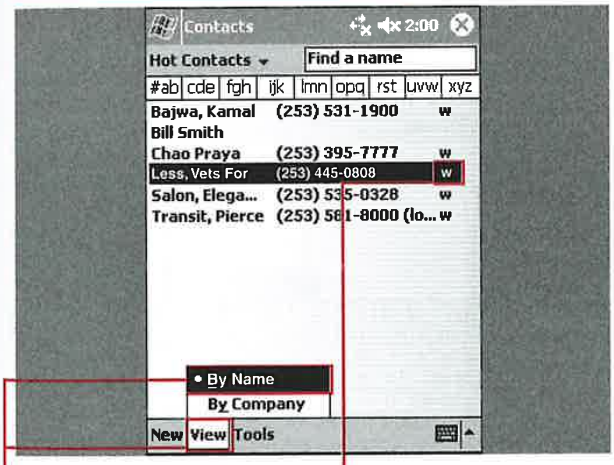
Can I change the number shown in the main contacts display?

✔ Yes, select the contact and then move your navigational pad left or right to change the primary number.

What is the number to the right of the company name?

✔ This number indicates how many contacts are filed with that company name.

CHANGE THE CONTACTS VIEW



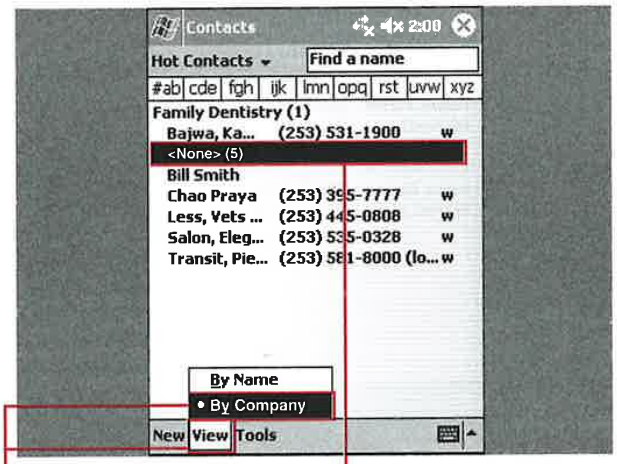
VIEW BY NAME

1 Tap View.

2 Tap By Name.

3 Tap the letter to the right of a contact.

■ All the phone numbers and the e-mail address for the contact appear in a small pop-up window.



VIEW BY COMPANY

1 Tap View.

2 Tap By Company.

3 Tap a company name to expand the selection.

■ All the individual contacts filed under the company name appear.

FIND A CONTACT

If you have a large number of contacts, it can be tedious to find the one that you are looking for. With Windows Mobile 2003, you can quickly find a contact using one of four methods: You can use the Start menu, type a contact name in the Find a Name field until you see the one that you want displayed, filter your contacts with categories (see "Sort Your Contacts"), or view contacts by company as discussed in "Change the Contacts View."

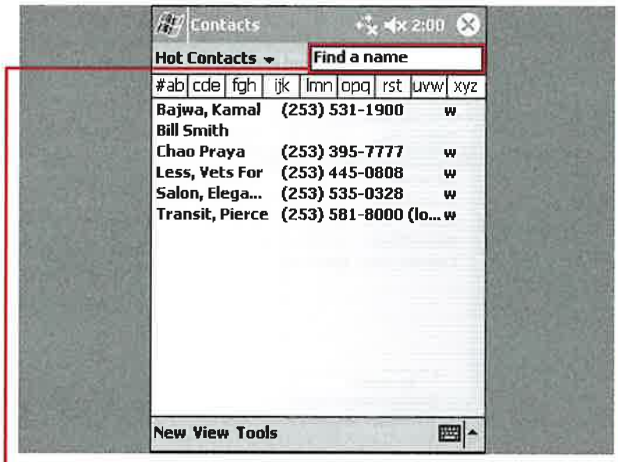
Does entering a name in the Find a Name field look for company names as well as individual contact names?

✔ Yes, and as you enter letters, the number of contacts is filtered down. If you enter a company name, you will see the expanded version of the company.

What is the fastest way to find a contact?

✔ Entering a company name in the main Contacts display filters contacts faster than other methods.

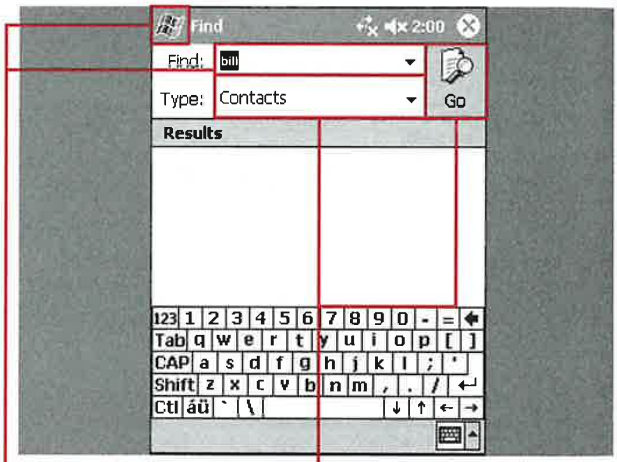
FIND A CONTACT



USING THE FIND A NAME FIELD

1. Tap in the Find a Name field.
2. Start typing the name of the contact that you are looking for.

■ The contact list starts filtering with the letters that you enter, until your choice is highlighted.



USING THE START MENU

1. Tap Start.
2. Tap Find.
3. Enter the contact name that you want to find.
4. Select Contacts from the Type drop-down list.
5. Tap Go to start the search.

■ The Results list shows the contacts with the name that you entered.

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SORT YOUR CONTACTS

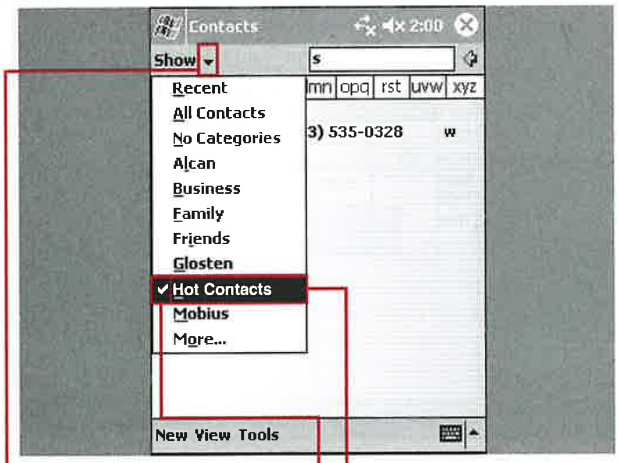
You can sort or filter your contact list by category. Categories are synched with your desktop version of Outlook, so categories created on your desktop appear on your Windows Mobile 2003 device.

If you have hundreds of contacts, sorting can be important for narrowing down the number of contacts that you will be scrolling or searching through. If a category is selected, entering letters in the Find box will result in searching only through contacts in that specific category.

Can I sort my contacts alphabetically?

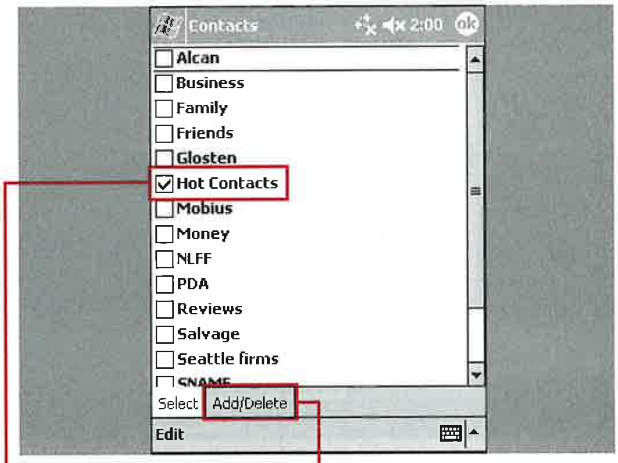
Yes, tap the ABC and so on tabs to quickly bring up contacts starting with that specific letter. Tapping twice brings up contacts starting with the second letter (for example, B), and tapping three times brings up contacts with the third letter.

SORT YOUR CONTACTS



USING THE CATEGORY MENU

1. Tap Show.
   - The word Show appears, and a menu with all your categories is displayed.
2. Tap the category by which you want to sort.
   - A ☑ appears next to the active category.
   - Only contacts in the category that you chose now appear in your Contacts view.



USING THE CATEGORY LIST

1. Tap the same Show from the previous step 1.
2. Tap More.
3. Tap the category by which you want to sort.

ADD OR DELETE CATEGORIES

4. Tap the Add/Delete tab.
   - A list of default and custom categories appears with Add and Delete buttons up top.

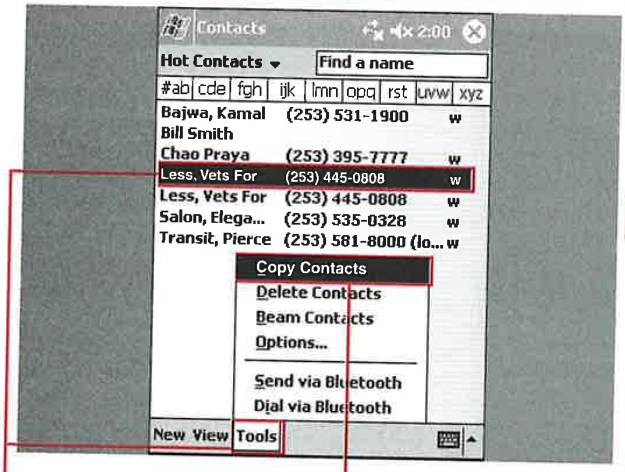
COPY, DELETE, AND BEAM CONTACTS

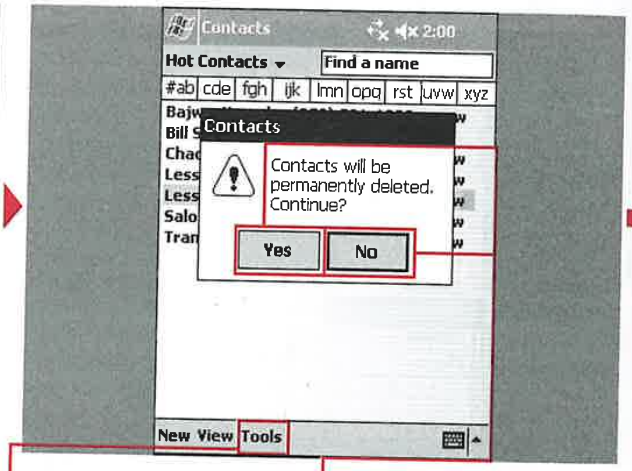
You can copy or delete contacts from your device with a couple quick taps. If you have multiple people in the same company that have the same address, phone number, and so on, then it is much easier to just copy one and change the name on the copy than to enter the same information several times for each contact. You may need to delete contacts if they leave jobs, move out of town, or simply no longer need to be in your contact list.

You can also beam contacts via infrared if you want to share information with fellow PDA owners. Do not forget to align the infrared ports when beaming.

You can delete or beam a contact two different ways: by using the Tools menu from the Contacts list or by opening the contact and then using the Tools menu.

COPY, DELETE, AND BEAM CONTACTS





COPY A CONTACT

1. Select a contact without opening the editing window.
2. Tap Tools.
   - A menu with six items appears.
3. Tap Copy Contacts.
   - A copy of the contact appears in the list.

Note: Nothing is added to the copied contact title to differentiate it from the original contact.

DELETE A CONTACT

4. Perform steps 1 and 2.
5. Tap Delete Contacts.
   - A dialog pop-up box appears asking if you are sure that you want to delete the contact.
6. Tap Yes.
   - If you change your mind and do not want to delete the contact, you can tap No.
   - The dialog box closes, and you are returned to the original list.

Can I beam a contact to a Palm PDA?

✔ Yes, Windows Mobile 2003 supports the OBEX infrared system, which enables you to beam a contact without any third-party software or utility.

Can I beam a contact to Pocket PCs not running Windows Mobile 2003?

✔ Yes, you can beam to devices running previous versions of the Pocket PC operating system.

Can I beam my virtual business card to others?

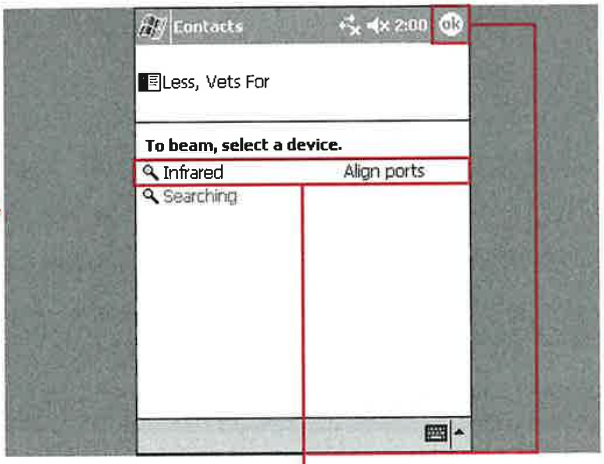
✔ Yes, Windows Mobile 2003 supports vCard exchange.

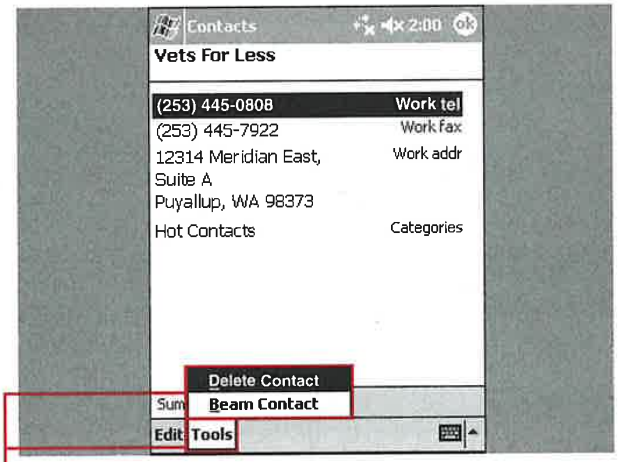
Can I copy a contact to another category?

✔ No, when you copy a contact, an exact duplicate is made and placed in the list with the existing contact. You can then edit the duplicate contact to reflect the changes that you want.

Can I delete, copy, or beam multiple contacts?

✔ Yes, tap and drag your stylus over the contacts and then tap and hold the highlighted section to access the menu with these options. You can also tap the Tools menu after making your selection.





BEAM A CONTACT

7 Perform steps 1 and 2.

8 Tap Beam Contacts.

■ The infrared beaming utility appears.

9 Align the ports of the two devices.

10 Tap the device name to which you want to beam the contact.

11 Tap OK to close the beaming utility.

DELETE OR BEAM WITH THE CONTACT OPEN

1 In the Contacts list, tap a contact to go the individual view screen.

2 Tap Tools.

3 Tap Delete Contact or Beam Contact to perform that specific action.

■ The delete dialog box or beaming utility appears, depending on your selection.

■ If you are deleting a contact, tap Yes.

■ If you are beaming a contact, perform steps 9 to 11.

MODIFY VIEW SETTINGS

You can change how contacts are shown on your device in a couple ways. The Options settings enable you to show or hide the ABC tabs, show contact names only, and make the font bold for easier readability. The ABC tabs are helpful for quickly sorting your contacts. If you show only the contact names, the default primary number and e-mail address do not appear in the Contacts list.

You can also change the view in the main Contacts display to show your contact name or company name.

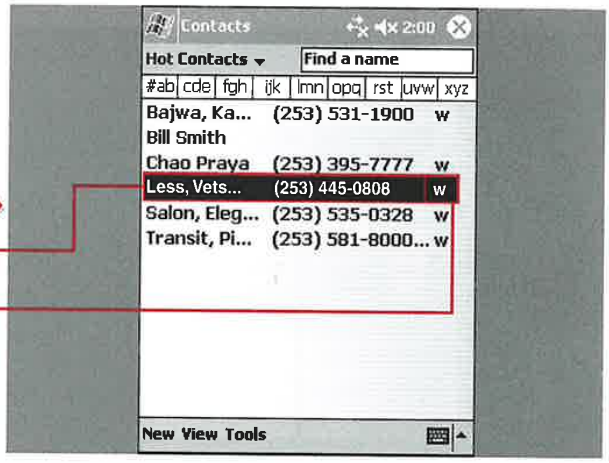
Will my new primary number selection remain valid if I close Contacts and reopen them?

✔ Yes, changing the primary number in the main view saves the change.

Can an e-mail address be selected as the primary contact point?

✔ Yes. A lowercase *e* appears next to the name if e-mail is selected. A lowercase *h* stands for home, *m* for mobile, and *w* for work.

MODIFY VIEW SETTINGS



CHANGE THE VIEW SETTINGS

1. Tap Tools in the main Contacts view.
2. Tap Options.
3. Tap the first check box to show or hide ABC tabs.
4. Tap the second check box to show only contact names.
5. Tap the third check box to use a large font.
6. Tap OK.

■ The main Contacts window reappears with the selections that you made for viewing.

CHANGE THE PRIMARY NUMBER OR E-MAIL ADDRESS

7. Select a contact by tapping or using your directional pad.
8. Tap the letter.

■ A list of e-mail addresses and phone numbers appears.

9. Tap the number or e-mail address that you want to use as the primary contact listed on the one-line contact page.

■ The new selection appears in the Contacts List view.

MODIFY REGIONAL SETTINGS

You can change the default area code and country stored on your device. Because you can use your device to dial via Bluetooth, it is helpful to have your local area code be the default dialing code.

Several countries and regions are available for you to choose from in your Contacts regional settings. These settings can be quickly changed if you travel with your device.

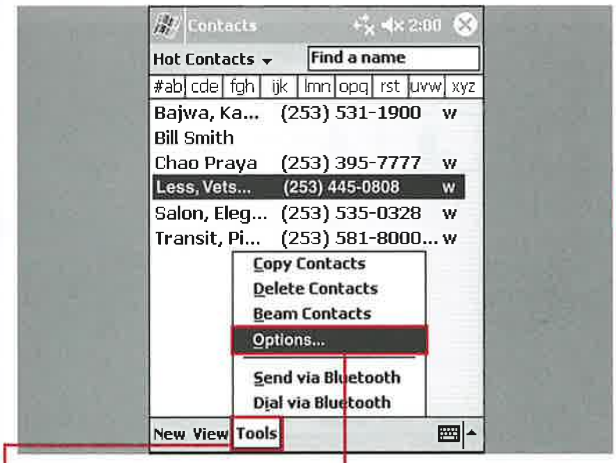
Can I manually enter a different country or region?

✓ No, the Country/Region list is only for selecting what is on the device and does not allow you to enter text manually.

Do I have to change my settings when I travel?

✓ No, but if you do not change the area code, your phone may not dial correctly when you try to dial from your Contacts list.

MODIFY REGIONAL SETTINGS



1 Tap Tools.

2 Tap Options.

■ The Options settings window appears.

3 Tap in the Area code box.

4 Enter your area code.

5 Tap the Country/Region box.

■ A drop-down list appears.

6 Tap your country/region.

7 Tap OK to save the settings.

■ The main Contacts page appears.

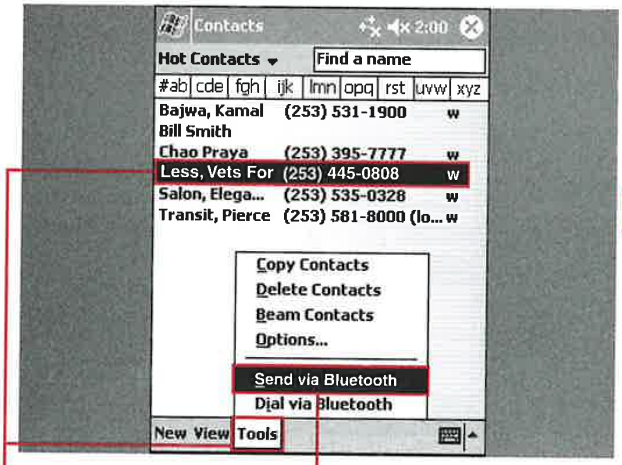
USING BLUETOOTH WITH CONTACTS

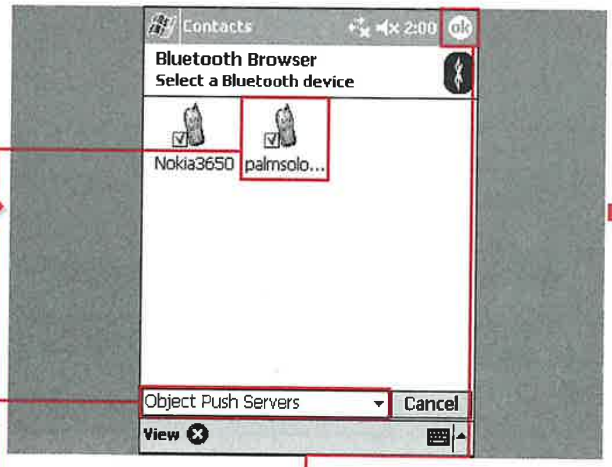
With certain models of Bluetooth wireless phones, you can dial a contact directly from within the Contacts application. You can also send contact information to other Bluetooth devices, phones, PDAs, and so on with a simple tap on your device. Bluetooth technology is designed to replace cables, so you do not need a serial cable to make a connection.

Sending via Bluetooth initiates the Bluetooth browser, which searches for and lists devices that have Bluetooth running in your local area. You can then send the contact information to the device that you choose.

Dialing via Bluetooth opens a new Bluetooth dialing window, the Bluetooth Assistant, which enables you to select the phone to use and the number to dial before you actually dial the number. Your Windows Mobile 2003 device is used only for dialing the number, so after the call is made, your device will no longer be used for the connection. You may want to then use a Bluetooth headset with your Bluetooth phone for the call.

USING BLUETOOTH WITH CONTACTS





SEND A CONTACT TO ANOTHER DEVICE

1. Select the contact.
2. Tap Tools.
   - The Tools menu appears.

Note: You can also tap and hold a selected contact to access this menu.

3. Tap Send via Bluetooth.
   - The Bluetooth browser opens and starts searching for devices.

- You can tap the drop-down list to select more types of Bluetooth devices if the one that you want does not appear.

4. Tap the device to which you want to send the contact.

- A connection dialog box appears, informing you that the contact is sending and then is sent.

5. Tap OK.
   - The main Contacts window reappears.

Can I send multiple contacts via Bluetooth?

✔ Yes, tap and drag over the list of contacts that you want to send, tap and hold the selection, and from the menu that appears, choose Send via Bluetooth. Sending contacts via Bluetooth is one way to keep multiple devices up-to-date with your latest contact information.

I cannot send a contact to the device that I want to via Bluetooth; what is wrong with the device?

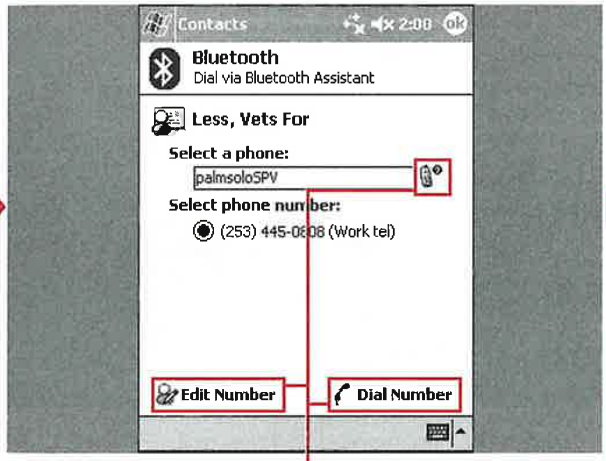
✔ Some Bluetooth devices are not set up to receive contact information.

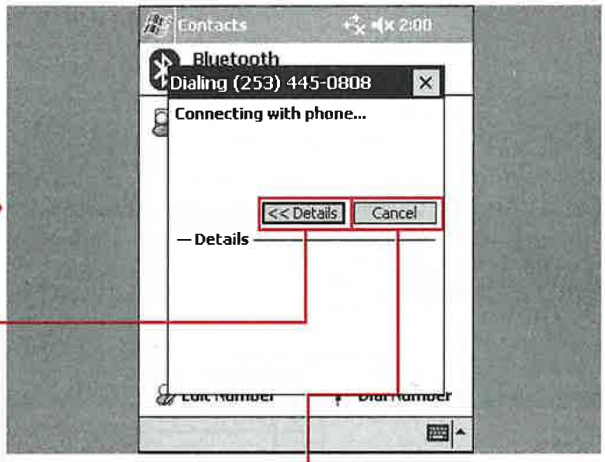
Can I dial or send via Bluetooth while viewing contact details?

✔ No, the send or dial functionality is accessible only from the main contact viewing screen.

Can I send my contact an e-mail via Bluetooth?

✔ Yes, but only if you have a data plan on your wireless phone and you have it set up for e-mail. Tap and hold a contact and then select the Send E-mail option. Windows Mobile 2003 then puts the contact's e-mail address into the To line of the Inbox, and the Inbox application handles sending the message via a Bluetooth connection.





DIAL VIA BLUETOOTH

6 Perform steps 1 and 2.

7 Tap Dial via Bluetooth.

■ The Bluetooth Assistant appears.

8 Tap the phone button to search for more phones if yours is not listed.

■ You can tap Edit Number if the number does not appear to be correct or if an area or country code is required to dial.

9 Tap Dial Number.

■ A call status box appears.

10 Tap Details to view more specifics of the connection.

■ The Details area shows the connection status and then informs you that the number has been sent to be dialed.

11 Pick up your phone to talk with the person that your device dialed.

12 Tap Cancel on your device.

13 Tap OK.

■ The Bluetooth dialing window closes.

SET UP OR MODIFY AN E-MAIL ACCOUNT

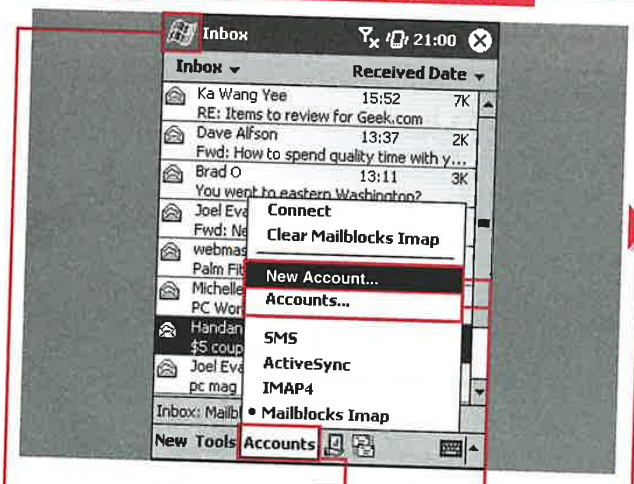
You can set up e-mail accounts on your mobile device that you can use to manage POP3 and IMAP4 accounts. An ActiveSync account is automatically set up on your device, and you can use the desktop ActiveSync client to specify if e-mail will be synched to this account on your mobile device. This account has been renamed to Outlook E-mail on Windows Mobile 2003 Second Edition devices.

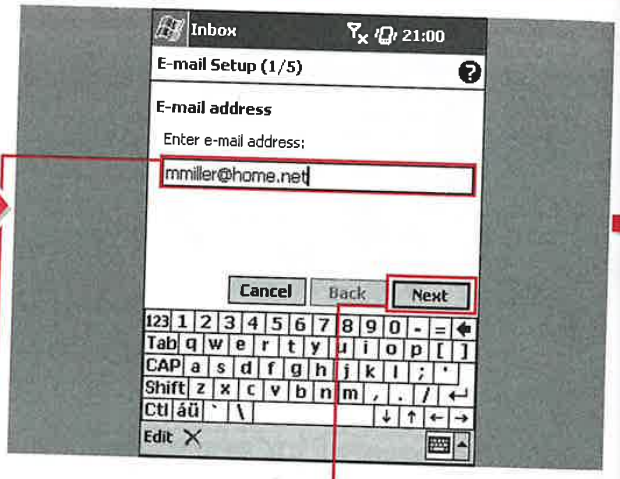
You can also manage an SMS account that is configured to work with your wireless phone provider. Phone Edition devices have an SMS account loaded by default that cannot be deleted from the Inbox.

Multiple accounts can be added to your device, including a combination of POP3 and IMAP4 accounts. However, HTTP Web-based e-mail accounts such as Hotmail cannot be used with the Inbox application.

You will need to have your e-mail address, username, password, account type, e-mail server name, SMTP (Simple Mail Transfer Protocol) host, and domain name, if used, available to set up each account. The SMTP host is used for outgoing mail configuration.

SET UP OR MODIFY AN E-MAIL ACCOUNT





1 Tap Start.

2 Tap Inbox.

Note: If you do not have Inbox on your Start menu, tap Start ➪ Programs and then Inbox. For Second Edition devices, Inbox is renamed Messaging.

3 Tap Accounts.

4 Tap New Account.

■ To modify an existing account, tap Accounts ➪ Accounts and then tap the account name that you want to modify.

■ The E-mail Setup Wizard opens.

5 Enter your e-mail address.

6 Tap Next.

Note: At any step in the wizard, you can use the Edit menu for basic editing functions or tap Cancel to stop the account setup.

Can I remove or delete the ActiveSync (or Outlook E-mail) account because I never use it for e-mail?

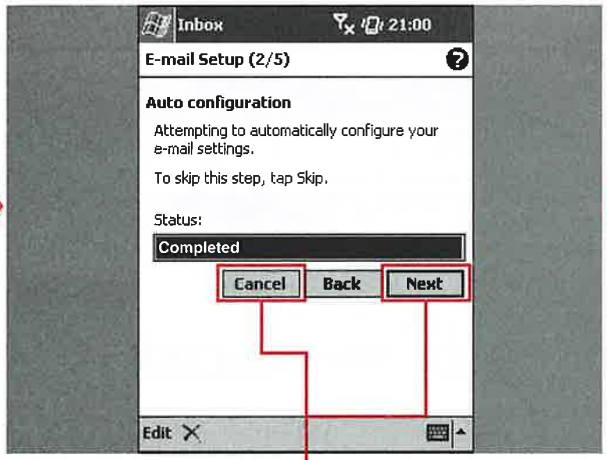
✔ No, this account is loaded by default and cannot be removed. This account is managed using the desktop version of ActiveSync, where you set up the folders that will be synched with your device.

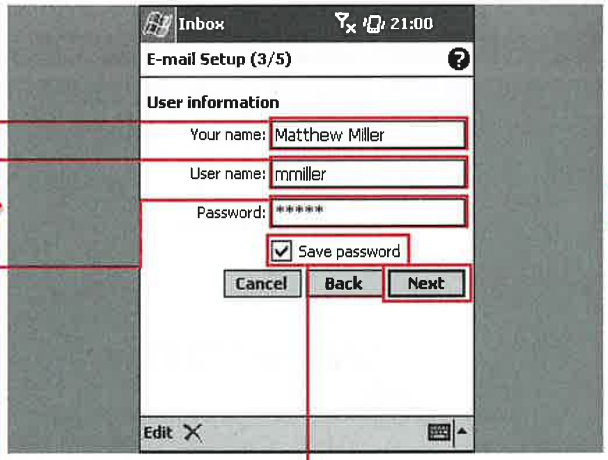
Can I change an existing account type from POP3 to IMAP4?

✔ No, the account type and name cannot be changed on an existing account. To change the account type, you have to delete the account and create a new account, selecting IMAP4 as the type.

What is the red X at the bottom of the wizard pages?

✔ This is the Delete button. If you tap the X, a dialog box pops up, stating that the account will be deleted and all messages associated with that account will also be deleted. You can tap No to close the dialog box and continue the account setup.





■ The Inbox attempts to make an Internet connection and configure basic account settings using the e-mail address that you entered.

Note: This step does not appear if you are editing an existing account.

■ The Inbox returns a status of Completed.

7 Tap Next.

■ You can tap Cancel if you do not want the Inbox to attempt to auto-configure your account.

■ The Inbox may fill in some of these fields during auto-configuration.

8 Enter your name as you want it to appear in e-mail headings.

9 Enter your account username.

10 Enter your password.

11 Tap Save Password (☐ changes to ☑).

Note: If this is not checked, you will be prompted for your password whenever you attempt to receive or send e-mail.

12 Tap Next.

Note: You can tap ? to get help with the wizard.

CONTINUED