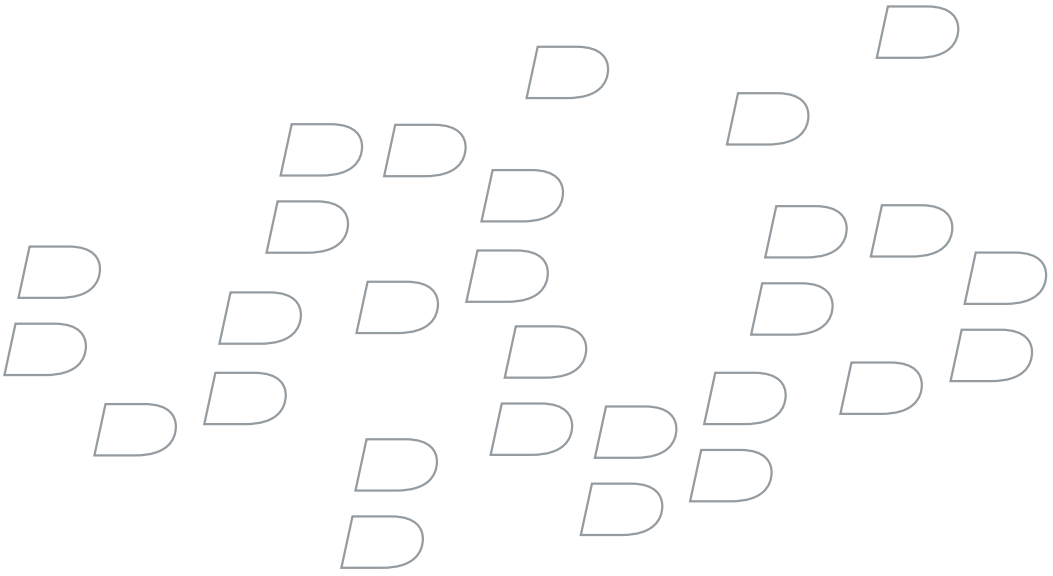

BlackBerry Connect for Pocket PC

Version 2.1

User Guide

BlackBerry Connect for Pocket PC Version 2.1 User Guide

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Send us your comments on product documentation: https://www.blackberry.com/DocsFeedback.

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Certain features outlined in this document require a minimum version of BlackBerry Enterprise Server software, BlackBerry Desktop Software, and/or BlackBerry Device Software.

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1

Safety information

Instructions
Driving
Liquids and other foreign objects
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Instructions

Please read these safety and operation instructions before using the BlackBerry Connect™ program on a Pocket PC. Retain these instructions for future use.

Driving

Check the laws and regulations on the use of wireless devices in the areas where you drive. Always obey them. Also, if using the Pocket PC in your car, please use the following minimum guidelines:

- Give your full attention to driving; driving safely is your first responsibility.
- Use hands-free operation, if it is available.
- Pull off the road and park before using the Pocket PC.

Avoid using the BlackBerry Connect program on the Pocket PC in any environment requiring your full attention, such as when driving a vehicle. If you need to use the BlackBerry Connect program while driving, have a passenger in the vehicle use the program for you, or find a safe location to stop your vehicle before using the program.

Liquids and other foreign objects

Do not use the BlackBerry Connect program on your Pocket PC when you are near water (for example, near a bathtub or a sink, in a wet basement, or near a swimming pool).

High heat

Do not use the BlackBerry Connect program on your Pocket PC when you are near any heat sources, such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

Aircraft safety

On an airplane, do not use your Pocket PC with the wireless radio or Bluetooth® radio turned on. Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) regulations prohibit using the wireless radio of your Pocket PC while in the air. Switch your Pocket PC wireless radio and Bluetooth radio off before boarding the aircraft. The effect of the use of your Pocket PC wireless radio or Bluetooth radio in an aircraft is unknown. Such use might affect aircraft instrumentation, communication, and performance; might disrupt the network; might otherwise be dangerous to the operation of the aircraft; and might be illegal.

Electronic devices

Most modern electronic equipment is shielded from radio frequency (RF) signals. However, electronic equipment might not be shielded against the RF signals from your wireless Pocket PC.

Pacemakers

Consult a physician or the manufacturer of your pacemaker if you have any questions regarding the effect of RF signals on your pacemaker. If you have a pacemaker, verify that you are using the Pocket PC in accordance with the safety requirements associated with your particular pacemaker, which might include the following:

- Always keep the Pocket PC more than 20 cm (7 inches) from the pacemaker when the Pocket PC wireless radio is turned on.
- Do not carry the Pocket PC in a breast pocket.
- If you have any reason to suspect that interference is taking place, turn the Pocket PC wireless radio and the Bluetooth radio off immediately.

Hearing aids

Some digital wireless devices might interfere with some hearing aids. In the event of such interferences, consult your service provider or contact the manufacturer of your hearing aid to discuss alternatives.

Other medical devices

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician might be able to assist you in obtaining this information.

Turn your Pocket PC wireless radio and Bluetooth radio off in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities might be using equipment that could be sensitive to external RF energy.

Posted facilities

Turn your Pocket PC wireless radio and Bluetooth radio off in any facility where posted notices so require.

2

Installing BlackBerry Connect for Pocket PC

Install or upgrade the BlackBerry Connect program
Setting up the BlackBerry Connect program

Install or upgrade the BlackBerry Connect program

You can upgrade your BlackBerry Connect™ software and keep all your previous BlackBerry® settings and data.

1. Connect your Pocket PC to your computer.
2. On your computer, double-click the **Setup.exe** file.

   Note: The Setup.exe file might be located on your service provider's web site or on the installation CD that accompanied your Pocket PC. Contact your service provider for more information.

3. Click **Next**.
4. Click **Install**.
5. If prompted, on the Installing Applications screen, click **Yes**.
6. Check the Pocket PC screen for additional prompts.

Tip: If you have difficulty upgrading your BlackBerry Connect software, reset your Pocket PC and then perform the upgrade. See the documentation that accompanied your Pocket PC for information about resetting your Pocket PC.

Warning: Research In Motion® (RIM®) recommends that, after you install the BlackBerry Connect program, you do not use any third-party backup tools or wireless synchronization tools to back up or synchronize your device data. Contact your service provider for more information.

You are solely responsible for the selection, implementation, and performance of any third-party applications that you use with the BlackBerry Connect program. Your use of third-party software shall be governed by and subject to you agreeing to the terms of separate software licenses, if any, for those products or services. Any third-party products or services that are provided with RIM's products and services are provided "as is". RIM makes no representation, warranty or guarantee whatsoever in relation to the third-party products or services and RIM assumes no liability whatsoever in relation to the third-party products and services even if RIM has been advised of the possibility of such damages or can anticipate such damages.

Setting up the BlackBerry Connect program

Depending on your service provider, at least one of the following services is available:

- corporate email service using the BlackBerry Enterprise Server®
- individual email service using the BlackBerry Internet Service™

System requirements

- The appropriate BlackBerry service must be associated with your account or SIM card.
- The BlackBerry Connect program must be installed on your Pocket PC.
- The Pocket PC must be connected to the wireless network.

Set up the BlackBerry Connect program

1. On the Pocket PC screen, tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. On the first BlackBerry setup screen, perform one of the following actions:

Action	Procedure
Turn on wireless calendar synchronization.	> Select the **Calendar** check box.
Turn off wireless calendar synchronization.	> Clear the **Calendar** check box.

5. Tap **Next**.
6. On the second BlackBerry setup screen, tap the **Connection** drop-down list.
7. If more than one service is available, tap the service that you want to use.
8. Tap **Next**.

   Your personal identification number (PIN) is created, and the BlackBerry Connect program starts.

Tip: To view your PIN, tap the **Identity** tab.

3

Setting up for email using BlackBerry Internet Service

Select a setup option
Create an account
Log in to your account
Set up your account to receive messages from other supported email accounts
Set account options using a desktop web browser

Select a setup option

Scenario	Setup option
You purchased your Pocket PC in a store.	BlackBerry Internet Service (See page 11.)
You want to set up a new supported email account for your Pocket PC.	BlackBerry Internet Service (See page 11.)
You want to set up an existing supported email account for your Pocket PC.	BlackBerry Internet Service (See page 11.)
You want to receive email from your corporate Microsoft® Outlook® or IBM® Lotus Notes® email account and a system administrator is managing a BlackBerry Enterprise Server within your company.	BlackBerry Enterprise Server (See page 15.)

Create an account

You must create a BlackBerry Internet Service account to begin using the BlackBerry Connect program on your Pocket PC. The account that you create supplies the default email address for your Pocket PC.

1. Verify that your Pocket PC is connected to the wireless network.
2. On the status bar, tap the **BlackBerry** icon.
3. Tap **Email Setup**.

   Note: If you do not subscribe to a service that supports email setup using the BlackBerry Internet Service, the Email Setup menu item does not appear.

4. On the Sign In screen, tap **Create Your Account**.
5. Tap **Continue**.
6. Read the legal terms and conditions carefully. Perform one of the following actions:

Action	Procedure
Accept the legal terms and conditions and continue the setup process.	> Tap **I Agree**.
Decline the legal terms and conditions and stop the setup process.	> Tap **I Disagree**.

7. Type your account information.
   - **User ID:** Type a user ID. This user ID will be your login name and the first part of the default email address for your Pocket PC.
   - **Friendly Name:** Type a name to appear in the From field of messages that you send. If you do not type a name, your email address appears in the From field.
   - **Password:** Type a login password. Passwords must contain between 4 and 16 characters, and they cannot contain accented characters. Passwords are case-sensitive.
   - **Re-enter Password:** Retype your password.

   Note: Write down your user ID and password and keep the information in a safe place. You must type this information every time that you log in to your account.
8. Select a secret question. If you forget your password, you are prompted with this question.
9. Tap **Submit**.
10. Tap **Done**.
11. Perform one of the following actions:

Action	Procedure
Set up your account to receive messages from other supported email accounts.	> Tap **Add Account**. See "Set up your account to receive messages from other supported email accounts" on page 12 for more information.
Log in to your account without adding other supported email accounts.	> Tap **Continue**.

Tip: If you have difficulty creating your BlackBerry Internet Service account, try creating your account using a desktop web browser. See "Set account options using a desktop web browser" on page 13 for more information.

Log in to your account

1. Verify that your Pocket PC is connected to the wireless network.
2. On the status bar, tap the **BlackBerry** icon.
3. Tap **Email Setup**.
4. On the Sign In screen, type your account information.
5. Tap **Submit**.

Set up your account to receive messages from other supported email accounts

Set up your BlackBerry Internet Service account to retrieve messages from another supported email account and deliver them to your Pocket PC. Add up to ten different supported email accounts.

Note: Depending on your Internet service provider (ISP) or system administrator, you might not be able to add certain third-party email accounts.

1. Verify that your Pocket PC is connected to the wireless network.
2. Log in to your account.
3. Tap **Add Account**.
4. Type the account information.
   - **Email Address:** Type the full email address of the account.
   - **User Name:** Type the login ID (for example, *kateturner* or *domain1\kateturner*).
   - **Password:** Type the password.
   - **Re-enter Password:** Retype the password.
5. Tap **Submit**.
6. If you are prompted, select an account type.
7. If you are prompted, provide the following information:
   - **Email Server:** Type the messaging and collaboration server address for your ISP (for example, *mail.ispname.com*). If you do not know the address, contact your ISP.
   - **Port Number:** Type the appropriate port number. If you do not know the port number, contact your ISP.
   - **Outlook Web Access URL:** Type the web address for your Microsoft Outlook account.
   - **Mailbox Name:** Type the mailbox name for your Microsoft Outlook account.
   - **iNotes™ URL:** Type the web address for your IBM Lotus Notes account.
   - **Leave messages on mail server:** Clear this check box if you do not want to save messages that are sent to your Pocket PC on the messaging server.

     Note: If you delete a message from your Pocket PC, you cannot recover it.

   - **Utilize SSL:** Turn on Secure Sockets Layer (SSL) encryption for retrieving messages from this account, if SSL encryption is supported by your ISP.

     Note: If you add a Microsoft Exchange or IBM Lotus® Domino® email account, you might be prompted to install the BlackBerry Mail Connector on your computer to enable the BlackBerry Internet Service to access your corporate Microsoft Outlook or IBM Lotus Notes email account when the corporate messaging server is behind a firewall. Complete the on-screen instructions.
8. Tap **Submit**.

Set account options using a desktop web browser

You can access your account to set additional mailbox and message options using a desktop web browser.

System requirements

- **Internet browser:** Microsoft Internet Explorer version 5.01, 5.5, or 6.0 (or later) or Netscape® Communicator version 4.08 to 4.58 with JavaScript™ enabled

  Note: Netscape Communicator version 6 (or later) is not supported.

- **Operating system:** Microsoft Windows® 95, Windows 98, Windows ME, Windows NT® (version 4), Windows 2000, Windows XP, or Mac OS® 9.0 or 10.0

Set an account option

1. In your desktop web browser, type the desktop setup web address supplied by your service provider.
2. Log in to your account.
3. Perform any of the following actions:
   - reactivate your account
   - change your password
   - create an email signature
   - set options for sent messages
   - switch to a new device

See the *BlackBerry Internet Service Online Help* for information about setting account options.

4

Setting up for email using BlackBerry Enterprise Server

Select a setup option
System requirements
Set up the BlackBerry Connect Desktop for Windows Mobile

Select a setup option

Scenario	Setup option
You purchased your Pocket PC in a store.	BlackBerry Internet Service (See page 11.)
You want to set up a new supported email account for your Pocket PC.	BlackBerry Internet Service (See page 11.)
You want to set up an existing supported email account for your Pocket PC.	BlackBerry Internet Service (See page 11.)
You want to receive email from your corporate Microsoft Outlook or IBM Lotus Notes email account and a system administrator is managing a BlackBerry Enterprise Server within your company.	BlackBerry Enterprise Server (See page 15.)

Note: The BlackBerry Enterprise Server is configured to support Triple Data Encryption Standard (Triple DES).

System requirements

- Microsoft Outlook (Workgroup installation) with an email account on a Microsoft Exchange Server version 5.5 or later
- IBM Lotus Notes version 4.6 or later, with an email account on an IBM Lotus Domino Server version 4.6 or later

Set up the BlackBerry Connect Desktop for Windows Mobile

1. Connect your Pocket PC to your computer. Microsoft ActiveSync® starts and connects to your Pocket PC.

   Note: The BlackBerry Connect program suspends each time that Microsoft ActiveSync starts and connects to your Pocket PC. The BlackBerry Connect program resumes when Microsoft ActiveSync disconnects from your Pocket PC.

2. Open the BlackBerry Connect Desktop for Windows Mobile.
3. Click the **Advanced** tab.
4. Verify that the **Email** field displays your email address.
5. Click the **General** tab.

6. Click **Connect**.
7. At the prompt, move the mouse to generate an encryption key.

   A PIN appears in the PIN field.

See the *BlackBerry Connect Desktop for Windows Mobile Online Help* for information about using the BlackBerry Connect Desktop for Windows Mobile.

5

Using the BlackBerry Connect program

About wireless email synchronization
Turn on wireless email synchronization
Synchronize messages manually
Turn on or turn off wireless calendar synchronization
Select a BlackBerry service
Stop the BlackBerry Connect program
Restart the BlackBerry Connect program
Suspend or resume the BlackBerry Connect program
View the connection status of the BlackBerry Connect program
Manage service books
Register with the wireless network
Network status icons

About wireless email synchronization

If your Pocket PC integration option supports wireless email synchronization, messages, folders, and deleted items are reconciled over the wireless network between your Pocket PC and your computer. If you turn on wireless email synchronization, messages that are marked as read in one location are also marked as read in the other location. Messages that you file in a folder in your computer email program are filed in the corresponding folder on your Pocket PC. If you are a Microsoft Outlook user, messages, folders, and deleted items that you store in a personal folders file (.pst) cannot be reconciled over the wireless network.

Note: To use wireless email synchronization, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server version 3.6 or later for Microsoft Exchange or BlackBerry Enterprise Server version 2.2 or later for IBM Lotus Domino. If your Pocket PC is integrated with an account that uses BlackBerry Internet Service, your service provider must support wireless email synchronization.

Turn on wireless email synchronization

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Services** tab.
5. Tap the **BlackBerry[CMIME]** service book.
6. Tap the **Synchronization** tab.
7. Select the **Wireless Synchronization** check box.

8. In the **Conflicts** drop-down list, tap an option to determine whether your computer email program or Pocket PC takes precedence if you edit the same item on both your Pocket PC and your computer email program before synchronization occurs.
   - **Mailbox Wins:** Your computer email program takes precedence.
   - **Handheld Wins:** Your Pocket PC takes precedence.
9. In the **Delete on** drop-down list, tap a delete option to determine whether a message is deleted from your computer email program when you delete it from the Pocket PC.
   - **Handheld:** When you delete a message from the Pocket PC, the message is not deleted from your computer email program.
   - **Mailbox & Handheld:** When you delete a message from the Pocket PC, the message is moved to the Deleted Items or Trash folder in your computer email program.

     If you select the **Mailbox & Handheld** option, to permanently remove deleted messages from your computer email program, tap **Purge Deleted**.

Note: Some supported third-party email account types or specific mail implementations do not support wireless email synchronization.

Synchronize messages manually

If wireless email synchronization is turned on, you can synchronize messages, folders, and deleted items manually if you do not want to wait for these items to synchronize automatically.

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.

   Note: To change accounts, tap **Menu** > **Switch Accounts**. Tap **BlackBerry**.
3. Tap **Menu**.
4. Tap **Synchronize Now**.

About wireless calendar synchronization

You can synchronize calendar entries over the wireless network so that entries on your Pocket PC and in your desktop calendar are similar.

Note: To use wireless calendar synchronization, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server version 2.1 or later.

Turn on or turn off wireless calendar synchronization

Warning: When you turn off wireless calendar synchronization, all your existing calendar entries are deleted from your Pocket PC.

Note: Wireless calendar synchronization and Microsoft ActiveSync calendar synchronization cannot be turned on at the same time. Before you turn on wireless calendar synchronization, you must turn off Microsoft ActiveSync calendar synchronization. Connect your Pocket PC to your computer. Microsoft ActiveSync starts and connects to your Pocket PC. On your computer, click **Tools** > **Options**. Clear the **Calendar** check box. Click **OK**. See the *Microsoft ActiveSync Online Help* for more information about Microsoft ActiveSync calendar synchronization.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **PIM** tab.
5. Perform one of the following actions:

Action	Procedure
Turn on wireless calendar synchronization.	> Select the **Calendar** check box.
Turn off wireless calendar synchronization.	> Clear the **Calendar** check box.

6. Connect your Pocket PC to your computer.
7. Open the BlackBerry Connect Desktop for Windows Mobile.
8. Click **Connect**.

Select a BlackBerry service

Depending on your service provider, at least one of the following services is available:

- corporate email service using the BlackBerry Enterprise Server
- individual email service using the BlackBerry Internet Service

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Options** tab.
5. Tap the **Connection** drop-down list.
6. Tap a service.

Stop the BlackBerry Connect program

Warning: When you stop the BlackBerry Connect program and you do not select the option to keep your BlackBerry data, your Pocket PC returns to the state that it was in before the BlackBerry Connect program was activated. All your BlackBerry data, such as email messages and calendar appointments, is deleted.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Status** tab.
5. Tap **Uninstall**.
6. Tap **Yes**.
7. Perform one of the following actions:

Action	Procedure
Stop the BlackBerry Connect program and keep all your BlackBerry data.	> Tap **Yes**.
Stop the BlackBerry Connect program and delete all your BlackBerry data to return your Pocket PC to the state that it was in before the BlackBerry Connect program was activated.	> Tap **No**.

Restart the BlackBerry Connect program

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Status** tab.
5. Tap **Restart**.

Suspend or resume the BlackBerry Connect program

When you suspend the BlackBerry Connect program, you cannot send or receive BlackBerry data. All your current BlackBerry data, such as email messages and calendar appointments, remains on the Pocket PC. When you resume the BlackBerry Connect program, and you are in a wireless coverage area, pending data should be sent and received automatically.

Note: If there is insufficient permanent storage available on your device, the BlackBerry Connect program suspends. The BlackBerry Connect program resumes automatically when sufficient permanent storage becomes available.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.

4. Tap the **Status** tab.
5. Perform one of the following actions:

Action	Procedure
Suspend the BlackBerry Connect program.	> Tap **Suspend**.
Resume the BlackBerry Connect program.	> Tap **Resume**.
Turn on the option to suspend the BlackBerry Connect program each time that the BlackBerry Connect program starts.	> Select the **Suspend At Startup** check box.
Turn off the option to suspend the BlackBerry Connect program each time that the BlackBerry Connect program starts.	> Clear the **Suspend At Startup** check box.
Turn on the option to suspend the BlackBerry Connect program while your Pocket PC is roaming.	> Select the **Suspend While Roaming** check box.
Turn off the option to suspend the BlackBerry Connect program while your Pocket PC is roaming.	> Clear the **Suspend While Roaming** check box.

View the connection status of the BlackBerry Connect program

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Status** tab.

   The connection status appears in the Service field.

Tip: You can also tap the **BlackBerry** icon on the status bar to view the connection status of the BlackBerry Connect program and perform other BlackBerry Connect program actions.

Manage service books

Service books determine which services are available on your Pocket PC. Service books arrive on your Pocket PC over the wireless network from your service provider.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Services** tab.

5. Perform one of the following actions:

Action	Procedure
View a service book.	> Tap the service book. **Note:** A green check mark indicates that a service book has been accepted. A red x indicates that a service book has not been accepted.
Delete a service book.	1. Tap and hold a service book. 2. Tap **Delete**.

Register with the wireless network

When you install the BlackBerry Connect program, your Pocket PC should register with the wireless network automatically. To register your Pocket PC manually, on the status bar, tap the **BlackBerry** icon. Tap **Register Now**.

Network status icons

Icon	Connection status	Description
	Connected	Your Pocket PC is connected to the wireless network and it can send and receive email messages.
	Network Available/ Data Tunnel Available	Your Pocket PC is connecting to the wireless network and it cannot send or receive email messages. The connection status of your Pocket PC is transitioning to .
	Not Connected	Your Pocket PC is not in a wireless coverage area and it cannot send or receive email messages. Your Pocket PC sends any pending messages after you return to a wireless coverage area.
	Blocked	Your Pocket PC cannot send or receive email messages for one of the following reasons: • Another program, such as Microsoft Internet Explorer or Pocket MSN, is using the wireless radio. • Your Pocket PC is connected to Microsoft ActiveSync. • Your Pocket PC memory is full. • Your Pocket PC has reached its message storage limit.
	Suspended	Your Pocket PC cannot send or receive email messages for one of the following reasons: • You have suspended the BlackBerry Connect program. • Your Pocket PC is roaming. • Your Pocket PC cannot establish a connection to the wireless network.

6

Managing messages

Set message options
Open a message
Request more of a long message automatically
Request more of a long message manually
Send a BlackBerry message
Send a message to a contact in your address book
Send a message to a contact using the check names feature
Add an attachment to a message
Forward a message that contains an attachment
Search for a contact in your company contact list
Delete a message
Delete a saved message

Set message options

Option	Description	Default
Auto More	Set whether the next section of a long message or attachment is delivered to your Pocket PC automatically. See "Request more of a long message automatically" on page 24 for more information.	Enabled
Wireless Synchronization	Set whether messages, folders, and deleted items are reconciled over the wireless network between your Pocket PC and your computer. See "Turn on wireless email synchronization" on page 17 for more information.	Enabled
Conflicts	Set whether your Pocket PC or your computer takes precedence if a message is moved or deleted from both locations. See "Turn on wireless email synchronization" on page 17 for more information.	Mailbox Wins
Delete On	Set whether email messages are deleted from your Pocket PC only or from both your Pocket PC and your computer during email synchronization. See "Turn on wireless email synchronization" on page 17 for more information.	Handheld

Open a message

1. Tap **Start** > **Messaging**.
2. Tap the **Inbox** drop-down list.

Note: Each service appears as a separate email account. To view the folders in the email account that you want to use, tap the plus sign beside that account.

3. Tap a folder.
4. Tap a message.

Note: If an error occurs, the Status field appears in the message header. The Status field indicates the status of the message that is currently open.

Request more of a long message automatically

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Options** tab.
5. Select the **Enable Auto More** check box.

Request more of a long message manually

1. Open a message.
2. At the end of the message, tap and hold **More Available**.
3. Perform one of the following actions:

Action	Procedure
Request the next section of the message.	> Tap **More**.
Request the remainder of the message.	> Tap **More All**.

Send a BlackBerry message

Email messages that are sent from or received by your Pocket PC are routed through an existing supported email account. New messages are sent from the account that is currently active.

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.

Note: To change accounts, tap **Menu** > **Switch Accounts**. Tap **BlackBerry**.

3. Tap **New**.
4. Tap in the **To** field.

Tip: Scroll to the top of the message to display the **Cc** and **Bcc** fields.

5. Type the email address of one or more recipients.
6. Tap in the **Subj** field.

7. Type a subject.
8. Tap in the text area.
9. Type a message.
10. Tap **Send**.

Note: To reply to the sender, reply to all, or forward a message, tap and hold the message, or tap and hold in the text area if the message is open. Tap **Reply**, **Reply All**, or **Forward**.

Send a message to a contact in your address book

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.

   Note: To change accounts, tap **Menu** > **Switch Accounts**. Tap **BlackBerry**.

3. Tap **New**.
4. Tap one of the following options:
   - **To**
   - **Menu** > **Add Recipient**
5. Tap a contact.
6. Tap in the **Subj** field.
7. Type a subject.
8. Tap in the text area.
9. Type a message.
10. Tap **Send**.

Send a message to a contact using the check names feature

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.

   Note: To change accounts, tap **Menu** > **Switch Accounts**. Tap **BlackBerry**.

3. Tap **New**.
4. Tap in the **To** field.
5. Type the first few letters of a contact name.
6. Tap **Menu** > **Check Names**.

7. Perform one of the following actions:

Action	Procedure
Select a contact for whom you have an email address saved.	> Tap the contact.
Search for a contact in your company contact list.	1. Tap **Menu**. 2. Tap **Lookup**. 3. Tap the lookup result. 4. In the results list, tap a contact.

8. Type a message.

Add an attachment to a message

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap **New**.
4. Tap **Menu**.
5. Tap **Insert** > **File**.
6. In the **Folder** drop-down list, tap a folder.
7. In the **Type** drop-down list, tap a file type.
8. Tap a file.

Note: When you add an attachment to a message, the icon indicates that the attachment will be sent directly from the Pocket PC. The status bar at the bottom of the screen indicates the maximum attachment file size that is supported. If the attachment is too large, the Send button is unavailable.

9. Type a message.

Forward a message that contains an attachment

1. Tap **Start** > **Messaging**.
2. Tap and hold a message that contains an attachment.
3. Tap **Forward**.
4. Type a message.

Note: When you forward a message that contains an attachment, the icon indicates that the server appends the attachment to the message before sending the message to recipients.

Search for a contact in your company contact list

Note: This feature is only available if your Pocket PC is integrated with an account that uses BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange or BlackBerry Enterprise Server version 2.2 or later for IBM Lotus Domino.

1. On the status bar, tap the **BlackBerry** icon.
2. Tap **Lookup**.
3. Type a contact name.

   Tip: You can type the first few letters of a contact name to search for a list of possible matches.

4. Tap **Lookup**.
5. Tap a lookup result.
6. Tap and hold a contact.

   Tip: Tap a contact to view contact information.

7. Perform one of the following actions:

Action	Procedure
Compose an email to the contact.	> Tap **Email**.
Add the selected contact to your contacts database.	> Tap **Add**.
Delete the selected contact from the lookup results.	> Tap **Delete**.

Note: To add all lookup contacts to your address book, tap **Menu**. Tap **Add All**. To delete the lookup results, tap **Menu**. Tap **Delete Lookup**.

Delete a message

Warning: If wireless email synchronization is turned on and the Delete On option is set to Mailbox & Handheld, messages that you delete on your Pocket PC are also deleted from your computer during email synchronization. See "Turn on wireless email synchronization" on page 17 for more information.

1. Tap **Start** > **Messaging**.
2. In the messages list, tap and hold a message.
3. Tap **Delete**.

Delete a saved message

1. Tap **Start** > **Messaging**.
2. Tap the **Inbox** drop-down list.
3. Tap **Saved Items**.
4. Tap and hold a message.
5. Tap **Delete**.

7

Managing attachments

About attachments
Attachment status icons
View an attachment in the attachment viewer
Download an attachment

About attachments

You view a message attachment in one of the following ways:

- You can download the attachment to view (and sometimes edit) the attachment in the program in which the document was originally created, if that program is available on your Pocket PC. There is a limit on the size of attachments that you can download.
- You can view the attachment quickly using the attachment viewer if the attachment viewer supports this type of document. You can view several types of file attachments including .zip, .htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, and .xls files. Your server specifies a maximum attachment file size.

Attachment status icons

Attachment download icon	Attachment viewer icon	Description
		This icon indicates that your Pocket PC has downloaded the attachment.
		This icon indicates that the request is pending.
		This icon indicates that your Pocket PC does not support the attachment format, or the attachment is too large.
		This icon indicates that an error occurred when your Pocket PC attempted to download or view the attachment.
–	–	No icon indicates the default status. The attachment is available for your Pocket PC to download or view.

View an attachment in the attachment viewer

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap a message that contains an attachment.

4. Perform one of the following actions:

Action	Procedure
View content in the attachment viewer.	1. Tap and hold the attachment. 2. Tap **Retrieve Content**. 3. After the content is retrieved, tap and hold the attachment. 4. Tap **View Content**. **Note:** Some files might be password-protected. To type the password for the attachment, tap **Enter Password**. 5. Tap **Tools** > **More** to view more of the attachment.
View the table of contents in the attachment viewer.	1. Tap and hold the attachment. 2. Tap **Retrieve Table of Contents**. 3. After the table of contents is retrieved, tap and hold the attachment. 4. Tap **View Table of Contents**. **Note:** Some files might be password-protected. To type the password for the attachment, tap **Enter Password**.

Download an attachment

1. Tap **Start** > **Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap a message that contains an attachment.
4. Tap and hold the attachment.
5. Tap **Download**.
6. After the attachment is downloaded, perform one of the following actions:

Action	Procedure
Open the attachment.	1. Tap and hold the attachment. 2. Tap **Open**.
Save the attachment.	1. Tap and hold the attachment. 2. Tap **Save As**. 3. Type a name for the file. 4. In the **Folder** drop-down list, tap a folder. 5. In the **Location** drop-down list, tap a location. 6. Tap **Save**.

8

Using the calendar

Create an appointment
Modify an appointment
Create a meeting
Modify a meeting
Respond to a meeting invitation

Create an appointment

If your Pocket PC is integrated with an account that uses BlackBerry Enterprise Server version 2.1 or later, appointments and meetings are designed to synchronize wirelessly so that entries on your Pocket PC and in your desktop calendar are similar. To turn on or turn off wireless calendar synchronization, refer to "Turn on or turn off wireless calendar synchronization" on page 19.

1. Tap **Start** > **Calendar**.
2. Tap **Menu**.
3. Tap **New Appointment**.
4. Type the appointment details.

   Tip: To see a full list of fields, close the input panel.

5. Tap **OK**.

Modify an appointment

1. Tap **Start** > **Calendar**.
2. Perform one of the following actions:

Action	Procedure
Update an appointment.	1. Tap the appointment. 2. Tap **Edit**. 3. Edit the information. 4. Tap **OK**.
Delete an appointment.	1. Tap and hold the appointment. 2. Tap **Delete Appointment**. 3. Tap **Yes**.

Create a meeting

1. Tap **Start** > **Calendar**.
2. Tap **Menu**.
3. Tap **New Appointment**.
4. Tap **Attendees**.
5. Tap an attendee.

Note: To add additional attendees to your meeting, tap **Add**. Tap an attendee.

6. Tap **OK**.
7. Type the meeting details.
8. Tap **OK**.

Modify a meeting

1. Tap **Start** > **Calendar**.
2. Perform one of the following actions:

Action	Procedure
Update a meeting.	1. Tap the meeting. 2. Tap **Edit**.
Delete a meeting.	1. Tap the meeting. 2. Tap **Menu**. 3. Tap **Delete**.

Respond to a meeting invitation

1. Tap **Start** > **Messaging**.
2. In the messages list, tap a message that contains a meeting request.
3. Tap and hold the body of the message.
4. Perform one of the following actions:

Action	Procedure
Accept the meeting.	> Tap **Accept**.
Tentatively accept the meeting.	> Tap **Tentatively Accept**.
Decline the meeting.	> Tap **Decline**.

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