

Instant Email with BlackBerry

Version 2.1

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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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Installing Instant Email with BlackBerry for Pocket PC

Install or upgrade the Instant Email with BlackBerry program
Setting up the Instant Email with BlackBerry program

Install or Upgrade the Instant Email with BlackBerry Program

You can upgrade your Instant Email with BlackBerry 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 Instant Email with BlackBerry 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 Instant Email with BlackBerry 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 Instant Email with BlackBerry Program

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

- corporate email service using the BlackBerry Enterprise Server® (BlackBerry Solution)
- individual email service using the Instant Email with BlackBerry™ (BlackBerry Instant Email)

System Requirements

- The appropriate BlackBerry service must be associated with your account or SIM card.
- The Instant Email with BlackBerry program must be installed on your Pocket PC.

The Pocket PC must be connected to the wireless network.

Set up the Instant Email with BlackBerry Program

Depending if you use a BlackBerry Enterprise Service (BlackBerry Solution) or an individual Instant Email Service (BlackBerry Instant Email), you will find all further installation steps in chapter "Setting up for email using BlackBerry enterprise server" or in chapter "Setting up for email using Instant Email with BlackBerry service"

Setting up for Email Using Instant Email with BlackBerry Service

Start Instant Email with BlackBerry
Log in to the email settings of Instant Email with BlackBerry
Add an internet email account to your Instant Email with BlackBerry account

Start Instant Email with BlackBerry

The Instant Email with BlackBerry service enables you to access your Internet (ISP) accounts through your device. If you are using BlackBerry Solution, see page 8.

Prerequisite:

- You must be subscribed to the Instant Email with BlackBerry service from T-Mobile.
- The Instant Email with BlackBerry program must be installed on your device.
- The wireless radio of your device must be turned ON, and you must be in an area of sufficient wireless coverage.


You can also create your account for the T-Mobile Instant Email with BlackBerry service at the appropriate web site:

United Kingdom: <http://www.instantemail.t-mobile.co.uk>

Germany: <http://www.instantemail.t-mobile.de>

Austria: <http://www.instantemail.t-mobile.at>

Netherlands: <http://www.instantemail.t-mobile.nl>

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap .
Note: In case the icon on the tab **system** does not appear, please reset your device once. See the documentation that accompanied your Pocket PC for information about resetting your Pocket PC.
4. Do not activate the checkbox for wireless calendar synchronization on the setting screen. This feature is not supported by Instant Email with BlackBerry. Click **Next**.
5. On the Instant Email with BlackBerry welcome screen, tap **Next**. Instant Email with BlackBerry service is already pre-selected.
6. Wait till the internet browser opens to the setup page automatically. Click **Create your account**.
7. If you accept the legal terms and conditions, tap **I Agree**.

Note: Do not tap I Agree if you do not agree to the Legal Terms & Conditions. If you have any questions or concerns about the Legal Terms & Condition, contact Research In Motion or T-Mobile.

8. Complete the following fields:

Field	Description
User ID	Type the login name for your account. Your login name forms the first part of your default email address.
Friendly Name	Type the name that you want to appear in the From field of the messages that you send.
Password	Type a password for your account. Passwords must contain four to eight characters and are case-sensitive.
Re-enter Password	Retype your password.

9. Select a secret question. If you forget your password, you are prompted with this question.
10. In the Secret Answer field, type the answer to your secret question.
11. Tap **Submit**.
12. Tap **Done**.
13. Close the internet browser. The Instant Email with BlackBerry settings screen is displayed.
14. Click on the Instant Email icon. Click **Register now**.
15. Your Instant Email account is created on the device. A welcome email is sent to your device.

Formatted: English U.K.


Log in to the Email Settings of Instant Email with BlackBerry

1. On the status bar, tap .
2. Tap **Email Setup**.
3. Complete the following fields:

Field	Description
User ID	Type the login name for your account.
Password	Type the password for your account.

4. Tap **Submit**.

Add an Internet Email Account to Your Instant Email with BlackBerry Account

1. On the status bar, tap .
2. Log in to Instant Email with BlackBerry.
3. Tap **Add Account**.
4. Complete the following fields:

Field	Description
Email Address	Type the full email address of the account (for example, username@ispname.com).
User Name	Type your login ID (for example, username).
Password	Type the password for your account.
Re-enter Password	Retype your password.

5. Tap **Submit**.
6. Depending on your type of email account, you might be prompted to complete the following fields:

Account type	Field	Description
POP3/IMAP	Email Server	Type the mail server address for your service provider (for example, mail.ispname.com). If you do not know the address, contact your service provider.
	Port Number	Type the appropriate port number. If you do not know the number, contact your service provider.
Microsoft® Exchange	Outlook® Web Access URL	Type the URL for your Microsoft Outlook® account web site.
	Mailbox Name	Type the mailbox name for your Microsoft Outlook account.
Lotus® Domino®	iNotes™ URL	Type the URL for your IBM® Lotus Notes® account web site.

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.

7. Tap **Submit**.

Note: You can add up to 10 Internet Email Accounts for the use with the Instant Email with BlackBerry service.

Setting up for Email using BlackBerry Enterprise Server


Start your corporate email account
Set up the BlackBerry Connect Desktop software for Windows Mobile

Start Your Corporate Email Account

The corporate email service (BlackBerry Solution) enables you to access your corporate email account on your device through the BlackBerry® Enterprise Server. If you are using the Instant Email with BlackBerry service in connection with your Internet Email Accounts, see page 6.

Prerequisite: To use the BlackBerry Solution, the following requirements must be met:

- The BlackBerry Enterprise Server installed within the company's infrastructure must be associated with your corporate email account. You must be subscribed to the Instant Email with BlackBerry service from T-Mobile.
- The Instant Email with BlackBerry application must be installed on your device.
- The wireless radio of your device must be turned ON, and you must be in an area of sufficient

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap .
Note: In case the icon on the tab **system** does not appear, please reset your device once.
4. See the documentation that accompanied your Pocket PC for information about resetting your Pocket PC. Activate on the settings screen the wireless calendar synchronization checkbox. Click **OK** and click **Next**.
5. On the Instant Email with BlackBerry welcome screen, tap the drop-down menu.
6. Tap **BlackBerry Solution**.
7. Tap **Next**.
8. The Instant Email with BlackBerry settings screen is displayed.
9. Set up the desktop software. See procedure shown below for more information.

Set up the BlackBerry Connect Desktop Software for Windows Mobile

Note: Before you can start using Instant Email with BlackBerry, you must install ActiveSync on your computer from the Companion CD. ActiveSync is already installed on your device.

1. Connect your Pocket PC to your computer. Microsoft ActiveSync® starts and connects to your Pocket PC.
Note: The Instant Email with BlackBerry program suspends each time that Microsoft ActiveSync starts and connects to your Pocket PC. The Instant Email with BlackBerry 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 number 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.

Using the Instant Email with BlackBerry 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 Instant Email with BlackBerry program
Restart the Instant Email with BlackBerry program
Suspend or resume the Instant Email with BlackBerry program
View the connection status of the Instant Email with BlackBerry 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 .
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** 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 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 .
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 .

4. Tap the **Options** tab.
5. Tap the **Connection** drop-down list.
6. Tap a service.


Stop the Instant Email with BlackBerry Program

Warning: When you stop the Instant Email with BlackBerry 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 Instant Email with BlackBerry 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 .
4. Tap the **Status** tab.
5. Tap **Uninstall**.
6. Tap **Yes**.
7. Perform one of the following actions:

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


Restart the Instant Email with BlackBerry Program

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

Suspend or Resume the Instant Email with BlackBerry Program

When you suspend the Instant Email with BlackBerry 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 Instant Email with BlackBerry 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 Instant Email with BlackBerry program suspends. The Instant Email with BlackBerry program resumes automatically when sufficient permanent storage becomes available.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap .
4. Tap the **Status** tab.
5. Perform 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 Instant Email with BlackBerry program each time that the Instant Email with BlackBerry program starts.

>Select the **Suspend At Startup** check box.

Turn off the option to suspend the Instant Email with BlackBerry program each time that the Instant Email with BlackBerry program starts.

>Clear the **Suspend At Startup** check box.


Turn on the option to suspend the Instant Email with BlackBerry program while your Pocket PC is roaming.

>Select the **Suspend While Roaming** check box.

Turn off the option to suspend the Instant Email with BlackBerry program while your Pocket PC is roaming.

>Clear the **Suspend While Roaming** check box.

View the Connection Status of the Instant Email with BlackBerry Program


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

The connection status appears in the **Service** field.

Tip: You can also tap the Instant Email with BlackBerry icon  on the status bar to view the connection status of the Instant Email with BlackBerry program and perform other Instant Email with BlackBerry 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 .
4. Tap the **Service** 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 Instant Email with BlackBerry program, your Pocket PC should register with the wireless network automatically.

To register your Pocket PC manually, on the status bar, tap the Instant Email with BlackBerry icon . Tap **Register Now**.

Network Status Icons

Icon	Description
	Your Pocket PC can send and receive email messages.
	Your Pocket PC cannot send or receive email messages. The connection status of the Pocket PC is transitioning to  .



Your Pocket PC is not in a wireless coverage area, or another program has been using the wireless transceiver for several minutes. Your Pocket PC cannot send or receive email messages. Any pending messages are sent after you return to a wireless coverage area, or after the wireless transceiver becomes available.

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 14 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 9 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 9 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 9 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 .
4. Tap the **Options** tab.
5. Select the **Enabled 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.	<ol style="list-style-type: none">1. Tap Menu.2. Tap Lookup.3. Tap the lookup result4. 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

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 .
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 9 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**.

Managing Attachments









- About attachments
- Attachment status icons
- View an attachment
- Download an attachment
- Save 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 the default status.
		This icon indicates that your Pocket PC does not support the attachment format, or the attachment is too large.
		This icon indicates that the request is pending.
		This icon indicates that an error occurred when your Pocket PC attempted to download or view the attachment. Tap the icon to see the error information.

View an Attachment

1. Tap **Start > Messaging**.
2. Tap a message that contains an attachment.
3. Perform one of the following actions:


Action	Procedure
View content in the native application.	<ol style="list-style-type: none"> 1. Tap and hold . 2. Tap Download. 3. When  changes to , tap .
View content in the attachment viewer.	<ol style="list-style-type: none"> 1. Tap and hold . 2. Tap Retrieve Content. 3. Tap View Content. <p>Note: Some files might be password-protected. To type the password for the attachment, tap Enter Password.</p>
View the table of contents in the attachment viewer.	<ol style="list-style-type: none"> 4. Tap Tools > More to view more of the attachment. 1. Tap and hold . 2. Tap Retrieve Table of Contents. 3. Tap View Table of Contents. <p>Note: Some files might be password-protected. To type the password for the attachment, tap Enter Password.</p> <ol style="list-style-type: none"> 4. Tap Tools > More to view more of the attachment.

Download an Attachment

1. Tap **Start > Messaging**.
2. Tap a message that contains an attachment.
3. Tap and hold .
4. Tap **Download**.
5. When  changes to , tap .

Save an Attachment

You must download an attachment before you can save it.

1. Tap **Start > Messaging**.
2. Tap a message that contains an attachment.
3. Tap and hold .
4. Tap **Save As**.
5. Type a name for the file.
6. In the **Folder** drop-down list, tap a folder.
7. In the **Location** drop-down list, tap a location.
8. Tap **OK**.

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 9.

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 appointm ent.	<ol style="list-style-type: none">1. Tap the appointment.2. Tap Edit.3. Edit the information.4. Tap OK.
Delete an appointment.	<ol style="list-style-type: none">1. Tap and hold the appointment..2. Tap Delete Appointment.3. Tap Yes.

Creating 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.	<ol style="list-style-type: none">1. Tap the meeting.2. Tap Edit.
Delete a meeting.	<ol style="list-style-type: none">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 .