

# Public Mobile

## getting started with your email service

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### Quick Start Guide

You can use your Public Mobile phone to access all your email accounts. You can access the following services:

- Gmail
- Hotmail, MSN, Live.com
- Yahoo! Mail, Microsoft Windows Live™ Mail, AOL® Mail and AIM® Mail
- Work email via Microsoft Exchange
- Any other email service accessible through POP or IMAP

### Activating the Email

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Before you begin, be sure you have the user name and password for the account you want to activate. You also need your mail server address if you want to access a Microsoft Exchange email account.

To activate your account:

1. Reference your phone's User Manual to locate the Email icon.
2. Open the Email application by selecting it and pressing OK.
3. Follow the prompts to activate the account.

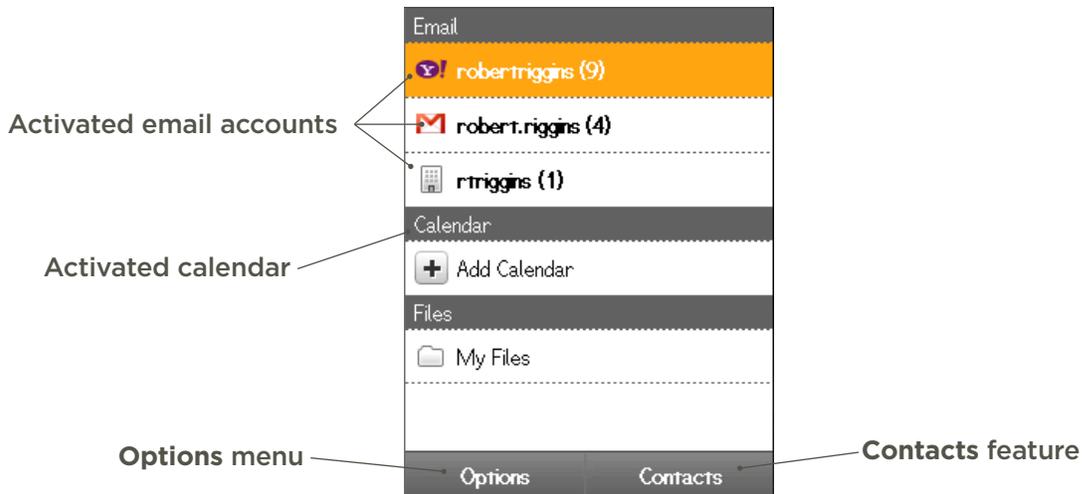
The server verifies your information, delivers your email, and displays the Email home screen. Transmittal occurs in the background, so you can talk on the phone while it exchanges data with the server.

#### Handy Tip:

When you are using email on the BUZZ you can **press and hold** the right soft key (next to the red END call button) to go back to the previous screen.

## Using the Email Home Screen

You can choose the desired account or function from the Email home screen.

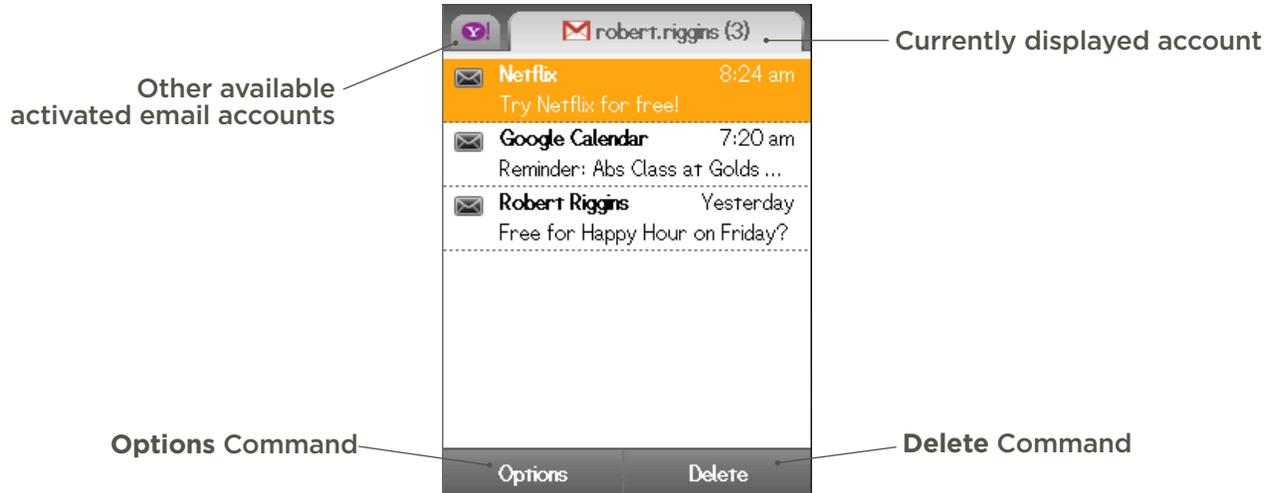


To access the home screen from another application on your phone, go to the menu where the application is located (typically Messaging, Applications, or Downloads), and choose Email. Most screens have an Options menu on the lower right that enables you to perform actions on the currently selected item. The following table describes the available options for Email on the home screen:

Option	Description
Compose	Create a new email message
Check Email	Transmit messages from the outbox to the server and download new messages from the server
Settings	Access configuration settings for the selected item; see Changing Settings
Add Account	Activate another email account on your phone
Delete Account	Remove the selected account from your phone
About	View Email software version information

## Using Email

Use Email to send, receive, and manage email on your phone. The following figure shows the mailbox for a Gmail account. You can view your other activated accounts by using the right-left navigation keys.



The following table describes the available mailbox options:

Option	Description
Reply	Respond to the sender of the message; includes the ability to forward the message to others
Compose	Create a new email message
Mark as Read/Unread	Change the status of the message to Read/Unread
View Folders	View a different folder within the mailbox
Multi-Select	Select multiple messages in the mailbox
Save	Save the currently displayed message
Message Info	Display the information contained in the message header
Home	Returns you to the Email home screen
Text Mode	Change the input mode: alphabetical or symbols
Edit To List	Add recipients in the To field of an outgoing message
Change Priority	Designate an outgoing message as high, medium, or low importance
Add Photo	Attach a photo to an outgoing message
Show/Hide	BCC Display/Hide the blind-copy field in a new message (for recipients who are not displayed)
Cancel Changes	Close and delete a new message in progress

### Live Link Feature:

If a telephone number, email address, or URL appears in an email message, you can use the live link feature to make a call, send an email message, or browse the URL. Use the navigation keys to highlight the link that initiates the action you want.

See the **Changing Settings** section for more information about settings that affect your mailboxes.

## Using Email Calendar

- if your phone supports this feature

Use the Email calendar service to manage your appointments and meetings. It is available for corporate email accounts with Microsoft Exchange and Lotus Domino servers and some consumer email services such as Yahoo, Hotmail and Gmail.

Choose a day to view or add appointments



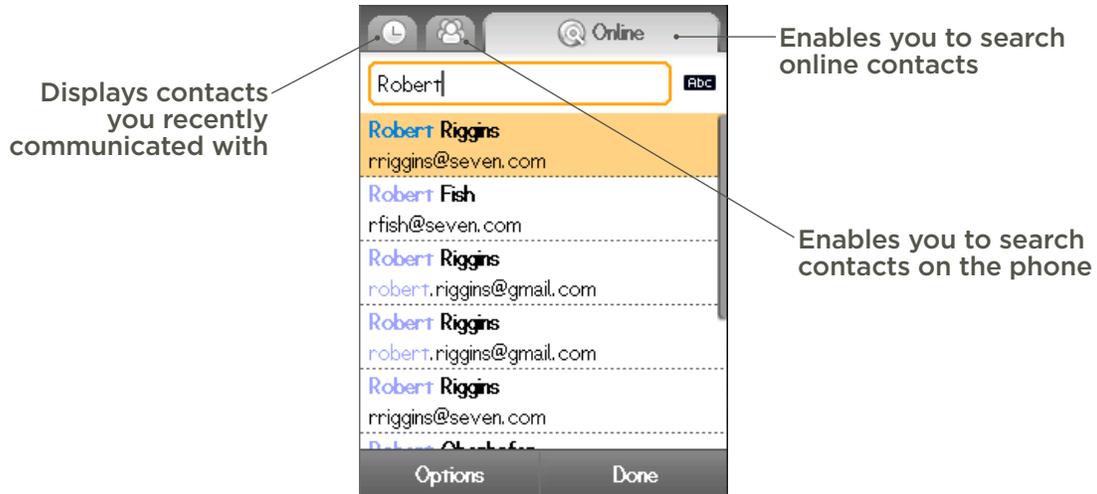
Enables you to view the entire month

The following table describes the available calendar options:

Option	Description
Add Event	Create a new calendar entry
Previous Week/Month	View the previous week/month
Next Week/Month	View the next week/month
Go to Today	Select the current day
Check Calendar	Download the latest calendar data from the server

## Searching for Contacts

Use the Email contacts service to manage your contacts. It is available for corporate email accounts with Microsoft Exchange and Lotus Domino servers and some consumer email services.



You can search your contacts by entering the first few letters of the person's name in the text field provided in the **Contacts** or **Online** tabs.

You can search for contacts from the Email home screen or when composing a message.

## Changing Settings

You can change settings at several different levels to suit your preferences. General settings apply to all accounts, and there are also settings that are specific to each account. To change the settings, select the appropriate item on the Email home screen, and choose Options ► Settings.

The following table shows the items that apply to each category:

Category	Scope	Settings
General settings	All accounts	<ul style="list-style-type: none"> <li>• Region</li> <li>• Date/time format</li> <li>• My signature: edit signature</li> <li>• Hours for quiet time</li> <li>• Pause your email service</li> <li>• Roaming</li> <li>• Confirmation of deletions</li> <li>• Advanced settings: Includes the Check For Upgrade, Refresh All Data, Send Log, and Clear Attachments commands</li> </ul>
Email	Account	<ul style="list-style-type: none"> <li>• Name of the account</li> <li>• Message signature</li> <li>• My signature: edit signature</li> <li>• How much email history to maintain on the phone</li> <li>• Message truncation size</li> <li>• New email message receipt and notification</li> <li>• Delete the account</li> </ul>
Calendar	Account	<ul style="list-style-type: none"> <li>• Disable calendar</li> <li>• How much calendar history to maintain</li> <li>• How much calendar future to maintain</li> </ul>

## Adding another Account

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You can add as many accounts as you wish.

To add an account:

1. In the Email home screen, choose **Options** ► **Add Account**.
2. Follow the prompts and enter your account information.

When you enter your email address for Yahoo!, Google, AOL, MSN, or RoadRunner, enter only the part that appears before the at sign (@). For POP and IMAP accounts, enter the address as specified by the service provider.

## Updating the Application Software

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You will receive one of the following messages from the server when a new version of the application is available.

- A new version of Email is required. You must upgrade your software in order to keep using it. Click **OK** to upgrade.
- A new version of Email is available. Do you want to upgrade?

Choose **Now** to start the upgrade, or choose **Later** to receive a reminder in 25 hours.

You can also manually check for updated software by choosing **Options** ► **Settings** ► **General Settings** ► **Advanced Settings** ► **Check for Upgrade** on the Email home screen.