

Learning to use your device is easy. This chapter describes the basic concepts of using and customizing your device.


Device Buttons and the Stylus

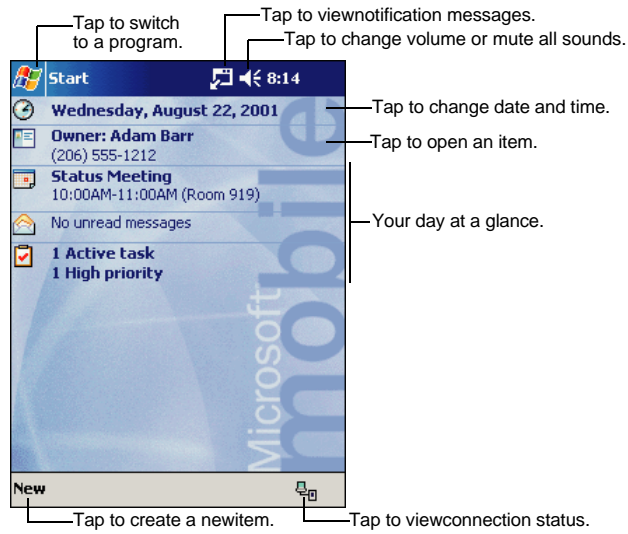
Your device has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

On the device, the stylus replaces the mouse.












- **Tap.** Touch the screen once with the stylus to open items and select options.
- **Drag.** Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold.** Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.



Today Screen

When you turn on your device for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping  and then **Today**. On the Today screen, you can see at a glance important information for the day.





Following are some of the status icons you may see.


Status Icon	Meaning
	Turns all sounds on and off
	Backup battery is low
	Main batteries are charging
	Main batteries are low
	Main batteries are very low
	Main batteries are full
	Connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail messages were received

 If more notification icons need to be displayed than there is room to display them, the Notification icon, , will display. Tap the icon to view all notification icons.











Programs

You can switch from one program to another by selecting it from the  menu. (You can customize which programs you see on this menu. For information, see "Adjusting Settings," later in this chapter.) To access some programs, you'll need to tap , **Programs**, and then the program name.

You can also switch to some programs by pressing a program button. Your device has one or more program buttons located on the front or side of the device. The icons on the buttons identify the programs they switch to.

 Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

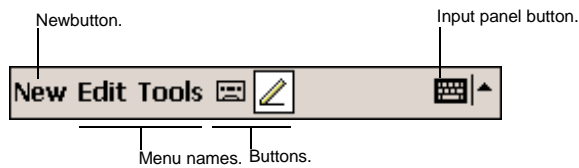
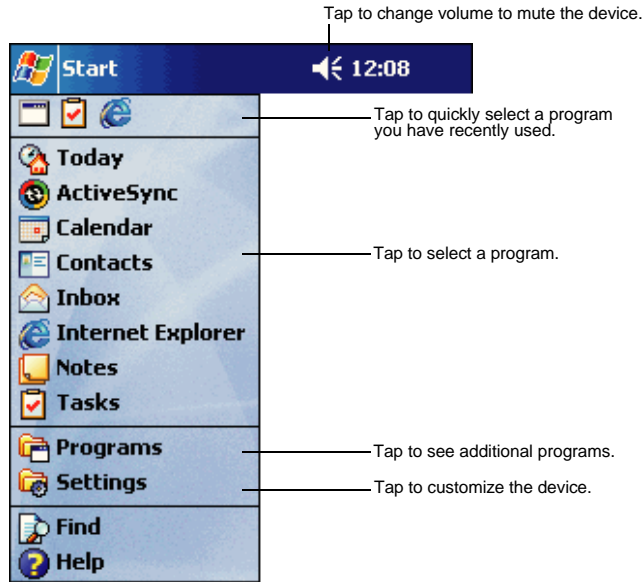
The following table contains a partial list of programs that are on your device. Look on the Toshiba Pocket PC Companion CD for additional programs that you can install onto your device.

Icon	Program	Description
	ActiveSync	Synchronize information between your device and desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive e-mail messages.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your desktop computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.

Navigation Bar and Command Bar

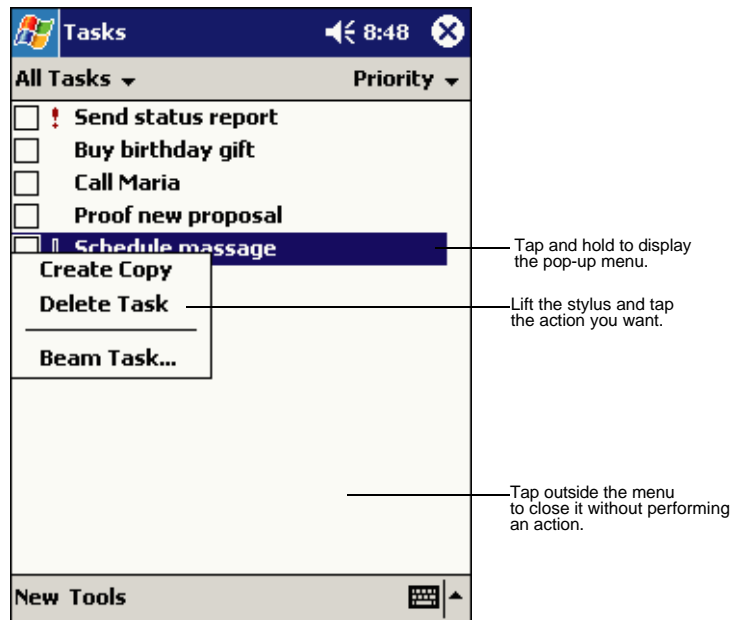
The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap New . To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-up Menus


With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menu vary from program to program. To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.



Notifications

Your device reminds you in a variety of ways when you have something to do. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your device.
- The device vibrates.

To choose reminder types and sounds for your device, tap  and then **Settings**. In the **Personal** tab, tap **Sounds & Notifications**. The options you choose here apply throughout the device.

Enter Information on Your Toshiba Pocket PC

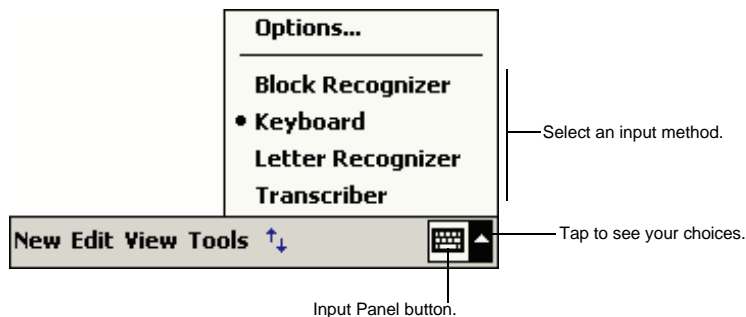
You have several options for entering new information:

- Use the input panel to enter typed text, either by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your device microphone to record a message.
- Use Microsoft® ActiveSync® to synchronize or copy information from your desktop computer to your device. For more information on ActiveSync, see ActiveSync Help on your desktop computer.

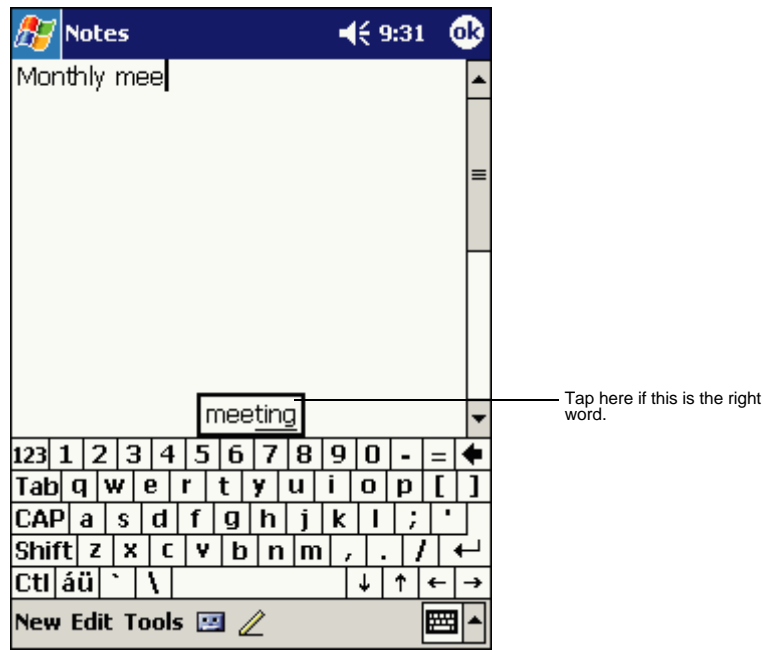
Entering Text Using the Input Panel



Use the input panel to enter information in any program on your device. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the Input Panel button. Tap the arrow next to the Input Panel button to see your choices.



When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.



 To change word suggestion options, such as the number of words suggested at one time, tap  **Settings**, **Personal** tab, **Input**, and then the **Word Completion** tab.

To type with the soft keyboard:

1. Tap the arrow next to the Input Panel button and then **Keyboard**.
2. On the soft keyboard that is displayed, tap the keys with your stylus.

To use Letter Recognizer:

With Letter Recognizer you can write letters using the stylus just as you would on paper.

1. Tap the arrow next to the Input Panel button and then **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer:

With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1. Tap the arrow next to the Input Panel button and then **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber:

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

1. Tap the arrow next to the Input Panel button and then **Transcriber**.
2. Write anywhere on the screen.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.

To select typed text:

If you want to edit or format typed text, you must select it first.

- Drag the stylus across the text you want to select.

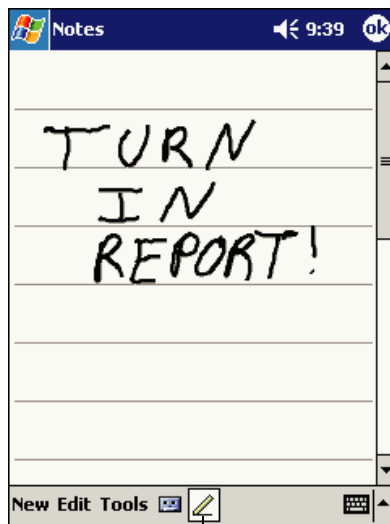
You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

Writing on the Screen

In any program that accepts writing, such as the **Notes** program, and in the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

To write on the screen:

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.



Tap the Pen button and use your stylus like a pen.



Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To select writing:

If you want to edit or format writing, you must select it first.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.
2. Without lifting, drag the stylus across the text you want to select.

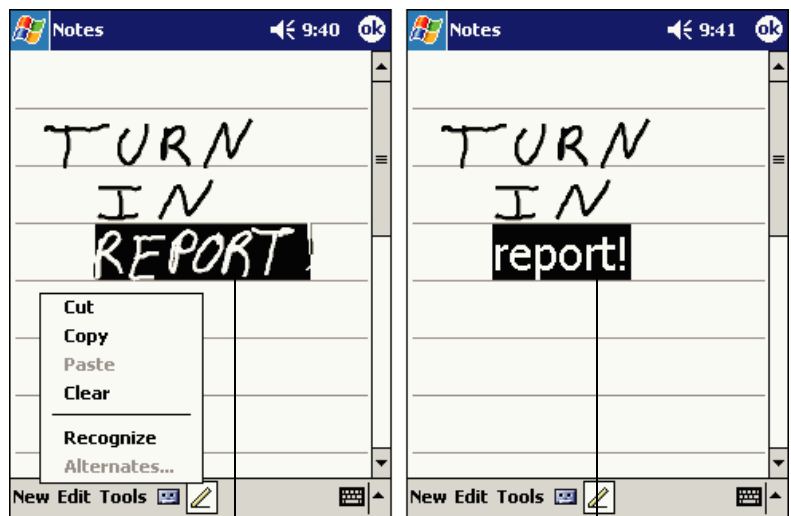
If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

To convert writing to text:

- Tap **Tools** and then **Recognize**.

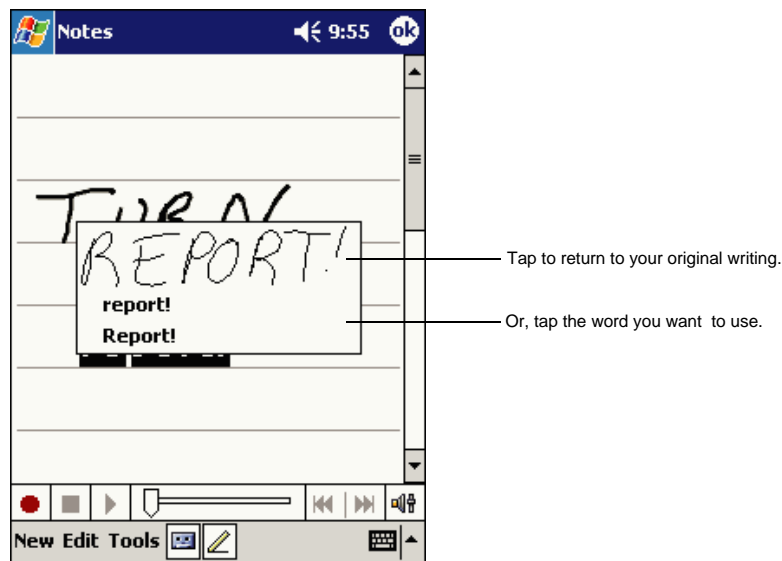
If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.



Select the text you want to convert and tap **Recognize** on the pop-up menu.

The writing is turned into text.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.



Tips for getting good recognition:

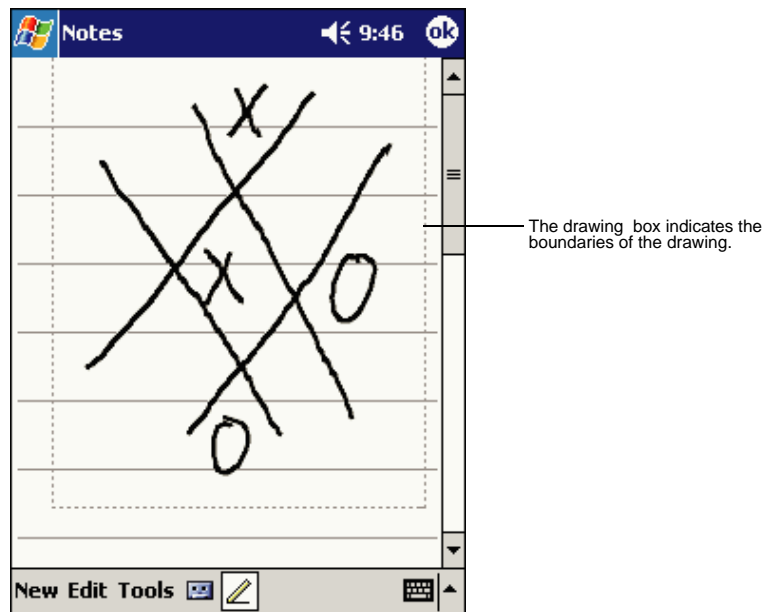
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
- Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a “3” to an “8”) after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.


Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing:

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



 You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.



To select a drawing:

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the Pen button is not selected, and drag a selection handle.




Recording a Message

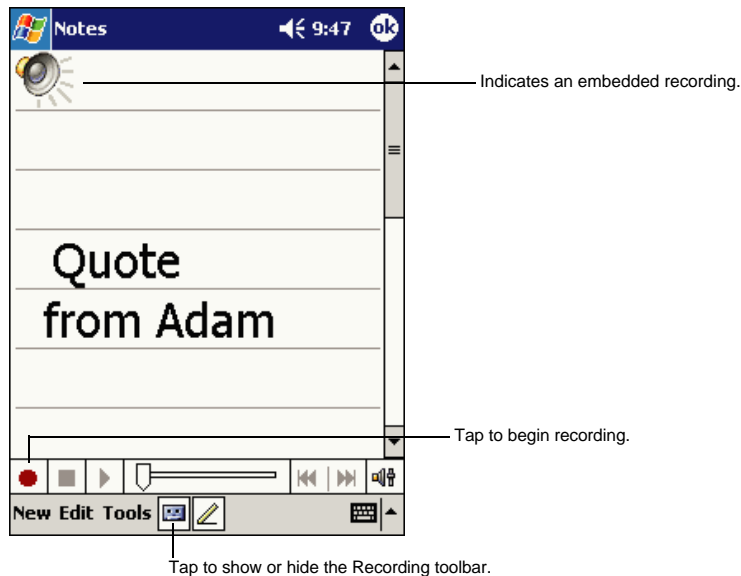
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

To create a recording:

1. Hold your device's microphone near your mouth or other source of sound.
2. Press and hold the Record hardware button on your device until you hear a beep.
3. While holding down the Record button, make your recording.
4. To stop recording, release the Record button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

 You can also make a recording by tapping the **Record** button on the Recording toolbar.

To play a recording, tap it in the list or tap its icon in the note.



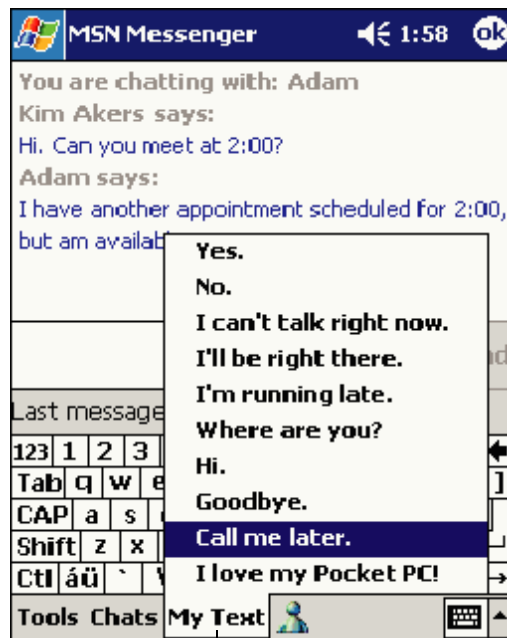
Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.



You can add text after inserting a My Text message before sending it.


To edit a My Text message, in the **Tools** menu, tap **Edit** and then tap **My Text Messages**. Select the message you wish to edit and make desired changes.





Tap to select a prewritten message.

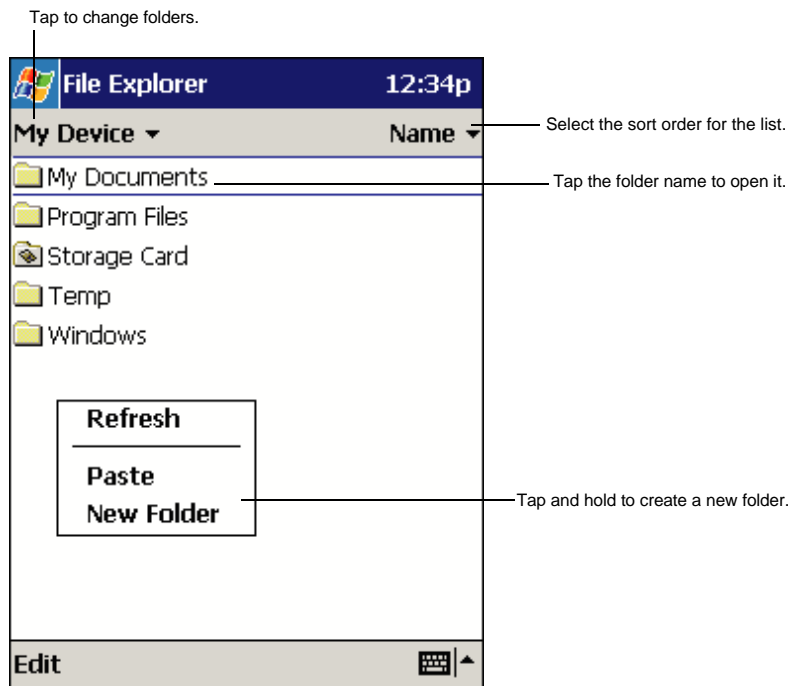
Find and Organize Information


The Find feature on your device helps you quickly locate information.

- On the  menu, tap **Find**. Enter the text you want to find, select a data type, and then tap **Go** to start the search.

 To quickly find information that is taking up storage space on your device, select **Larger than 64 KB** in **Type**.

You can also use the File Explorer to find files on your device and to organize these files into folders. On the  menu, tap **Programs**, and then **File Explorer**.




 You can move files in File Explorer by tapping and holding the item you want to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.


Customize Your Toshiba Pocket PC

You can customize your device by adjusting device settings and installing additional software.

Adjusting Settings

You can adjust device settings to suit the way you work. To see available options, tap , **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

You might want to adjust the following:

- **Clock**, to change the time or to set alarms
- **Menus**, to customize what appears on the  menu, and to enable a pop-up menu from the **New** button
- **Owner Information**, to enter your contact information
- **Password**, to limit access to your device
- **Power**, to maximize battery life
- **Today**, to customize the look and the information that is displayed on the Today screen

Adding or Removing Programs


Programs added to your device at the factory are stored in ROM (read-only memory). You cannot remove this software, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.xip extension. All other programs and data files added to your device after factory installation are stored in RAM (random access memory).

You can install any program created for your device, as long as your device has enough memory. The most popular place to find software for your device is on the Toshiba Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc>).

To add programs using ActiveSync

You'll need to install the appropriate software for your device on your desktop computer before installing it on your device.

1. Determine your device and processor type so that you know which version of the software to install.

Tap  and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.

2. Download the program to your desktop computer (or insert the CD or disk that contains the program into your desktop computer). You may see a single *.xip, *.exe,, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Toshiba Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program.


Many programs provide special installation instructions.

4. Connect your device and desktop computer.
5. Double-click the *.exe file.
 - If the file is an installer, the installation wizard will begin. Follow the directions on the screen.


Once the software has been installed on your desktop computer, the installer will automatically transfer the software to your device.
 - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see ActiveSync Help.



Once installation is complete, tap , **Programs**, and then the program icon to switch to it.

To add a program directly from the Internet


1. Determine your device and processor type so that you know which version of the software to install.
Tap  and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.
2. Download the program to your device straight from the Internet using Pocket Internet Explorer. You may see a single *.xip, *.exe or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Toshiba Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Tap the file, such as a *.xip or *.exe file. The installation wizard will begin. Follow the directions on the screen.

To add a program to the Start menu

Tap , Settings, Menus, the Start Menu tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the device to move the program to the Start Menu folder, or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

- **Using File Explorer on the device:** Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the device). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.
- **Using ActiveSync on the desktop computer:** Use the Explorer in ActiveSync to explore your device files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the  menu. For more information, see ActiveSync Help.

To remove programs

- Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**.

If the program does not appear in the list of installed programs, use File Explorer on your device to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.



Chapter 3:

Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your device and desktop computer.



Your files are automatically converted to the correct format.

By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:


- Back up and restore your device data.
- Copy (rather than synchronize) files between your device and desktop computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

Before you begin synchronization, install ActiveSync on your desktop computer from the Toshiba Pocket PC Companion CD. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your device.

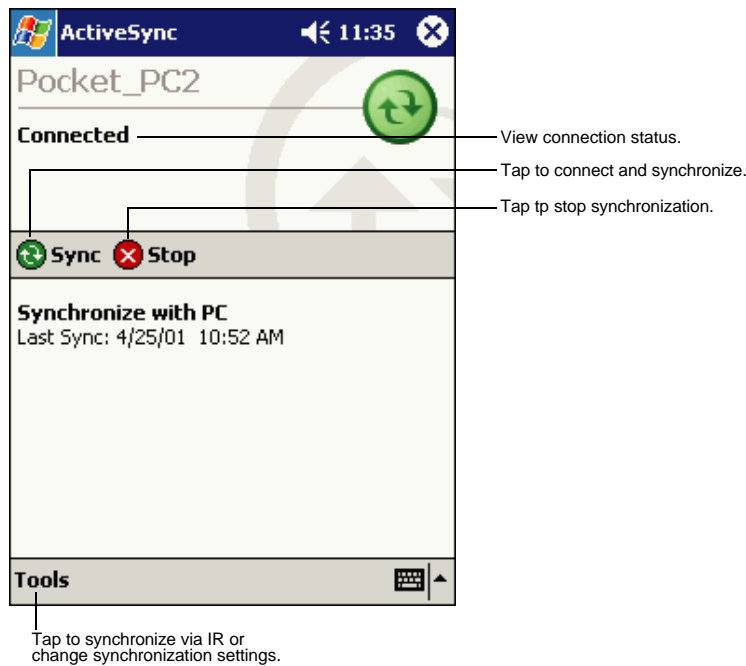



After installation is complete, the ActiveSync Setup Wizard helps you connect your device to your desktop computer, set up a partnership so you can synchronize information between your device and your desktop computer, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You'll notice that information you've stored in Microsoft Outlook on your desktop computer has been copied to your device, and you didn't have to type a word. Disconnect your device from your computer and you're ready to go!

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device. To switch to ActiveSync on your device, tap , and then tap **ActiveSync**. Note that if you have a wireless LAN card, you can synchronize remotely from your device.

For information about using ActiveSync on your desktop computer, start ActiveSync on your desktop computer, and then see ActiveSync Help.



For more information about ActiveSync on your device, switch to ActiveSync, tap , and then tap **Help**.



Chapter 4:

Microsoft Pocket Outlook

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

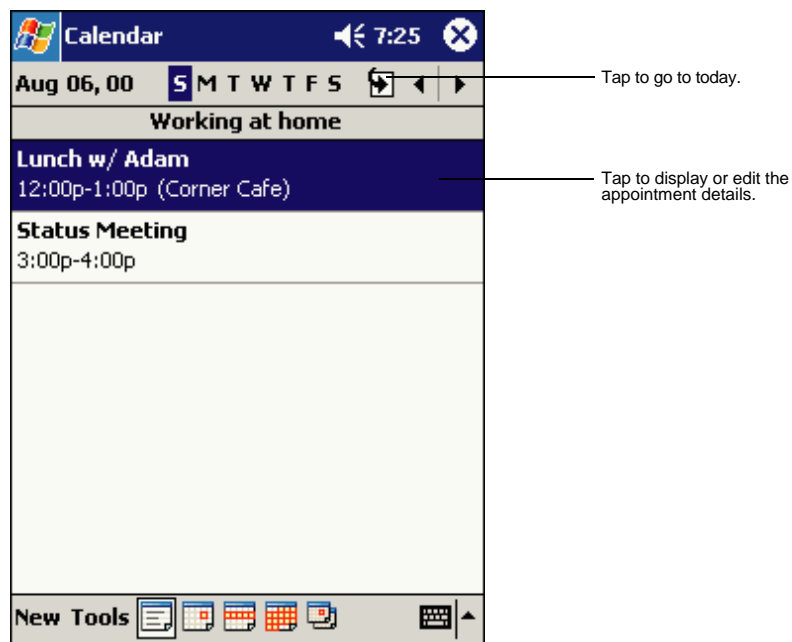
Using ActiveSync® you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on the desktop computer.


You can switch to any of these programs by tapping them on the  menu.



Calendar: Scheduling Appointments and Meetings

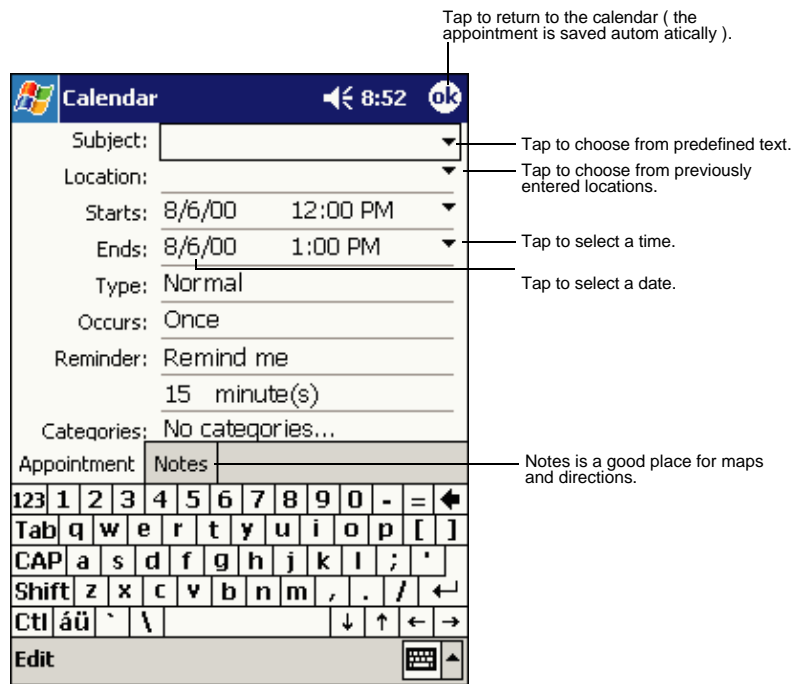
Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the **View** menu.





 You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

To create an appointment:

1. If you are in Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**.

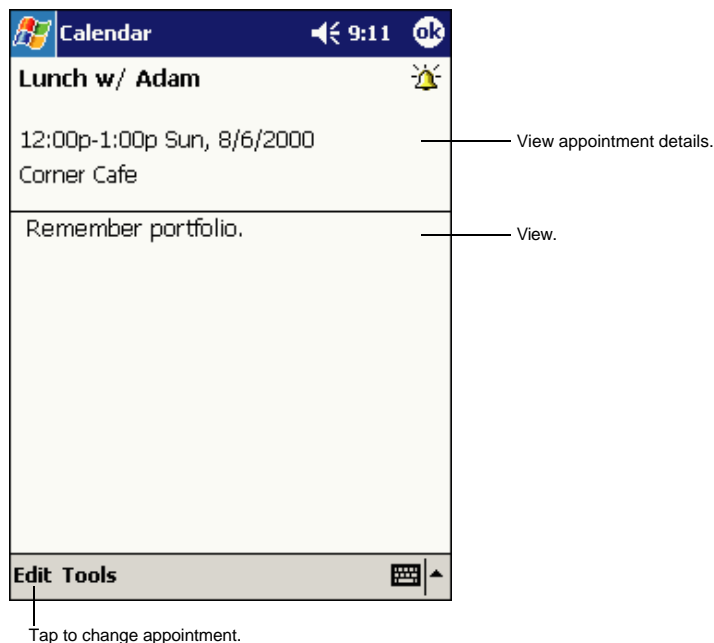


3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
7. When finished, tap **OK** to return to the calendar.

 If you select **Remind me** in an appointment, your device will remind you according to the options set in  **Settings, Personal** tab, **Sounds & Reminders**.

Using the Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.



Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and then **Options**. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

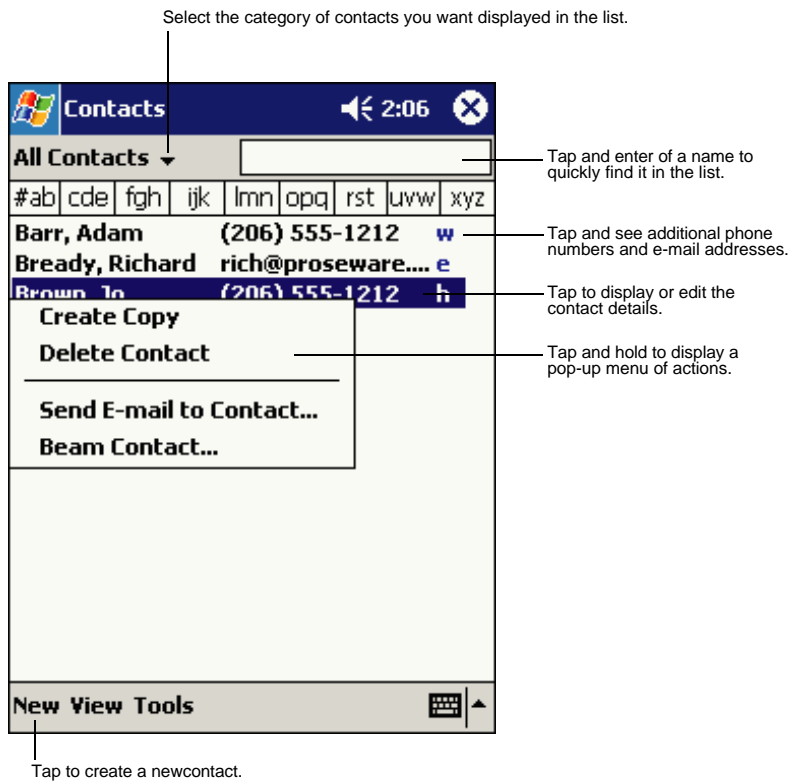
To schedule a meeting:


1. Create an appointment.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of e-mail addresses you've entered in **Contacts**, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see **Calendar Help** and **Inbox Help** on the device.

Contacts: Tracking Friends and Colleagues

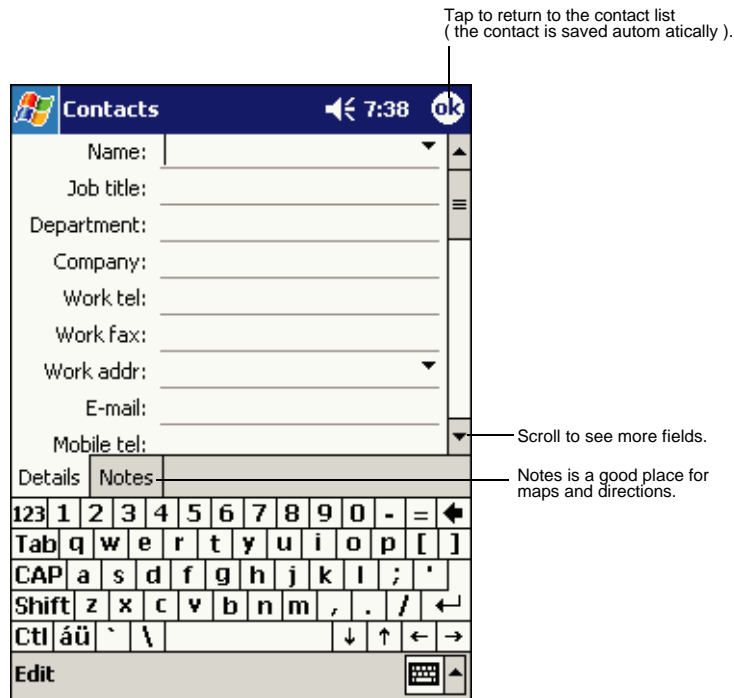
Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the device infrared (IR) port, you can quickly share Contacts information with other device users.



 To change the way information is displayed in the list, tap **Tools** and then **Options**.

To create a contact:


1. Tap **New**.



2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.
5. When finished, tap **OK** to return to the contact list.

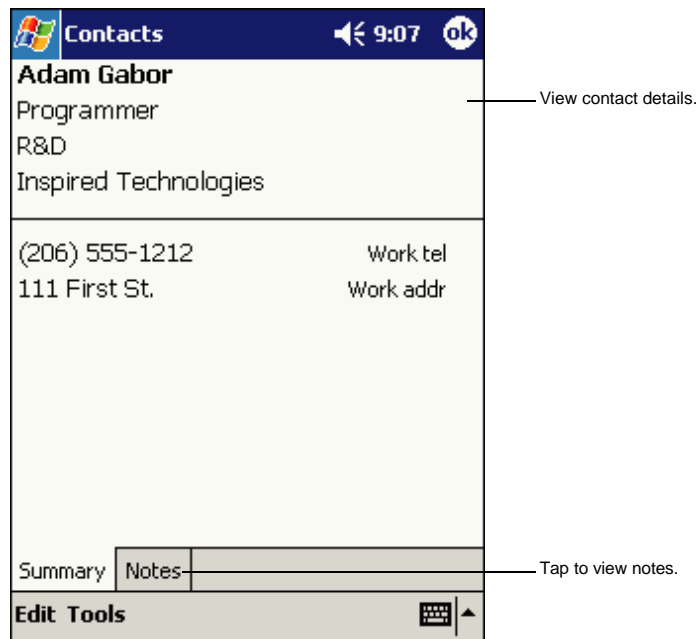
Finding a contact

There are four ways to find a contact:

- In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
- To view the names of companies your contacts work for, in the contact list, tap **View > By Company**. The number of contacts that work for that company will be displayed to the right of the company name.
- Tap  **Find**, enter the contact name, select **Contacts** for the type, and then tap **Go**.

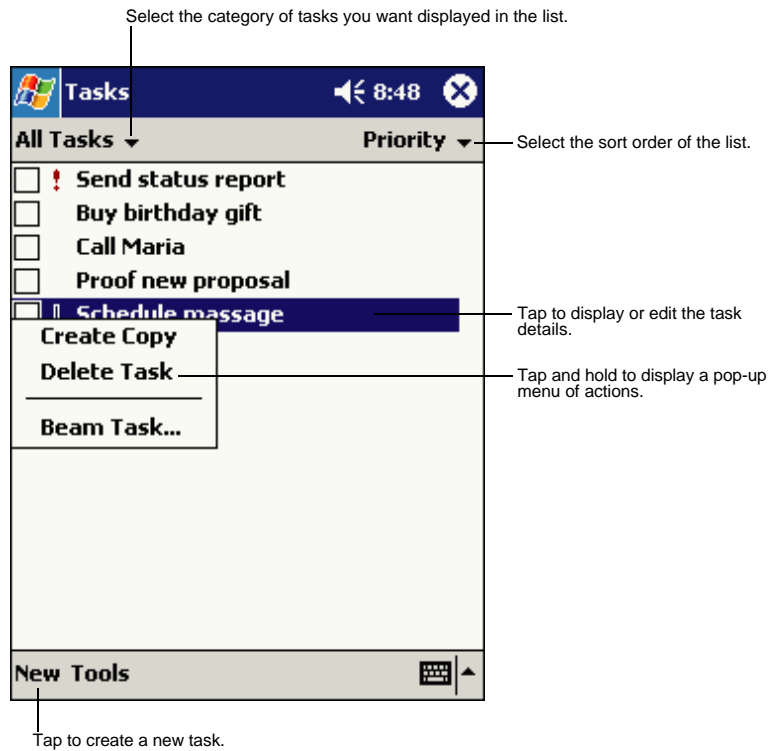
Using the Summary Screen


When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.



Tasks: Keeping a To Do List

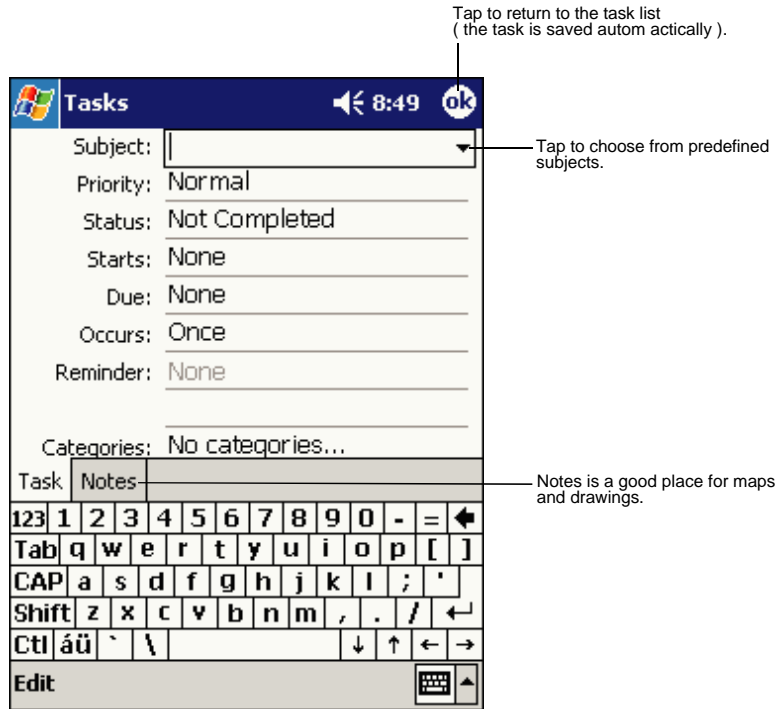
Use Tasks to keep track of what you have to do.




 To change the way information is displayed in the list, tap **Tools** and then **Options**.

To create a task:

1. Tap **New**.

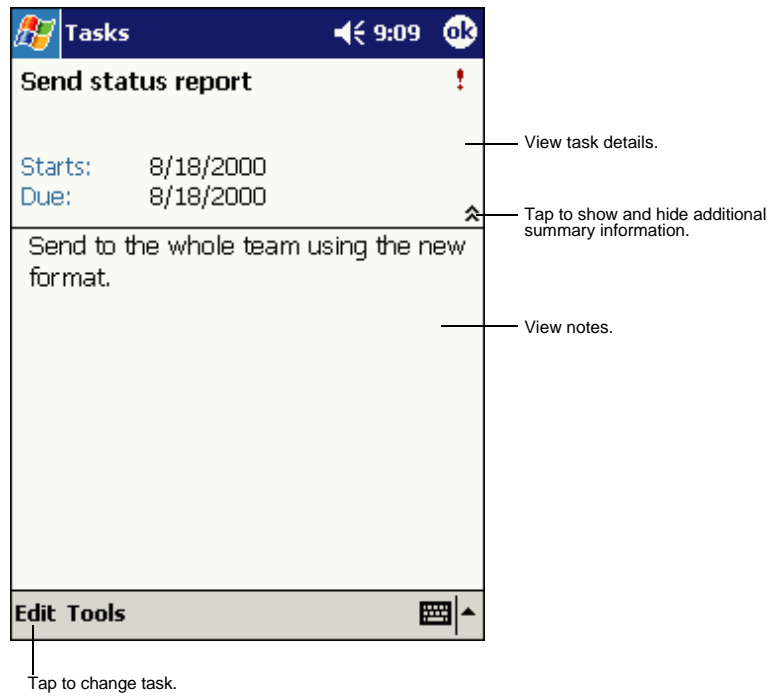


2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a **category**, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.
6. When finished, tap **OK** to return to the task list.

 To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.

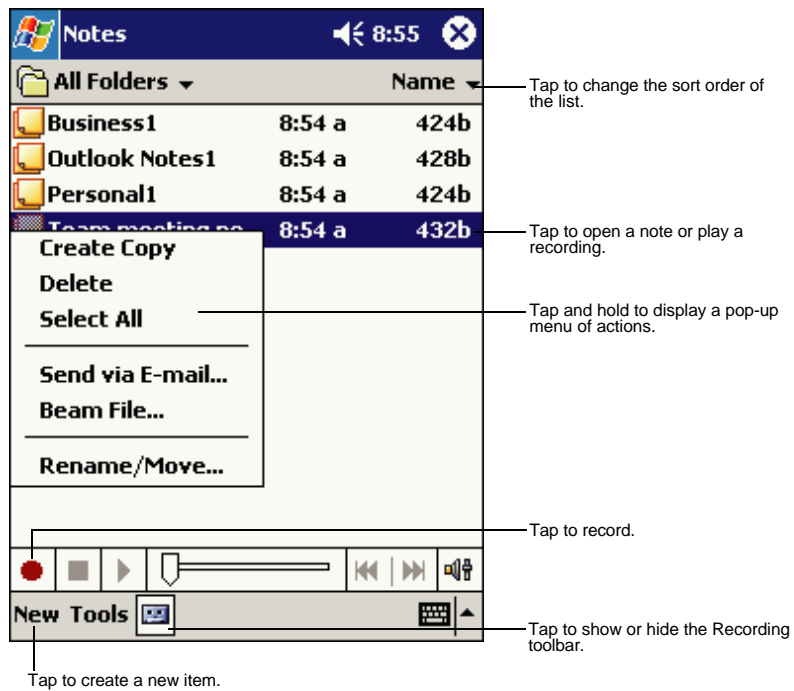
Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.



Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.



Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages in either of these ways:


- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet Service Provider (ISP) or a network.

Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in subfolders must be selected in ActiveSync on your desktop computer in order to be transferred.

 You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 7.

Connecting Directly to an E-mail Server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the device Inbox folder.

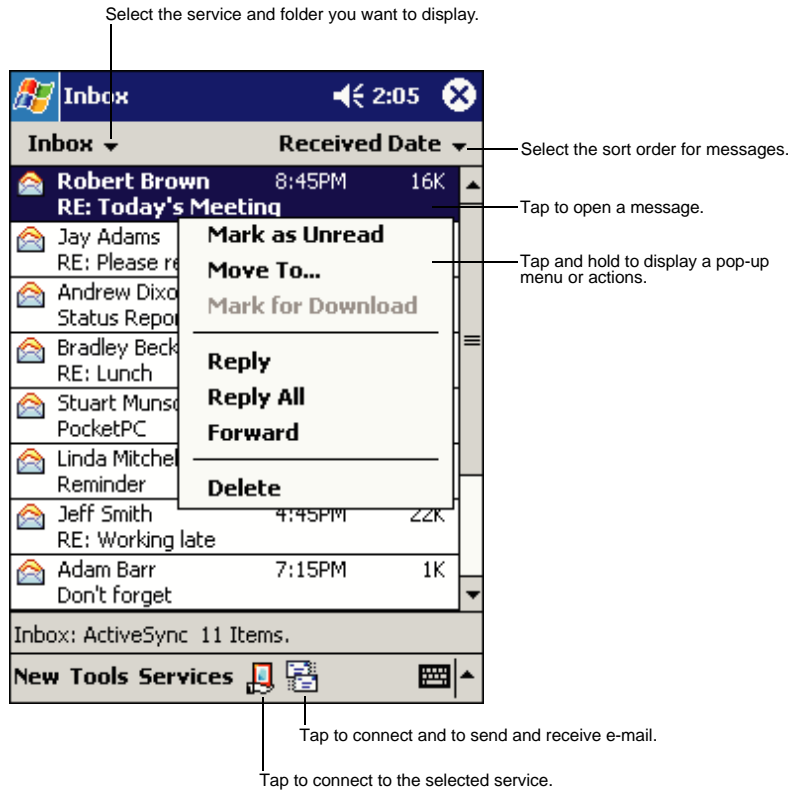
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your device.

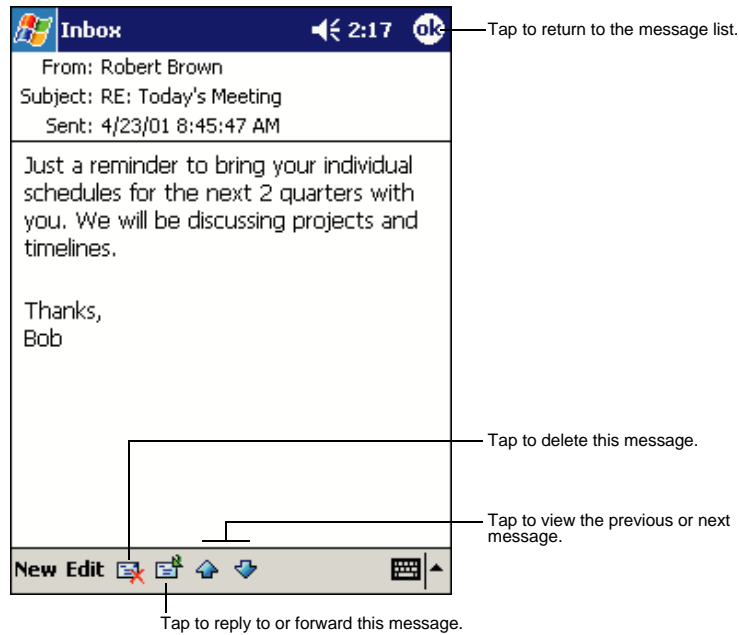
When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



When you receive a message, tap it to open it. Unread messages are displayed in bold.



When you connect to your e-mail server or synchronize with your desktop computer, by default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

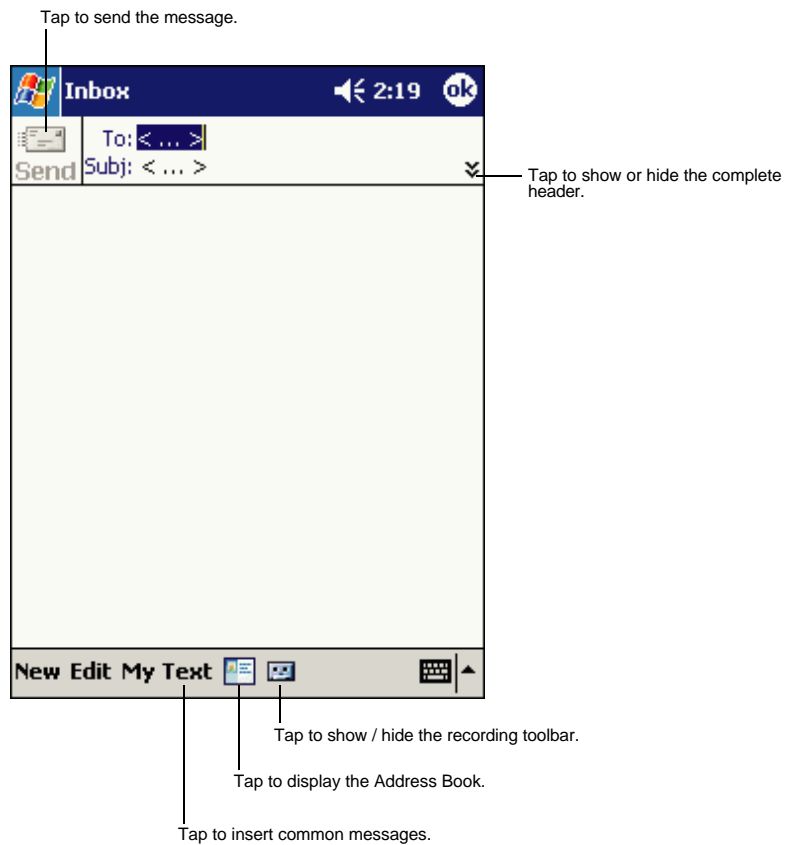
You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** and then tap Options. On the **Service** tab, tap the service you want to change. Tap and hold the service and select **Delete** to remove a service.

Composing Messages

To compose a message:

1. Tap **New**.
2. In the **To** field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

If you are sending an SMS message and want to know if it was received, tap **Edit, Options**, and select **Request SMS text message delivery notification** before sending the message.

Managing E-mail Messages and Folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and then **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and then tap **Move to** on the pop-up menu.

Folder behavior with a direct connection to an e-mail server


The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.
- If you use SMS, messages are stored in the Inbox folder.
- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.
- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5:


Companion Programs

The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, Microsoft® Money, Windows Media™ Player for Toshiba Pocket PC, and Microsoft® Reader.

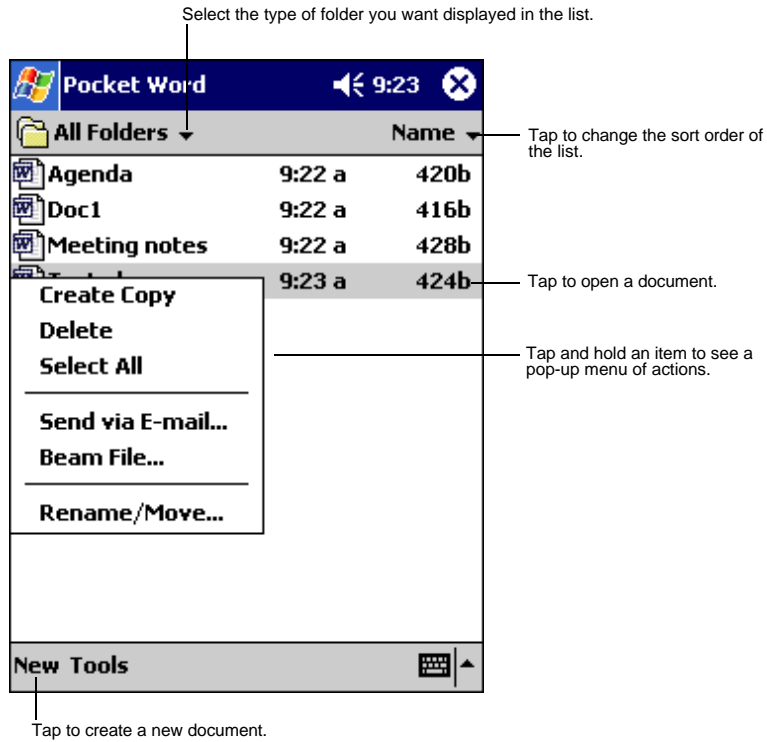
To switch to a companion program on your device, tap **Programs** on the  menu, and then tap the program name.

Pocket Word


Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronize documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap  **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the popup menu.



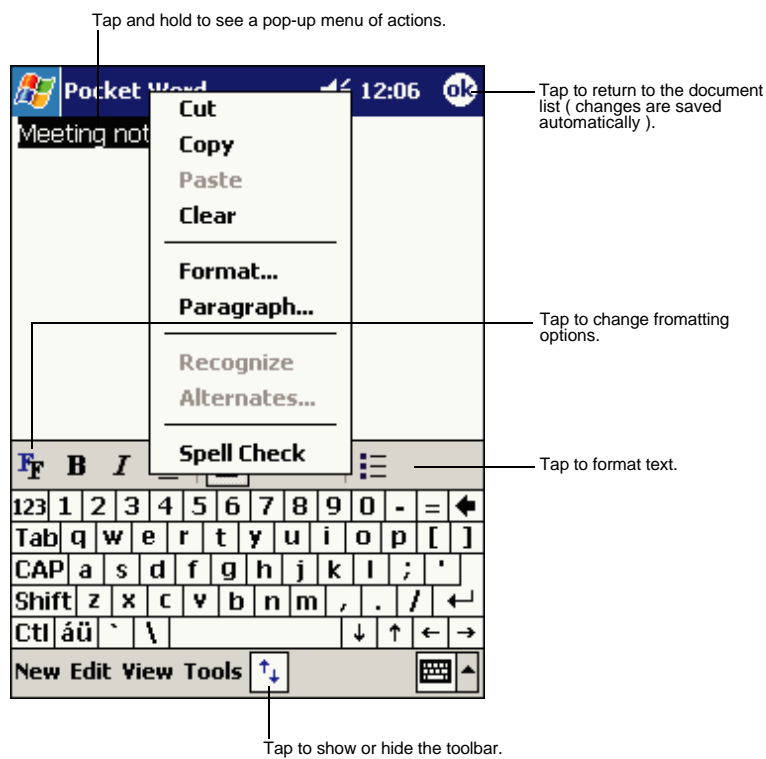
You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and recording), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.

 You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document. If you're opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

Typing Mode

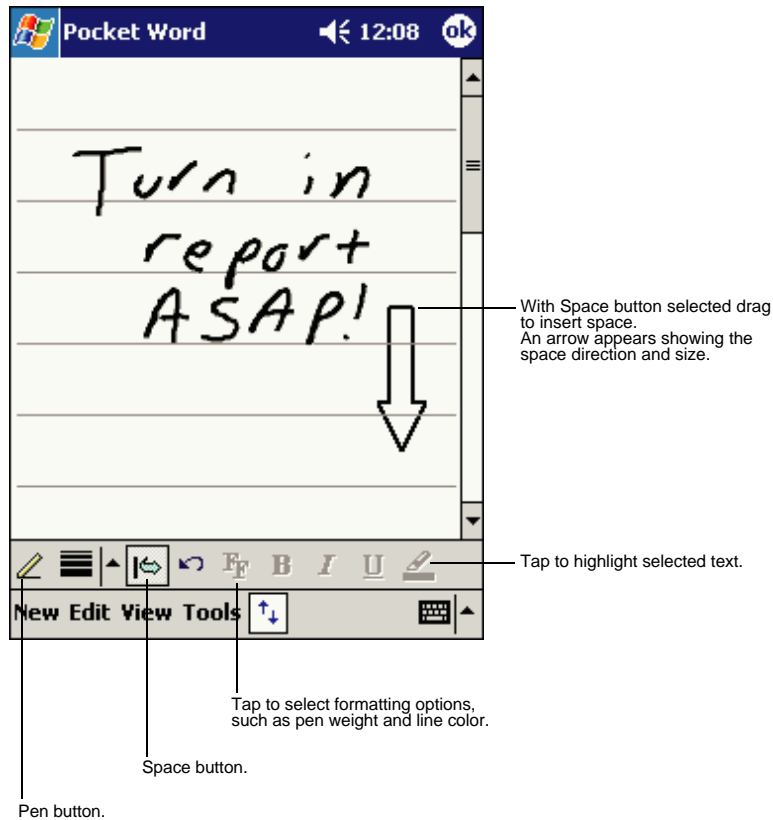
Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.


To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and then **Find/Replace**.



Writing Mode

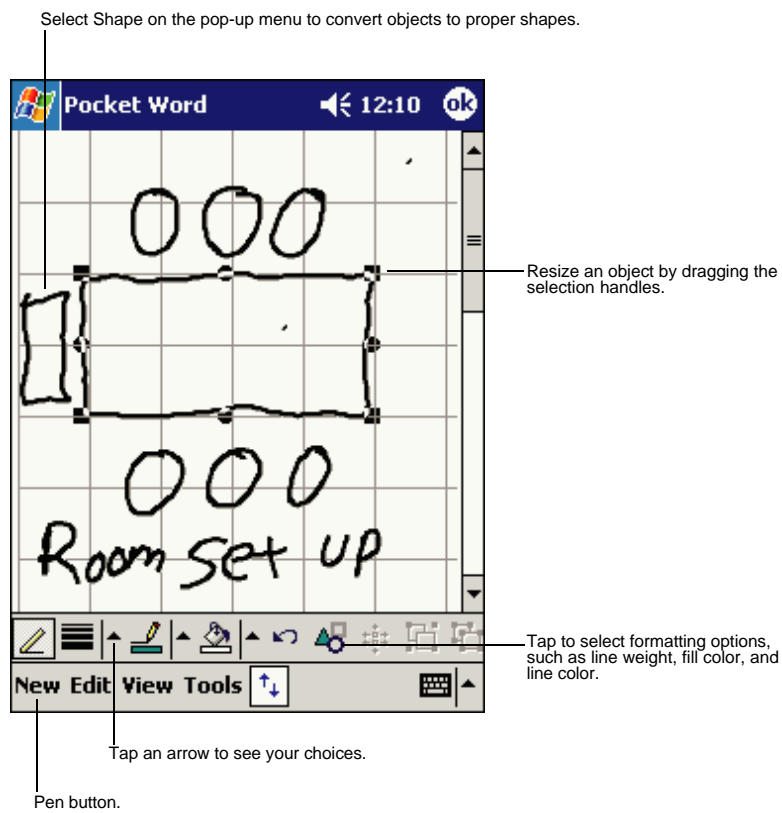
In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.



 If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section. Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.




Recording Mode

In recording mode, embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see Chapter 2.

For more information on using Pocket Word, tap  and then **Help**.

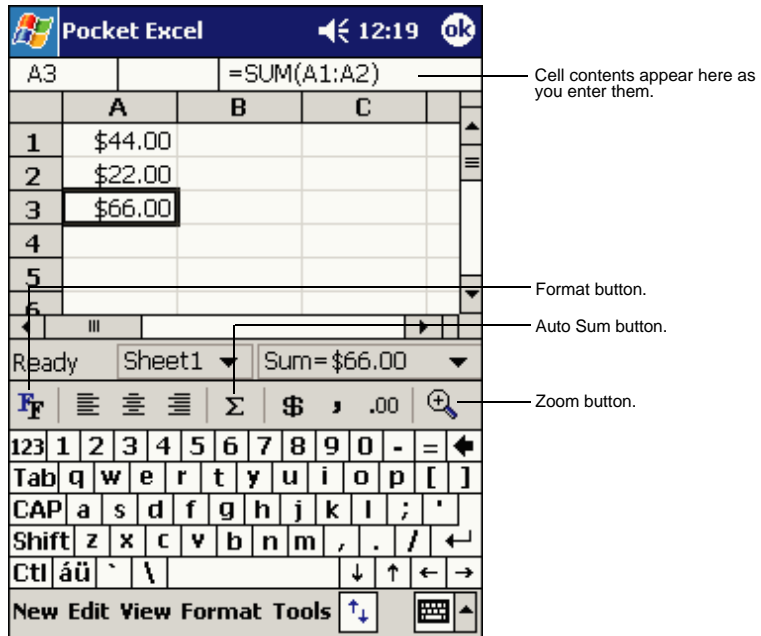
Pocket Excel


Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your desktop computer to your device. Synchronize workbooks between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap , **Programs**, **Pocket Excel**, and then **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and then **Toolbar**.



 If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **Edit**, and then **Password**. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** and then **Full Screen**. To exit full-screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to **freeze panes**. Tap **View** and then **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** and then **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and then **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, then **Row** or **Column**, and then **Hide**. To show a hidden row or column, tap **Tools**, then **Go To**, and then type a reference that is in the hidden row or column. Then tap **Format**, then **Row** or **Column**, and then **Unhide**.

For more information on using Pocket Excel, tap  and then **Help**.

MSN Messenger

MSN® Messenger on your mobile device is an instant messaging program that lets you:

- See who is online.
- Send and receive instant messages.
- Have instant message conversations with groups of contacts.

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.



Sign up for a Microsoft Passport account at <http://www.passport.com>.
Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

To switch to MSN Messenger, tap , **Programs**, and then tap **MSN Messenger**.

Setting Up

Before you can connect, you must enter Passport or Exchange account information.

To set up an account and sign in:

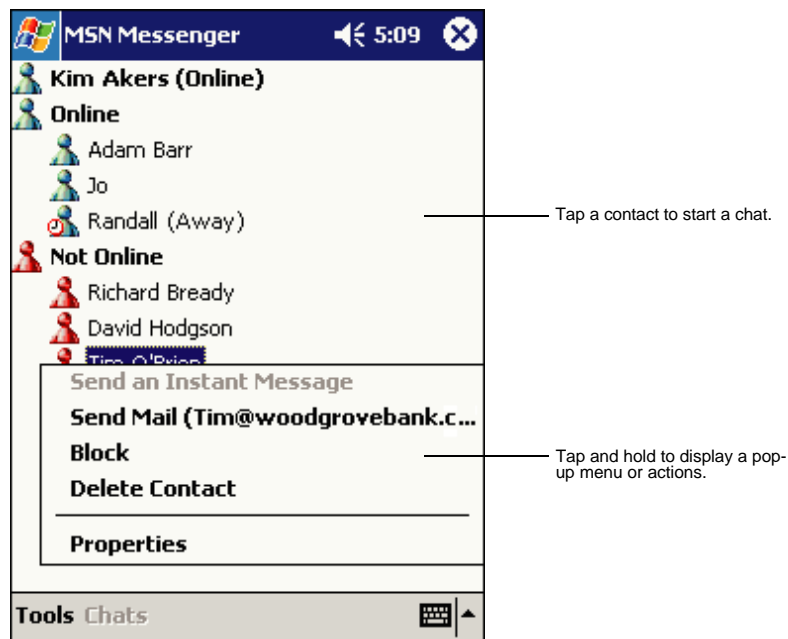
1. In the **Tools** menu, tap **Options**.
2. In the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your e-mail address and password.




If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send ae-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

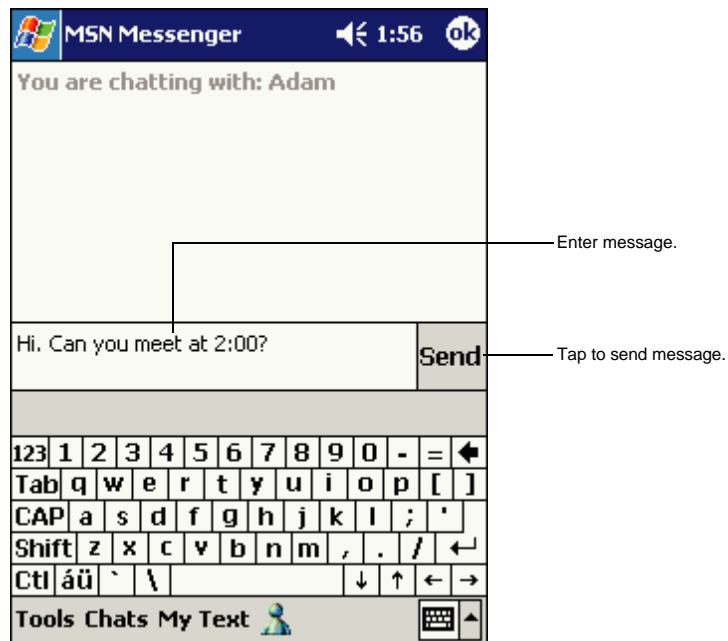



 To see others online without being seen, in the **Tools** menu , tap **My Status** and select **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with Contacts


Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap My Text to enter a preset message, and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.




 To switch back to the main window without closing a chat, tap the **Contacts** button. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

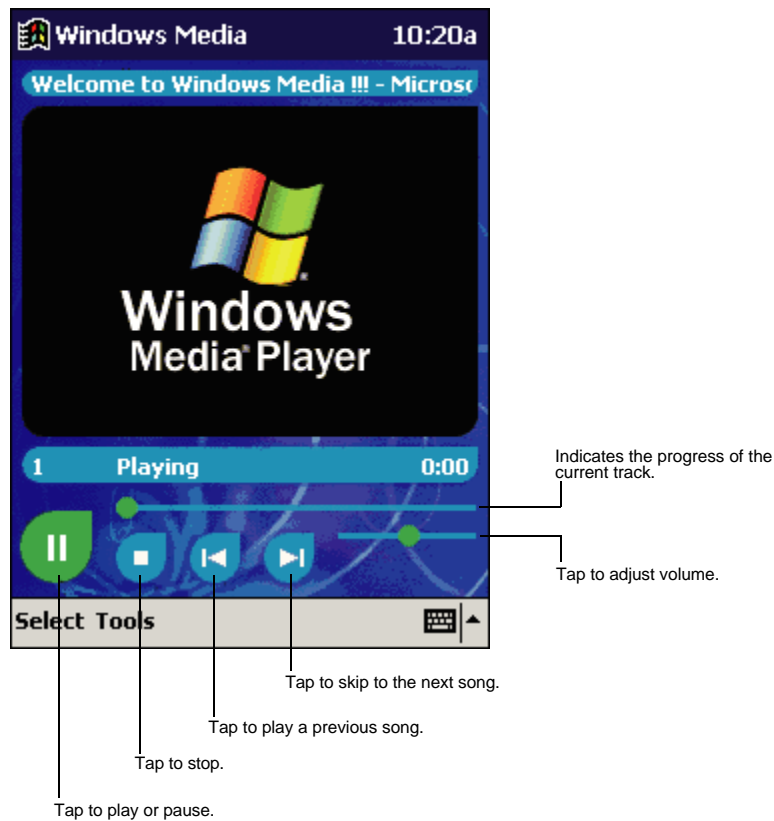
To know if the contact you are chatting with is responding, look for the message under the text entry area.




For more information on using MSN Messenger, tap  and then **Help**.

Windows Media Player for Toshiba Pocket PC

Use Microsoft Windows Media Player for Toshiba Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Toshiba Pocket PC, tap , **Programs**, and then tap **Windows Media**.



Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Toshiba Pocket PC. You can play Windows Media and MP3 files on your Toshiba Pocket PC.

For more information about using Windows Media Player for Toshiba Pocket PC, tap , and then tap **Help**.


Microsoft Reader

Use Microsoft Reader to read eBooks on your device. Download books to your desktop computer from your favorite eBook Web site. Then, use ActiveSync to copy the book files to your activated device. The books appear in the Reader Library, where you can tap them in the list to open them.

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book by using the Up/Down control on your device or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information you'll need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title, and then tap **Help** on the pop-up menu.

To switch to Microsoft Reader, tap , **Programs**, and then **Microsoft Reader**.

Getting Books on Your Device

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Toshiba Pocket PC Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated device as described in the Read Me file in the MSReader folder.

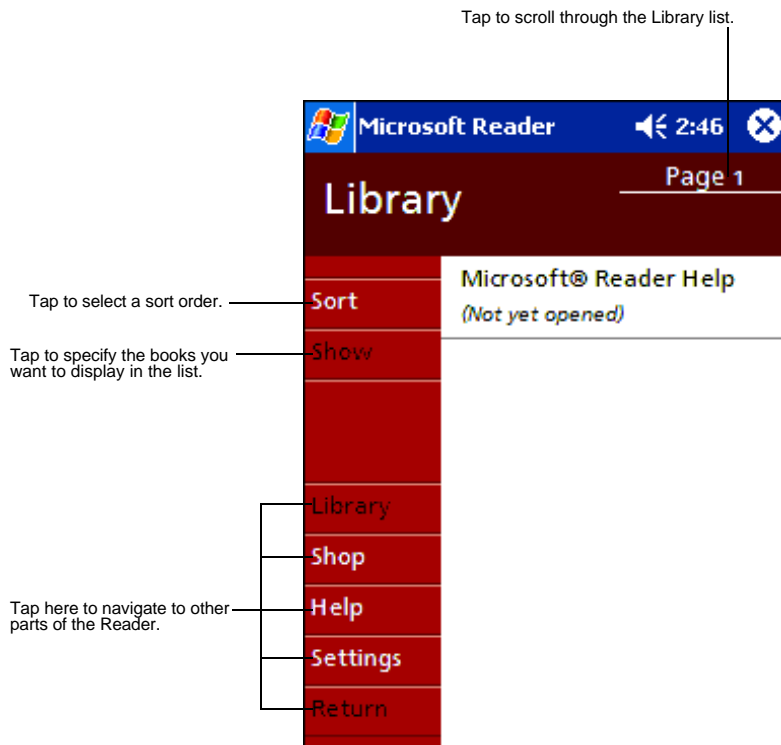
Using the Library

The Library is your Reader home page; it displays a list of all books stored on your device or storage card.

To open the Library:

- On the Reader command bar, tap **Library**.
- On a book page, tap the book title, and then tap **Library** on the pop-up menu.

To open a book, tap its title in the Library list.

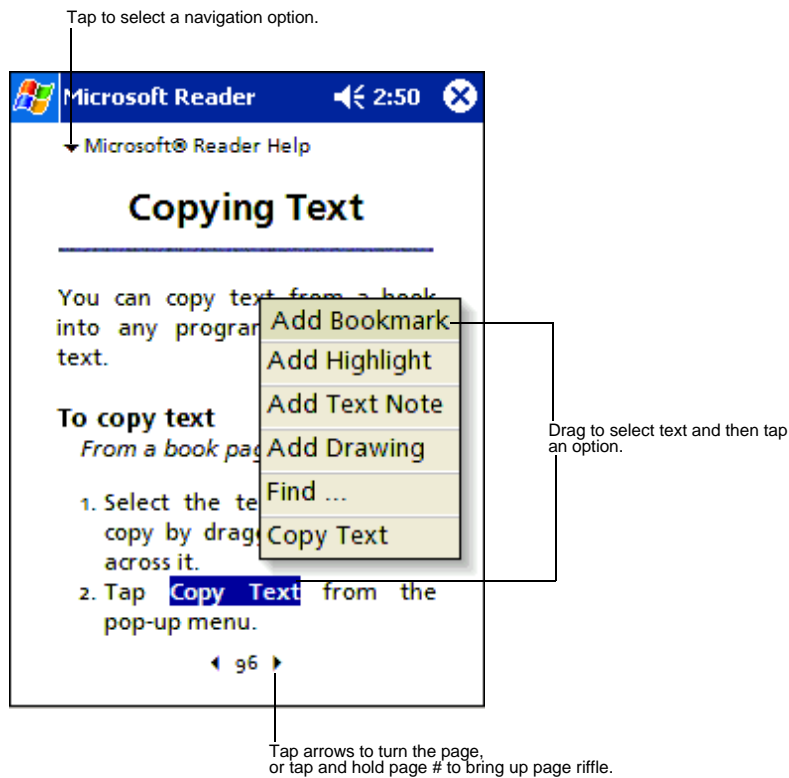


Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read.

In addition to the text, each book page includes a page number and book title.



You can also page through a book by using the Up/Down control on your device.

Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here:

- **Search for Text.** Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close **Find**, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copy Text.** You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background.
- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.
- **Drawings.** When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
- To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a Book

When you finish reading a book, you can delete it to conserve space on your device. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your device, tap and hold the title in the Library list, and then tap **Delete** on the pop-up menu.


Chapter 6:

Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in Chapter 7.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

To switch to Pocket Internet Explorer, tap  and then **Internet Explorer**.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** and then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Optionally, in **Update**, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve device memory, go only one level deep.
6. Synchronize your device and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your device.



*If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, in Internet Explorer on your desktop computer, click **Tools** and then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.*

*You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, **Toolbars**, and then **Customize**.*

To save device memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your device. Then, you synchronize your device and desktop computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your device, tap the Favorites button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Tap the Activate button.
5. Follow the directions on the screen. You will need to synchronize your device with your desktop computer and then tap the My Channels button to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

Using Pocket Internet Explorer

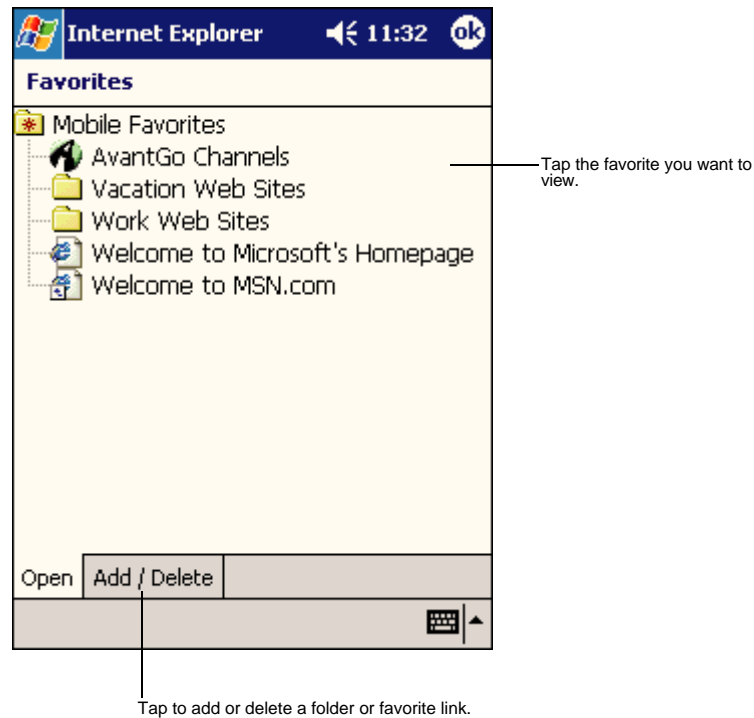
You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



- Hide pictures button.
- Favorites button.
- Home button.
- Refresh button.

To view mobile favorites and channels:

1. Tap the Favorites button to display your list of favorites.



2. Tap the page you want to view.

You'll see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your device, the favorite will be dimmed. You will need to synchronize with your desktop computer again to download the page to your device, or connect to the Internet to view the page.

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in Chapter 7.
2. To connect and start browsing, do one of the following:
 - Tap the Favorites button, and then tap the favorite you want to view.
 - Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.



*To add a favorite link while using the device, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.*



Chapter 7:

Getting Connected



You can use your device to exchange information with other mobile devices as well as your desktop computer, a network, or the Internet. You have the following connection options:


- Use the infrared (IR) port on your device to send and receive files between two devices. If this is the method you want to use, see the following section “Transfer Items Using Infrared.”
- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer. The communication software for creating an ISP connection is already installed on your device. Your service provider will provide software needed to install other services, such as paging and fax services. If this is the method you want to use, see “Connect to an Internet Service Provider” later in this chapter.
- Connect to the network at your company or organization where you work. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see “Connect to Work” later in this chapter.
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see ActiveSync Help on your desktop computer or Connections Help on the device.

Transfer Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices.

To send information:

1. Switch to the program where you created the item you want to send and locate the item in the list.
 2. Align the IR ports so that they are unobstructed and within a close range.
 3. Tap and hold the item, and tap **Beam Item** on the pop-up menu.
- 
- 

 You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop-up menu.

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your device will automatically receive it.


Connect to the Internet

You can connect to your ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages.

You can connect to work in one of two ways:

- Create a modem connection. If this is the method you want to use, see "To create a modem connection to an ISP."
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create an Ethernet connection to an ISP."

To create a modem connection to an ISP:



1. Obtain the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as MSN/username.
2. If your device does not have a built-in modem, install a modem card, or use or use a NULL modem cable and appropriate adapters to connect an external modem to your device through the serial port.
3. Tap  and then **Settings**. In the **Connections** tab, tap **Connections**. Under The Internet settings, select **Internet Settings** and tap **Modify**.
4. In the **Modem** tab, tap **New**.
5. Enter a name for the connection, such as "ISP Connection."
6. In the **Select a modem** list, select your modem type. If your modem type does not appear, try reinserting the modem card. If you are using an external modem that is connected to your device with a cable, select Hayes **Compatible on COM1**.
7. You should not need to change any settings in **Advanced**. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced** and then the **TCP/IP** tab, and enter the address. When finished, tap **OK** and then **Next**.

8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your device will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see "Connect Directly to an E-mail Server," later in this chapter.
- Visit Web and WAP pages by using Pocket Internet Explorer. For more information, see Chapter 6.
- Send and receive instant messages with MSN Messenger. For more information, see "MSN Messenger" in Chapter 5.

To create an Ethernet connection to an ISP:

1. You do not need to create a new connection on your device. Instead, you must purchase and configure an Ethernet card that is compatible with your device.
2. Obtain the following information from your ISP: user name, password, and domain name.
3. Insert the Ethernet card into your device. For instructions on inserting and using the Ethernet card, see the owner's manual for the card.
4. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap  and then **Settings**. In the **Connections** tab, tap **Network**, tap the adapter you want to change, and then tap **Properties**.)
5. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.
6. Tap , **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **Internet**.

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.