

Chapter 7

Working with Company E-mails and Meeting Appointments

**7.1 Synchronizing Your Phone with Your
Company E-mail Server**

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7.4 Finding Contacts in the Company Directory

7.5 E-mail Security

7.1 Synchronizing Your Phone with Your Company E-mail Server

Synchronize your phone with your company's Microsoft Exchange Server to keep you connected with your e-mails, contacts, calendar, and other information.

Set up a company e-mail server connection

Use your phone to access your company e-mails by setting up an Exchange Server connection. You can get the company e-mail server information from your network administrator:

1. Click **Start > Messaging > New E-mail Account**.
2. In the **Your e-mail source** list, select **Exchange server** and click **Next**.
3. On the screen that follows, click **Next**.
4. In **Server address**, enter the Exchange Server name, and click **Next**.
5. Enter your user name, password, and domain, and click **Next**.
6. Select the check boxes for the types of information items that you want to synchronize with the Exchange Server.

Tip To change the rules for resolving synchronization conflicts, click **Menu > Advanced**.

7. To change synchronization settings of an information type, for example, E-mail, select the type of information, and click **Menu > Settings**.

8. Click **Finish**.

Note If you synchronized e-mails with your PC before, open ActiveSync on your phone and click **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select the **E-mail** check box under Exchange Server.

Tip To change Exchange Server settings, open ActiveSync on your phone and click **Menu > Configure Server**.

Start synchronization

Before you start synchronizing with the Exchange Server, make sure your phone has been set up with a data connection to the Internet so that you can synchronize wirelessly. See chapter 8 for details.

After you finish setting up an Exchange Server connection, your phone automatically starts synchronization. You can manually start synchronization anytime by clicking **Sync** in ActiveSync.

Note If you connect your phone to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to "pass through" to the network and download Outlook e-mails and other information to your phone.

7.2 Working with Company E-mails

Your phone gives you instant access to your company e-mails and lets you manage your messages easier. Messaging features such as Direct Push, Fetch Mail, and Filtering messages are just some of the tools you can use to manage your e-mails.

Note Some messaging features depend on the Microsoft Exchange Server version used. Please check with your network administrator for the availability of Exchange Server features.

Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your phone as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks

are also immediately updated onto your phone when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a active Internet connection on your phone.

You need to perform a full synchronization between your phone and the Exchange Server first before Direct Push can be enabled.

Requirement The Direct Push feature works for your phone only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version.**

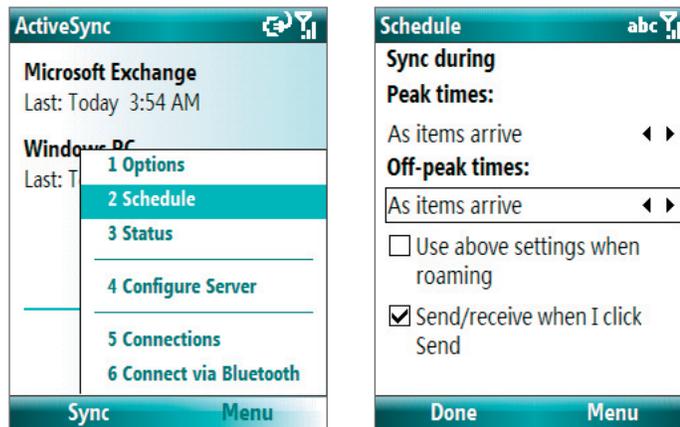
To enable Direct Push via Comm Manager

1. Click **Start > Comm Manager**.
2. On the Comm Manager screen, click the **Microsoft Direct Push** button. The button  will turn to , which indicates that you will receive e-mails as they arrive.

When the button is in the  state, you need to manually retrieve your e-mails.

To enable Direct Push via ActiveSync

1. In ActiveSync on your phone, click **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.



Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information.

1. In ActiveSync on your phone, click **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip Click **Menu > Peak Times** to set the peak and off-peak times.

Instant download through Fetch Mail

Fetch Mail downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action.

Requirement Fetch Mail works for your phone only if your company is using **Microsoft Exchange Server 2007 or higher.**

1. Click **Start > Messaging > Outlook E-mail**.
2. Click an e-mail message to open it.

- By default, only the first few kilobytes of the message is shown. To download the whole e-mail, scroll to the bottom of the message then click **Get the rest of this message**.
- A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

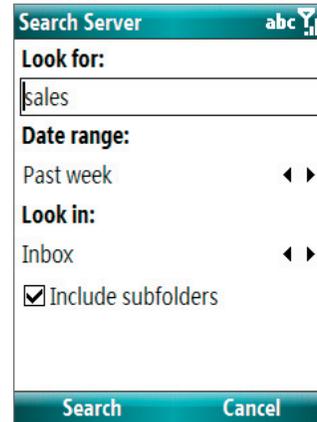
Tip For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in chapter 6.

Search for e-mails on the Exchange Server

You can access messages that are not available on your phone by searching your Microsoft Exchange Server mailbox. The search results will be downloaded and displayed in a Search Results folder.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

- Click **Start > Messaging > Outlook E-mail**.
- Click **Menu > Tools > Search Server**.
- In the **Look for** text box, enter the search keyword.
- Choose the **Date range** of messages to search from and where to search in **Look in**.
- Click **Search**.



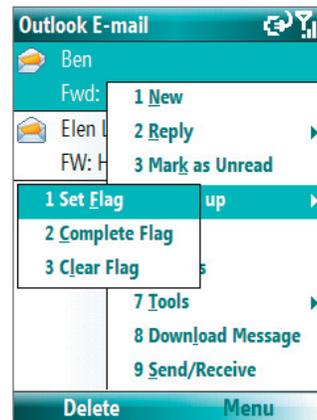
Flag your messages

Flags serve as a reminder to yourself to follow-up on important issues or requests that are indicated in the messages.

Requirement Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

- Click **Start > Messaging > Outlook E-mail**.
- Select a message, or open a message.
- Click **Menu > Follow Up** and select one of the following options:
 - Set Flag** Mark the message with a red flag to indicate that it needs follow up.
 - Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.
 - Clear Flag** Remove the flag to unmark the message.



Note E-mail message reminders are displayed on your phone if the messages are flagged with reminders and synchronized from the Exchange Server.

Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

To send out-of-office auto-reply messages

1. Click **Start > Messaging > Outlook E-mail**.
2. Click **Menu > Tools > Out of Office**.
3. From the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message then click **Done**.

View SharePoint documents

When you receive an HTML e-mail containing a link to a SharePoint document, you can click the link to access and view the document on your phone.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

7.3 Managing Meeting Requests

When you schedule and send meeting requests from your phone, you can invite attendees to your meeting and check their status to know their availability.

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

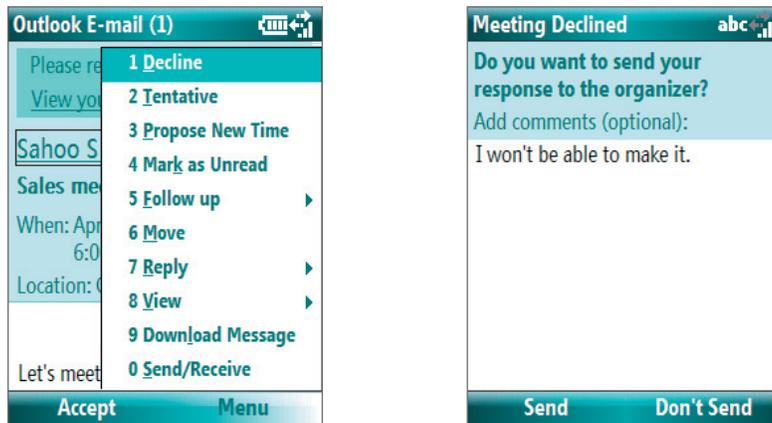
To check the status of invited attendees

1. Click **Start > Calendar**.
2. Follow the procedure in "To send a meeting request" in chapter 5 to invite required and optional attendees and send a meeting request.
3. Wait for the attendees to respond. When their responses are sent back to you, your calendar is updated as well.
4. To check the status of the attendees who responded, click **Start > Calendar** and then click the scheduled meeting.
5. In the meeting details, click **Attendees**.

To reply to a meeting request

1. When there's an incoming e-mail with a meeting request, a notification message will be displayed on your phone's Home screen. Scroll to **Outlook e-mail** and click it.
2. In the Outlook message list, click the e-mail to open it.
3. Click **Accept** to reply and accept the meeting request, or click **Menu > Decline** if you cannot attend the meeting.

- Tips**
- Before responding, you can check your availability during the time of the requested meeting by clicking **View your calendar**.
 - If the time of the meeting conflicts with your other appointments, a "Scheduling Conflict" status appears on top of the e-mail.
3. Choose whether or not to edit the response e-mail before sending and then click **OK**:



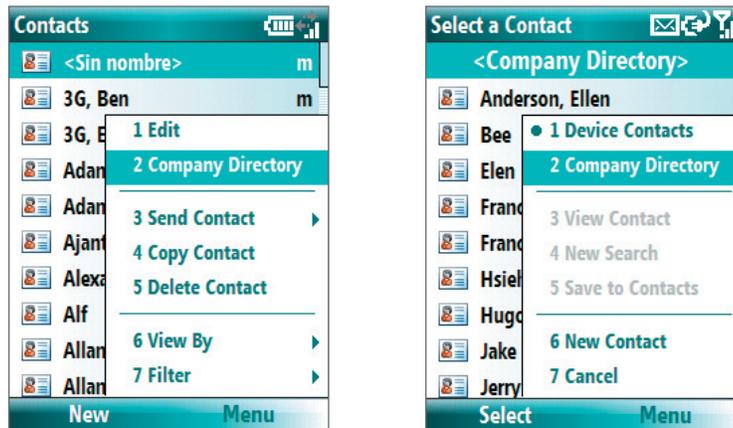
4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your phone.

7.4 Finding Contacts in the Company Directory

In addition to having contacts on your phone, you can access contact information from your organization's Company Directory.

Requirement Access to the Company Directory is available only if your organization is running **Microsoft Exchange Server 2003 SP2** or higher, and you have completed your first synchronization with the Exchange Server.

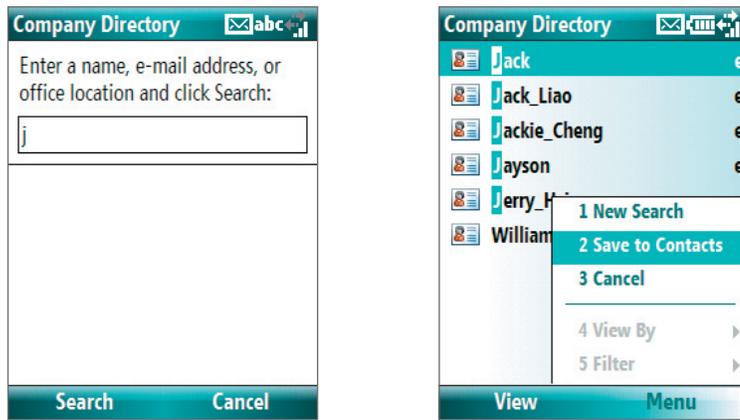
1. Synchronize with Exchange Server if you have never done so.
2. Do any of the following:
 - In Contacts, click **Menu > Company Directory**.
 - In a new e-mail, click the **To** box and then click **Company Directory** at the top of the list or click **Menu > Company Directory**.



In Contacts

In a new e-mail

- In a new meeting request using Calendar, scroll to **Attendees** and click **No attendees > Add Required Attendee** or **Add Optional Attendee** and then click **Company Directory** at the top of the list.
3. Enter the part or full contact name and click **Search**. In the search results list, click a contact to select it.



- Notes**
- You can save the contact from the Company Directory to your phone by selecting the contact then clicking **Menu > Save to Contacts**.
 - You can search on the following information as long as that information is included in your organization's Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

7.5 E-mail Security

Windows Mobile on your phone protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Requirement S/MIME encryption and digital signatures for Windows Mobile-based phones are available only with **Exchange Server 2003 SP2** or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronized, these options are unavailable.

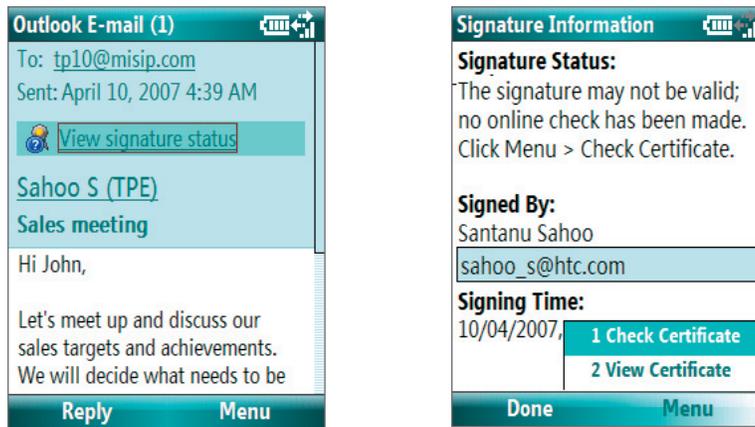
Note You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

To individually sign and encrypt a new message

- Click **Start > Messaging > Outlook E-mail**.
- Click **Menu > New** to create a new message.
- Click **Menu > Message Options**.
- From the **Security** list, select whether to encrypt only, sign the message only, or do both.
- Click **Done**.

To verify the digital signature on a signed message you receive

- Open the Outlook e-mail message that has been digitally signed.
- At the top of the message, click **View signature status**.
- Click **Menu > Check Certificate**.



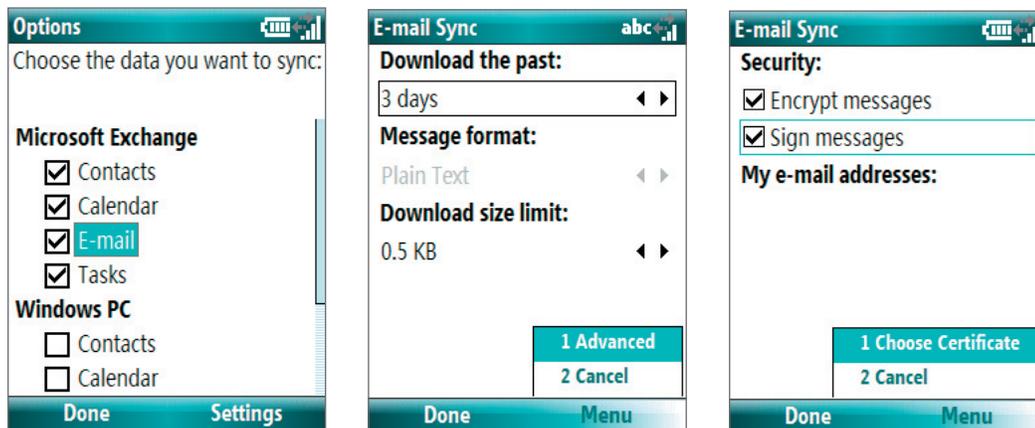
To view the details of the certificate in the message, click **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

To digitally sign and encrypt all messages

You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Click **Start > ActiveSync**.
2. Click **Menu > Options**.
3. Select the **E-mail** information type, and click **Settings**. On the E-mail Sync Options screen, click **Menu > Advanced**.



4. Select **Encrypt messages** to protect your e-mails from being viewed except by the intended recipients. Select **Sign messages** so that recipients are certain that e-mails are sent by you and have not been altered.
5. Click **Menu > Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

Set permissions on an e-mail message

Another way of protecting your e-mail messages is to send messages with restricted permissions using Information Rights Management (IRM).

Requirement This works only with a Microsoft Outlook e-mail account and if your company is using RMS Server SP1.

1. Click **Start > Messaging > Outlook E-mail**.
2. Create a message, then click **Menu > Message Options**.
3. In **Permission**, do one of the following:
 - To allow anyone to read the message, select **Unrestricted Access**.
 - To prevent the message from being forwarded, printed, or copied, select **Do Not Forward**.
4. Click **Done**.

Tip An IRM-protected message received on your phone can only be replied to or forwarded if the message permits it.

Chapter 8

Getting Connected

8.1 Comm Manager

8.2 Connecting to the Internet

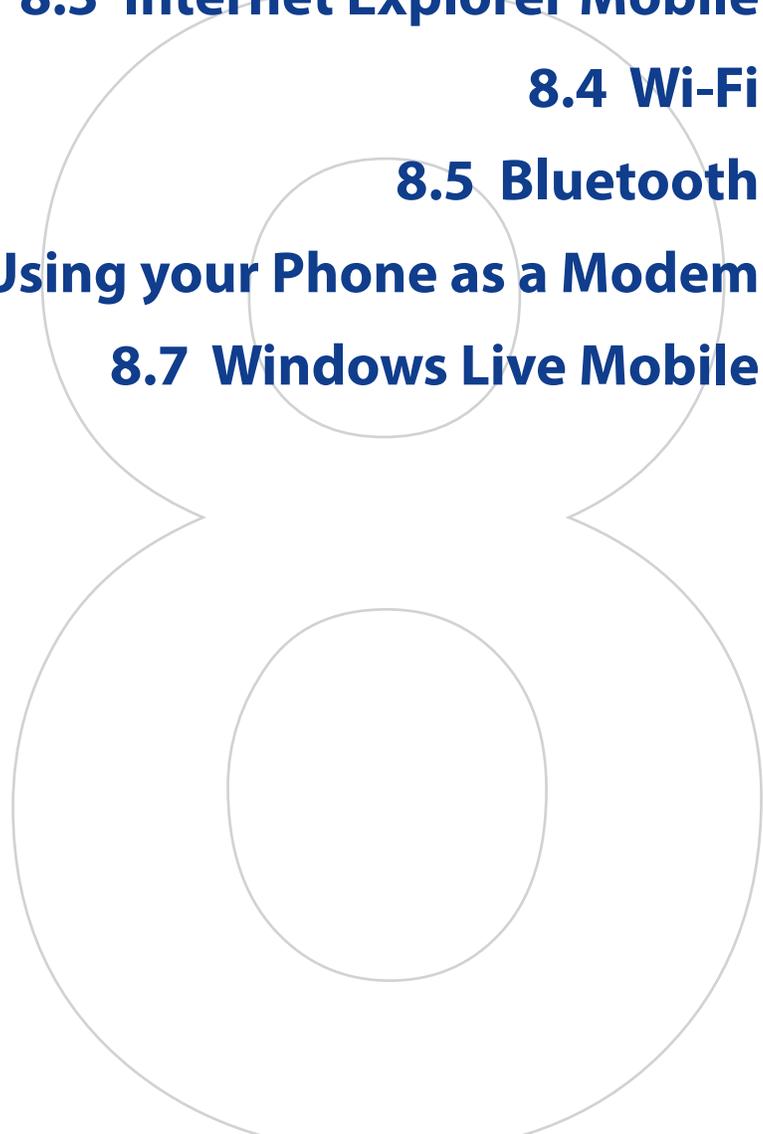
8.3 Internet Explorer Mobile

8.4 Wi-Fi

8.5 Bluetooth

8.6 Using your Phone as a Modem

8.7 Windows Live Mobile



8.1 Comm Manager

Comm Manager acts like a central switcher that lets you enable or disable phone features as well as manage your data connections easily.

To open Comm Manager:

- Click **Start > Comm Manager** or **Start > Settings > Connections > Comm Manager**.
- Press POWER briefly and select **Comm Manager** from the Quick List.
- Press and hold HOME.

1. Click to toggle between turning on or off Flight mode. Turning on Flight mode turns off the phone and Bluetooth functions.
2. Click to toggle between enabling or disabling the phone. Click **Settings > Phone** to manage Phone settings.
3. Click to toggle between turning on or off Bluetooth. See “Using Bluetooth” for details. Click **Settings > Bluetooth Settings** to configure Bluetooth on your phone.
4. Click to toggle between turning on or off Wi-Fi. Click **Settings > WLAN Settings** to configure Wi-Fi on your phone. See “Wi-Fi” for details.
5. Click to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. For more information, see “To receive e-mails and synchronize other information instantly” in Chapter 3.
6. Click to stop active data services (e.g. ISP dial-up, 1xRTT, or 1xEVDO). You cannot reconnect data services in Comm Manager.
7. Click to toggle between turning on the phone's ringer or setting it to vibration/mute mode. Click **Settings > Profiles** to edit a profile or customize notification settings.
8. Click to open ActiveSync so you can synchronize the phone and computer. For more information about the configuration settings for ActiveSync, see Chapter 3.



Comm Manager screen

Note You can also change the Phone settings and Profiles from the Comm Manager screen by clicking **Settings**.

8.2 Connecting to the Internet

Your phone's powerful networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. Specifically, you can configure your phone to establish a connection via Dial-up, Wi-Fi, Bluetooth, Virtual Private Network (VPN), or Proxy.

If you need to manually set up a connection, it is important that you obtain the following information from your Internet Service Provider (ISP) or the company whose intranet you are trying to access:

- ISP server phone number
- User name
- Password
- Domain name (required for accessing a corporate network or an intranet)

Set up a Dial-up connection

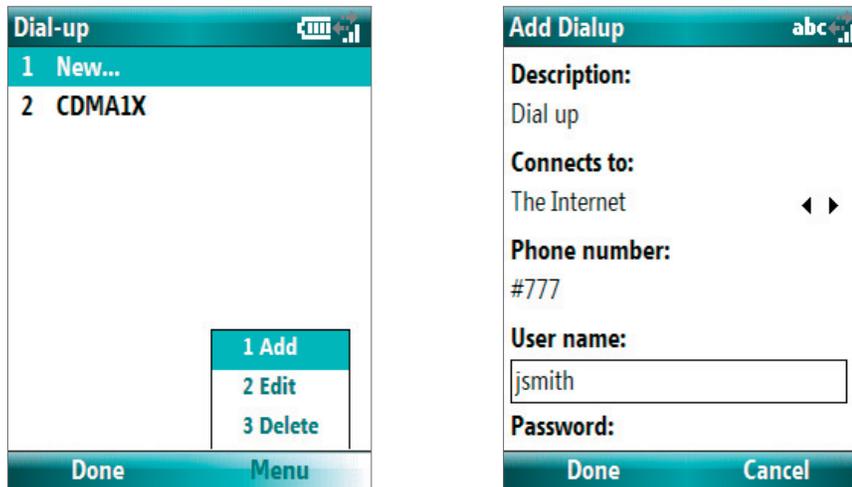
When you use your phone to dial up to your ISP and connect to the Internet or to your corporate network, you will be billed by the number of minutes that you use.

However, there are some high speed and high performance data connection services (such as 1xRTT and 1xEVDO) available on your phone. While 1xRTT (1 times Radio Transmission Technology) is a third-generation data service (equivalent to GPRS), 1xEVDO (1 times Evolution Data Optimized) is another high speed wireless broadband service (equivalent to UMTS) available on your phone for quick Internet access and Direct Push to work. For more information on how to avail these services, contact your network service provider.

To establish a dial-up connection on your phone, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name, and password.

To set up a dial-up connection for browsing the Internet

1. On the Home screen, click **Start > Settings > Connections > Dial-up**.
2. Click **New** or **Menu > Add**.
3. In **Description**, enter a name for the connection.
4. In **Connects to**, select **The Internet**.
5. Enter the appropriate information in the remaining fields.



6. Click **Done**. To start browsing the Internet, click **Start > Internet Explorer**.

To set up a dial-up connection to your corporate network

1. On the Home screen, click **Start > Settings > Connections > Dial-up**.
2. Click **Menu > Add**.
3. In **Description**, enter a name for the connection.
4. In **Connects to**, select **Work**.
5. Enter the appropriate information in the remaining fields.
6. Click **Done**.

Note You can also add and set up the following connections:

- **VPN:** A VPN connection is used to access your corporate network by using an existing Internet connection.
- **Proxy:** A Proxy connection is used to access the Internet using an existing connection to your corporate or WAP network.

Advanced options

From the Connections screen, you can access advanced options to specify the service provider, the number of redial attempts, the amount of idle time to wait before disconnecting, and so on.

1. On the Home screen, click **Start > Settings > Connections**.
2. Click **Menu > Advanced**.
3. Select a network service provider for each connection type. You can choose **Automatic** to allow the phone to set a service provider for each connection by default.
4. Click **Menu > Options**.
5. Choose the appropriate information in the remaining fields.
6. Click **Done**.

Add a URL exception

Some URLs for Web pages on your company intranet may use periods, for example: intranet.companyname.com. To view these pages in Internet Explorer Mobile, you must create a URL exception.

1. On the Home screen, click **Start > Settings > Connections**.
2. Click **Menu > Advanced**.
3. Click **Menu > Work URL Exceptions**.
4. Click **Menu > Add**.
5. In **URL Pattern**, enter the URL name. To add multiple URLs, use a semicolon (;).
6. Click **Done**.

Note You do not need to create URL exceptions for Internet URLs.

8.3 Internet Explorer Mobile

Internet Explorer Mobile is a full-featured Internet browser, optimized for use on your phone.

To open Internet Explorer

- On the Home screen, click **Start > Internet Explorer**.

Note You can also open Internet Explorer by pressing  from the QWERTY keyboard.

Browse the Web

1. In Internet Explorer, click **Menu > Address Bar**.
2. Enter the address and click **Go**.
3. Use the NAVIGATION CONTROL to browse the Web page. Press ENTER when a link is highlighted to access it.

While browsing the Web, click **Menu** to open a list of options that will let you change the view, save Favorites, and set Internet Explorer Mobile preferences, and more.



Click **Menu > Add to Favorites** to save the current Web page in your Favorites folder. Click **Favorites** to access your Favorites folder.



Click **Menu > View** and then select the text size and type of view you want to use while browsing a Web page.



Click **Menu > Tools** to let you send the link via e-mail, view the page's properties, or set Internet Explorer Mobile preferences.

For more information about Internet Explorer Mobile, please go to <http://www.microsoft.com/windowsmobile/help/smartphone/browseinternet.msp>

8.4 Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 meters.

Note The availability and range of your phone's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

To connect to an existing Wi-Fi network

1. On the Home screen, click **Start > Comm Manager** and click the **WLAN** icon. The WLAN icon is then highlighted to indicate that WLAN is turned on.
2. After a few seconds, a message asks you if you want to see the list of available networks, click **Yes**.
3. In **Select network**, choose the WLAN network to connect to.
4. In **Network type**, select **Internet** and click **Connect**.
If you are connecting to a security-enabled network, you will be asked to enter the **WEP Key**. Enter the **WEP Key** and click **Done**.

You can check the Wi-Fi icon the Title bar on the screen to see if you are connected to the Wi-Fi network. To see the status icons, please see "Status Indicators" in chapter 1.

Notes

- Wi-Fi connects to the default network that is available on your phone. However, GPRS starts by default if your phone does not detect any Wi-Fi signal.
- In Comm Manager, click **Settings > WLAN Settings > Connection Status** to check the current connection status and signal quality of each Wi-Fi channel.
- Configure your phone so that the Wi-Fi function turns off automatically when no signal is detected to conserve battery power. In Comm Manager, click **Settings > WLAN Settings > Wi-Fi > Menu > Wi-Fi Settings**.

To create a new Wi-Fi connection

If the Wi-Fi connection you want to connect to is not in the list, you can create a new Wi-Fi connection.

1. On the Home screen, click **Start > Settings > Connections > WLAN Settings > Wi-Fi > New**.
2. Enter the **Network name** and **Network type** and click **Next**.

Note If you want only to connect directly to another device or computer, and not to a network through an access point, select **This is a device to device (ad-hoc) connection**.

3. Select the **Authentication** type and **Data encryption**, then click **Next**. For TKIP, AES, or WEP data encryption, enter the needed information in the remaining fields.
4. Select **Use IEEE 802.1x network access control** to use Extensible Authentication Protocol (EAP). Select the **EAP type** depending on the type of authentication. Click **Finish**.

To increase security on the Wi-Fi network

The LEAP (Lightweight Extensible Authentication Protocol) feature of Comm Manager helps increase security on your phone, and ensures that nobody is able to access your network without your permission.

1. On the WLAN Settings screen, select **LEAP**.
2. Click **Menu > New**.

Note By default, the LEAP screen displays data that you entered previously. However, you can modify or delete the data as required by clicking **Menu > Modify** or **Menu > Delete** on the LEAP screen.

3. Enter the **SSID** (Service Set Identifier).
You can obtain this information from your wireless service provider.
4. Enter the user name, password, and domain.

5. Select an **Authentication Type**.

By default, the **Authentication Type** for your phone is **Open System** authentication.

Note For LEAP to work correctly, the receiving phone (your phone) must be set with the same SSID, user name, and password as the access point.

8.5 Bluetooth

Bluetooth is a short-range wireless communications technology. Phones with Bluetooth capabilities can exchange information within a distance of about 10 meters without requiring a physical connection.

Bluetooth modes

Bluetooth on your phone operates in three different modes:

1. **On.** Bluetooth is turned on. Your phone can detect other Bluetooth-enabled devices, but not vice versa.
2. **Off.** Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn off the radio at times to conserve battery power, or in situations where radio use is prohibited, such as onboard an aircraft and in hospitals.
3. **Visible.** Bluetooth is turned on, and all other Bluetooth-enabled devices within range can detect your phone.

Note By default, Bluetooth is turned off. If you turn it on, and then turn off your phone or turn on the flight mode, Bluetooth also turns off. When you turn on your phone again or turn off the flight mode, Bluetooth automatically turns on.

To turn on or off Bluetooth on your phone

You can enable Bluetooth by clicking the On/Off switch in Comm Manager. You can also do the following:

1. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
2. Click **Bluetooth > Menu > Turn on Bluetooth**.

To turn off Bluetooth capabilities on your phone, click **Bluetooth > Menu > Turn off Bluetooth**.

To make your phone visible

1. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
2. Click **Bluetooth > Menu > Turn on Visibility**.

Tip Enter a Bluetooth phone name for your phone. This will be the phone name that will be shown on another Bluetooth-enabled device when it searches and detects your phone. To enter a name, on the Bluetooth screen, click **Security** and enter a **Device name**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your phone and another Bluetooth-enabled device in order to exchange information in a secure manner.

To create a Bluetooth partnership

1. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
2. Click **Bluetooth > Add new device**.

Your phone searches for other Bluetooth-enabled devices and lists them.

3. Select the desired device name in the list and click **Next**.
4. Enter a passcode (1 up to 16 characters) to establish a secure connection, then click **Next**.

5. Wait for the paired device to accept the partnership:
6. On your phone, a message will appear, indicating that your phone has connected with the paired device. Click **OK**.
7. The name of the paired device is then displayed. You may edit and enter a new name for that device, then click **Next**.
8. Select the check boxes of services that you want to use from the paired device and click **Done**.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Click **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection.
4. Click **Next**.
5. A message will appear, indicating that your phone has connected with the paired device. Click **OK**.
6. The name of the paired device is then displayed. You may edit and enter a new name for that device, then click **Next**.
7. Select the check boxes of services that you want to use from the paired device.
8. Click **Done**. You can now exchange information with the other device.

To change the display name of a Bluetooth device

1. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
2. Click **Bluetooth** and then on the screen, select a Bluetooth device.
3. Click **Menu > Edit**.
4. Enter a new display name for the Bluetooth device, then click **Next**.
5. Click **Done**.

To delete a Bluetooth partnership

1. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
2. Click **Bluetooth** and then on the screen, select a Bluetooth device.
3. Click **Menu > Delete**, and then click **Yes** in the confirmation screen.
4. Click **Done**.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations or to listen to music, you can use a Bluetooth hands-free or stereo headset.

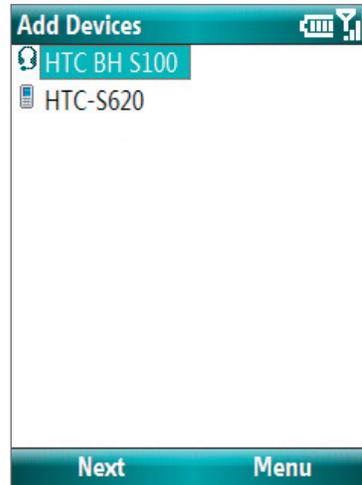
Note You need a Bluetooth stereo headset to listen to music.

To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your phone and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. On the Home screen, click **Start > Settings > Connections > Bluetooth**.
3. Click **Bluetooth > Add new device**. Your phone searches for other Bluetooth-enabled devices and displays them in the list.

4. Select the name of the headset, and click **Next**.
5. In **Passcode**, enter the alphanumeric passcode for the Bluetooth headset, then click **Next**. The passcode is usually "0000".

A message will appear saying that your phone has connected to the headset, click **OK**.
6. Enter the display name for the headset and click **Next**.



7. Select the check boxes for the **Wireless Stereo** (if available) and **Hands Free** services, and click **Done**.

Note If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 2 above. Select the stereo headset and click **Menu > Set as Wireless Stereo**.

Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your phone to your computer or to another Bluetooth-enabled device.

Notes

- If your computer does not have built-in Bluetooth capabilities, you need to connect and use a Bluetooth adapter or dongle on your computer.
- Before beaming items to your computer, open Bluetooth Configuration or Bluetooth Settings in the Control Panel and check if there's an option for setting a location for saving beamed items.

To beam information from your phone to a computer

1. Set Bluetooth on your phone to visible mode. For information about this, see "To make your phone visible".
2. Next, set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

If your computer has Windows Vista or Windows XP SP2 and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:
 - a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.
 - b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.

For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.
 - c. Create a Bluetooth partnership between your phone and computer. For information about creating a partnership, see "Bluetooth partnerships".
 - d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.
 - e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon at the bottom-right of your computer screen and select **Receive a File**.
3. Now you are ready to beam. On your phone, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
4. Click **Menu > Beam [type of item]**.
5. Select the device name to which you want to beam to.
6. Click **Beam**.

7. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, click **File > Import and Export** to import it to Microsoft Outlook on your computer.

To beam information to a Bluetooth-enabled device such as another phone, create a Bluetooth partnership then do steps 3 to 6 in the above procedure.

Tip The default folder on your computer where beamed items are stored may be
Windows XP: C:\Documents and Settings\your_username\My Documents
Windows Vista: C:\users\your_username\My Documents

Bluetooth Explorer and Bluetooth file sharing

Bluetooth Explorer searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable Bluetooth file sharing on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

To enable Bluetooth Explorer and Bluetooth file sharing on your phone

1. Click **Start > Settings > Connections > Bluetooth > FTP**.
2. Select the **Enable Bluetooth Explorer** check box. This makes the **/Bluetooth** phone folder visible in File Explorer.
3. Select the **Enable File Sharing** check box. Click **Browse** to change the folder to share.

To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by clicking **Start > Programs > Bluetooth Explorer** or by clicking the **Bluetooth** folder under the My Device folder in File Explorer.
2. Bluetooth Explorer then scans for other Bluetooth-enabled devices. From the list, select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the device.
3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen.

Select a file and click **Menu > Edit** and choose to cut or copy the files.

4. Click **Up** twice.
5. Navigate to the folder where you want to paste the files on your device, then click **Menu > Edit > Paste**.

8.6 Using your Phone as a Modem

When you need Internet access on your notebook computer while traveling, you can use your phone as a modem for your notebook. Install the VZAccess Manager software (from the provided CD) on your notebook so you can use the NationalAccess or BroadbandAccess service from Verizon Wireless to connect your notebook to the Internet.

This section shows how to install VZAccess Manager and quickly set up your notebook computer for Internet access. You will also learn the basics on using VZAccess Manager, such as how to connect to the NationalAccess or BroadbandAccess service, use its text messaging feature, etc. For more in-depth information about this software, refer to the documentation on the CD.

- Notes**
- Your data plan must include the NationalAccess or Broadband Access service. Contact Verizon Wireless or visit <http://www.verizonwireless.com> to get pricing information and subscribe to any of these services.
 - The VZAccess Manager software on the provided CD has been customized for your phone. However, some of the features described in the documentation on the CD may not be supported.

Install VZAccess Manager

There are two items that you need to install on your notebook computer: your phone's modem driver and VZAccess Manager software. Follow the steps below to complete the installation.

To install your phone's modem driver

1. Insert the provided CD into the CD or DVD drive of your notebook computer.
2. Run **Start.exe** from the CD.
3. On the first window that opens, click **Next**.
4. The main installation window then appears. Click **Install USB Driver**.
5. On the Welcome screen, click **Next**. The installer then copies the phone's modem driver to your computer.
6. Select **Yes, I want to restart my computer now**, click **OK**, and then click **Finish**.



After restarting your computer, run the installer again and install the VZAccess Manager software.

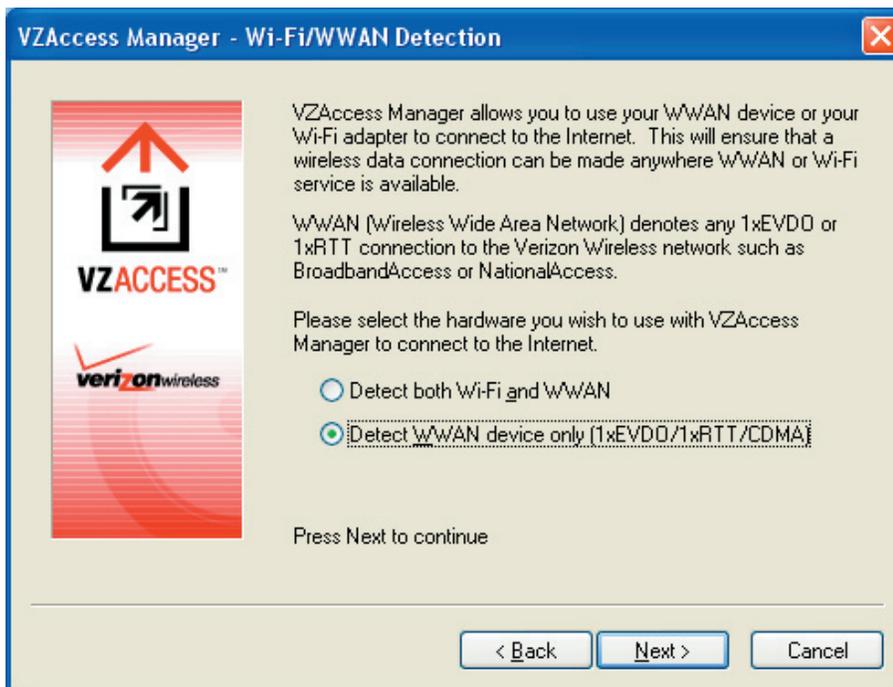
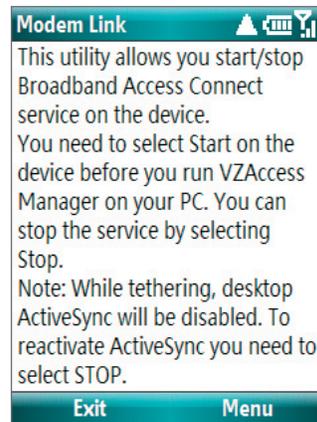
To install VZAccess Manager

1. Run **Start.exe** from the CD.
2. Click **Next**.
3. Click **Install VZAccess Manager** and follow the on-screen instructions to complete the installation.

Set Up Internet access

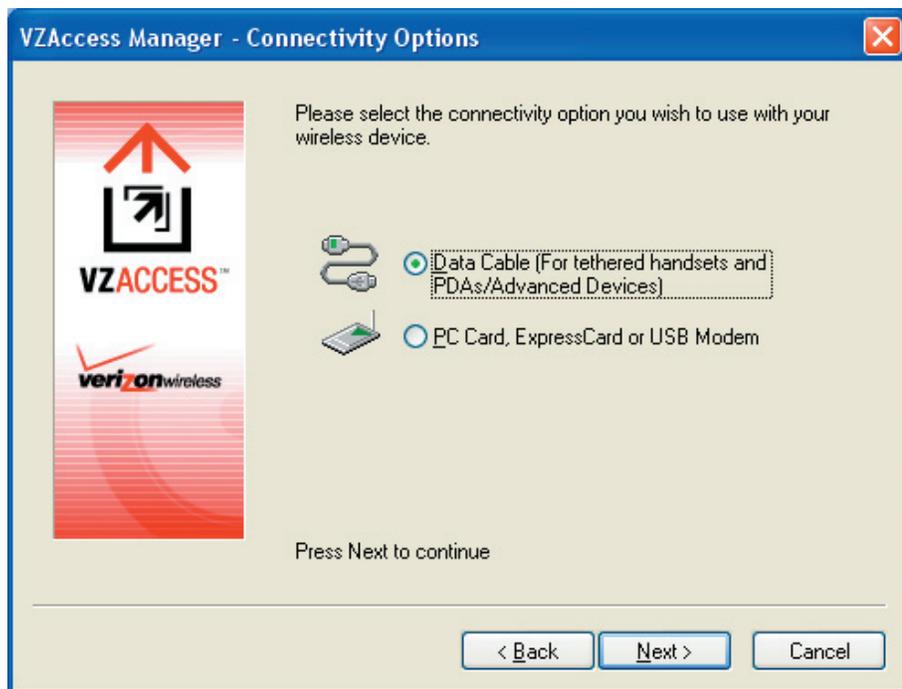
After installation is complete, the VZAccess Manager Setup Wizard automatically opens and walks you through the process of setting up your notebook computer for Internet access. Follow the steps below to complete the setup process.

1. Before you continue with the setup wizard, power on your phone and connect it to your notebook computer using the supplied USB cable.
2. On your phone, click **Start > Modem Link**, then click **Menu > Start**.
3. On the Welcome screen of the VZAccess Manager Setup Wizard, click **Next**.
4. Select **Detect WWAN device only** then click **Next**.



Note If your notebook computer has built-in Wi-Fi or has a Wi-Fi card installed, you can select the Detect both Wi-Fi and WWAN option. This allows you to use either your phone or your computer's Wi-Fi adapter to connect your notebook to the Internet. For more information, refer to the VZAccess Manager documentation on the CD.

5. VZAccess Manager will now detect and set up your phone. Click **Next**.
6. Select **Data Cable** and click **Next**.



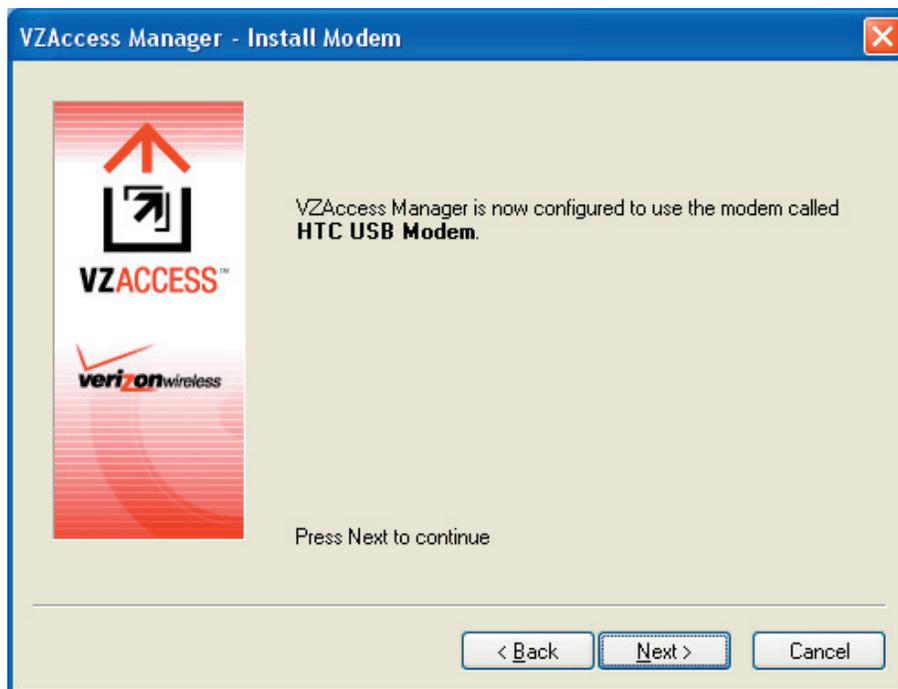
7. Before proceeding, make sure your phone's modem driver is already installed on your notebook computer. See "To install your phone's modem driver" for details.

If the driver has already been installed, click **Next** to continue.

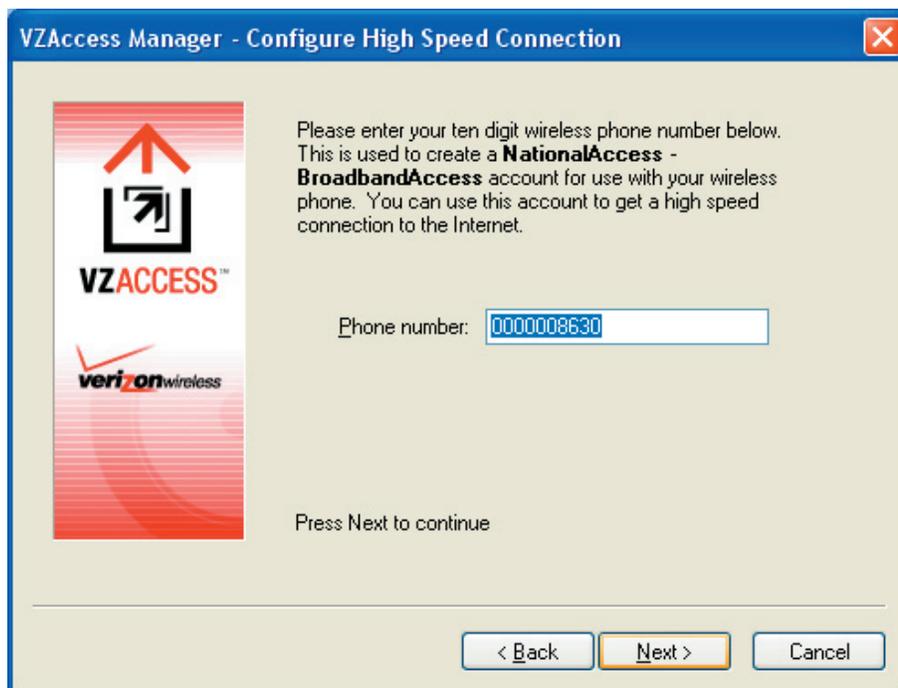
8. A message then appears, indicating that your phone has been detected. Click **Yes**.



9. Your phone is generally recognized as HTC USB Modem by VZAccess Manager. Click **Next** to proceed.



10. The mobile phone number that you use on your phone is automatically recognized and then displayed on the next screen. Click **Next**.



11. You can set VZAccess Manager to automatically run whenever you start up your computer by selecting the **Run VZAccess Manager at Startup** check box.
12. Click **Finish**.

Use VZAccess Manager to connect your notebook to the Internet

After you finished setting up VZAccess Manager on your notebook, the software automatically launches. You can also manually launch VZAccess Manager whenever you want to access the Internet on your notebook.

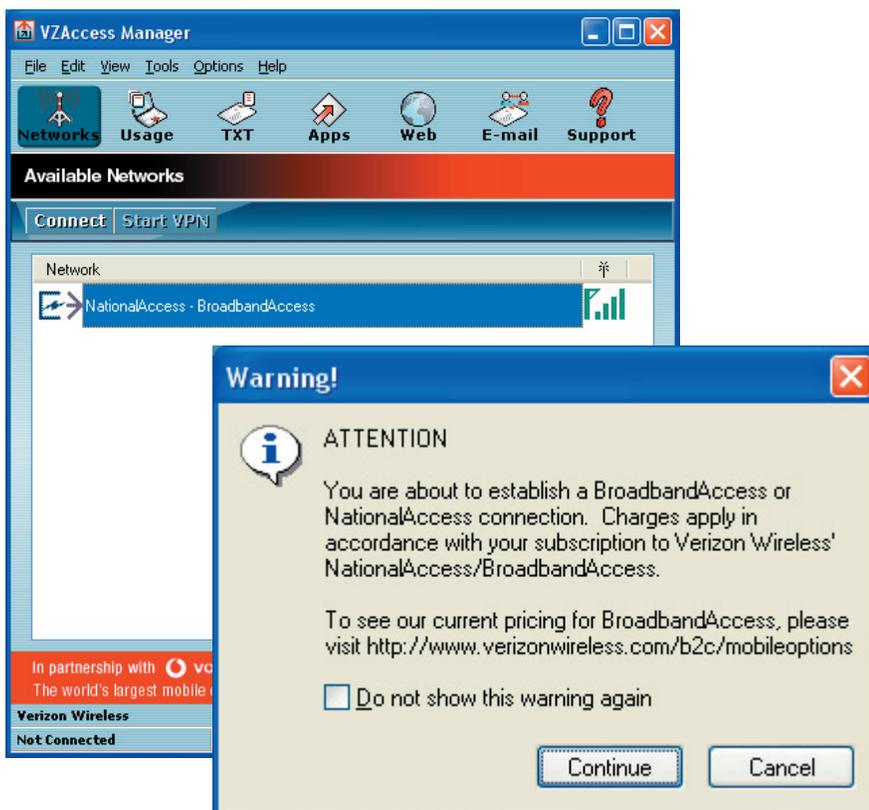
To manually launch VZAccess Manager

1. Connect your phone to your notebook's USB port.
2. On your phone, click **Start > Modem Link**, then click **Menu > Start**.
3. On your notebook, double-click the **VZAccess Manager** icon on the Windows Desktop or click **Start > Programs > VZAccess Manager**.

To connect to NationalAccess or BroadbandAccess

VZAccess Manager opens in Networks view, which lists all currently available network connections and indicates their respective signal strengths. Connect to the NationalAccess or BroadbandAccess service of Verizon Wireless so you can access the Internet on your notebook.

1. Double-click **NationalAccess - BroadbandAccess**
2. Click **Continue** to connect.



Once your notebook is successfully connected to the Internet, you will see a "Connected" status at the bottom left-hand side of VZAccess Manager's status bar. You can now surf the web and use e-mail on your notebook.

To disconnect the Internet connection

1. Click **Disconnect** on VZAccess Manager.
2. On Modem Link screen of your phone, click **Menu > Stop**.

Overview of the user interface

One cool feature of VZAccess Manager is that it allows you to view, send and receive SMS text messages directly on the user interface. From VZAccess Manager, you can also launch Internet Explorer, open Outlook E-mail if it is your notebook's default e-mail software, and add shortcuts of your favorite applications.