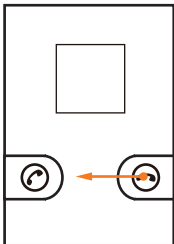### 3.2.3 Rejecting an Incoming Call

Drag ⊙ to the left to reject the call.

3.3 Other Operations During a Call

3.3.1 Making a Conference Call

If you receive a new call while you are already in a call, you can add the second call to the call you are in. This feature is known as conference calling. You can also set up a conference call with multiple callers.

(!) Contact your network operator to ask if conference calls are supported and, if yes, how many parties can participate.

1. To initiate a conference call, dial the number of the first participant. After you have connected to the first participant, keep the connection open, touch **Add call**.

2. Enter the phone number of the next person you want to invite for the conversation and touch , or select someone from your **Call log** or **Contacts**. The first participant is automatically placed on hold while you do this.

3. Once you have connected to the second person, touch **Merge calls** to begin the conference call.

4. To end the conference call and disconnect from everyone, touch **End**.

3.3.2 Switching Between Calls

If you receive a new call while you are already in a call, you can switch between the two calls.

1. While you are in the first call and the second call comes in, answer the incoming call, and then touch **Swap**.

2. The current call is placed on hold and you are connected to the first call.

3.4 Using the Call log

The **Call log** contains a list of calls that you have dialed, received, and missed. You can use the call log to find a recently called number quickly or add a number from the call log to your contact list.

3.4.1 Adding an Entry to Contacts

1. If you are already working with **Phone** or **Contacts**, touch the **Call log** tab.

2. Touch and hold the entry you want to add to your **Contacts**.

3. Touch **Add to contacts** in the options menu.

4. Touch **Create new contact** or scroll through the contact list and touch an existing contact name.

3.5 Direct Connect Call

With Direct Connect (DC), you can instantly talk to another Direct Connect user or group of users with the push of a button.

3.5.1 Dialing Direct Connect Numbers

A Direct Connect number follows the format as below:
There are three parts to a Direct Connect number. For example: **xxx*xxxxx*xxxxx** or **xx*xxxxx*xx**. You must have all three parts when calling iDEN or 3G users. Here **x** represents any digit from 0 to 9. And each part is separated by an asterisk. A Direct Connect number contains a maximum of 15 characters (including asterisks).

3.5.2 Making Direct Connect Calls

1. Touch ██ > **Phone** to display the dialer.

2. Enter a Direct Connect number.

3. Push the Direct Connect button on the left side of your phone. Begin talking after your phone plays the Chirp sound.

4. Release the Direct Connect button to listen. The call will end automatically if no party speaks for several seconds.

🔍 You can also go to **Contacts** or **Call log**, and then select any Direct Connect user to place the call to that user.

Last Call Notification

Upon completion of a Direct Connect call or a DC Group call, the Last Call Notification screen will appear. It shows the contact name or number on the last call, and the date and time of the call. The screen can be cleared by touching the indicated soft key, or it will disappear after a period of time. Push the Direct Connect button from the last call screen will attempt a restart of the last call indicated.

3.5.3 Answering Direct Connect Calls

1. When you receive a Direct Connect call, your phone will play an incoming Direct Connect call notification. Then the caller may begin speaking, or simply wait for you to respond to the notification.

2. After the caller finishes speaking, or releases the Direct Connect button, you will hear a tone to indicate that the floor is now open and you may speak.

3. Push the Direct Connect button on the left side of your phone. Begin talking after your phone plays the Chirp sound.

4. Release the Direct Connect button to listen. The call will end automatically if no party speaks for several seconds.

3.6 Alerts

Alerts let you notify others that you want to communicate with using Direct Connect. When a user receives an Alert, an incoming Alert tone will be played and the caller ID (name and Direct Connect number) will be displayed.

3.6.1 Sending Alerts

1. Touch ▦ > **Phone** to display the dialer.

2. Enter a Direct Connect number.

3. Touch **Send Alert** icon.

4. When prompted, push the Direct Connect button to send the Alert.

🔍 You can send an Alert from the **Call log** or **Contacts**. Touch an entry with a Direct Connect number, and then touch **Send Alert**.

3.6.2 Responding to an Alert

Answering an Alert

Push the Direct Connect button. This will start a Direct Connect call to the sender.

Ignoring an Alert

Touch **Ignore** to ignore the Alert.

Storing an Alert in Notifications

If you do not respond to an Alert, the Alert will be removed from your screen and will be placed as a missed Alert icon in the Notification bar.

3.6.3 Using the Alert Notification

1. Open the Notification panel.

2. Select the missed Alert. This will take you to the call log entry for missed Alert. You can either place a Direct Connect call or send another Alert to the sender.

3.7 DC Group Calls

A DC Group call is a Direct Connect call with more than one Direct Connect user.

3.7.1 Creating DC Groups

1. Touch ▪▪ > **Contacts** > **DC Groups**.

2. Touch ☰ > **Create DC Group**.

3. Touch **Enter number** to enter contacts to be added.

⚠ You must add two or more contacts, or you can select two or more contacts from **Contacts** or **Call log**.

4. Touch ☰ > **Save DC Group**.

5. Enter the group name.

22

6. Touch **Done** to save the group.

3.7.2 Adding Group Members

You can use the **Add members** function to add participants to an active Direct Connect call or DC Group call.

1. Touch ⬛ > **Contacts** > **DC Groups**.

2. Touch and hold the group to which you want to add members.

3. Touch **Edit DC Group**.

4. Touch **Add members**.

5. Select members to add, and then touch **Add**.

🔍 You can push the Direct Connect button to start the DC Group call immediately without saving the group.

6. Touch **Done** to save the group.

Adding a Member to DC Groups Stored in Contacts

1. Touch and hold the contact you want to add to a group.

2. Touch **Add to DC Group**.

3. Select the groups to which you want to add the contact.

4. Touch **Add**

3.7.3 Viewing the DC Group Details

1. Touch ⬛ > **Contacts** > **DC Groups**.

2. Touch the group you want to view. Then you can do the following:

   • Touch and hold a contact, you can make a Direct Connect call, send an Alert, or remove it from the group.

   • Save an unknown number to **Contacts**.

   • Touch ≡ , you can make a DC Group call, send an Invitation, edit the group, or delete the group.

3.7.4 Removing a Member from a DC Group

1. Touch ⬛ > **Contacts** > **DC Groups**.

2. Touch and hold the group from which you want to remove members.

3. Touch **Edit DC Group**.

4. Touch — to remove the contact from the group.

5. Touch **Done** to save the group.

3.7.5 Deleting a DC Group from Contacts

1. Touch ▊▊ > **Contacts** > **DC Groups**.

2. Touch ☰ > **Delete DC Group**.

3. Select groups which you want to delete.

4. Touch **Delete** to confirm.

3.7.6 Making DC Group Calls

1. From **DC Groups** or **Call log** tabs, touch the DC Group call icon.

2. Push the Direct Connect button to start the DC Group call.

3.7.7 Answering DC Group Calls

Proceed as if answering a Direct Connect call from one user.

⚠ Only one person at a time may speak on a DC Group call.

3.7.8 Sending a DC Group Call Invitation

You can send a DC Group Invitation to inform multiple Direct Connect users that you want to include them in a group call. The users you invite can join or decline by following prompts on the phone.

1. Touch ▊▊ > **Contacts** > **DC Groups**.

2. Touch a DC Group to open it.

3. Touch ☰ > **Invite**.

4. Push the Direct Connect button to send an Invitation to all the members in the group.

3.7.9 Responding to a DC Group Call Invitation

When you receive a DC Group call Invitation, you can either touch **Join** to join the DC Group call or touch **Ignore** to ignore the Invitation if you do not want to join the DC Group call.

3.7.10 Attempting to Join a DC Group Call After it has Ended

If you attempt to join a DC Group call after it has ended, a message will display.

- If you push the Direct Connect button, the DC Group call will begin.
- If you touch **Invite**, another message will display. You can push the Direct Connect button to send an Invitation.
- If you touch **Ignore**, then no operation will be performed.

3.8 Direct Connect Settings

Touch ▦ > **Settings** > **DC settings**，and then you can control how your phone handles Direct Connect calls, DC Group calls, and so on.

- **One touch DC**: Set the Direct Connect button behavior.
- **Exiting DC Group call I initiated**: Select the check box to allow the call to continue when you exit a DC Group call you initiated.
- **Add member to ongoing call**: Select the check box to allow a member to add a contact to a Direct Connect or DC Group call.
- **Blocked DC list**: View and modify the list of users you have blocked from making a Direct Connect call to you.
- **Invitation ringtone**: Set your default incoming DC Group Invitation ringtone.
- **Invitation timeout**: Set the length of time you want the Invitation ringtone to play.
- **Alert ringtone**: Set your default Alert ringtone.
- **Alert timeout**: Set the length of time you want your Alert ringtone to play.
- **My DC Number**: View your DC number.
- **DC button backlight**: Select the check box to turn on the Direct Connect button light on incoming DC events.
- **Vibrate for missed DC Events**: Select the check box to make your mobile phone vibrate for the missed DC events.

3.8.1 Setting One Touch DC

One touch DC allows you to quickly access Direct Connect contacts when the Direct Connect button is pushed from the Home screen.

1. Touch ▦ > **Settings** > **DC settings** > **One touch DC**.

2. Select one of the following items:

- **Off**
- **Call log**
- **Last call**
- **Contacts**

3.9 Interrupt Request

3.9.1 Sending an Interrupt Request

1. During a Direct Connect call or a DC Group call, when another party is speaking and you want to speak, then you can touch **Interrupt** to send a message to the speaker that you want to talk.
2. If the Interrupt was sent successfully, you will get a successful message.
3. After the speaker releases the Direct Connect button, you can push and hold the Direct Connect button to talk.

3.9.2 Responding to an Interrupt Request

During a Direct Connect call or a DC Group call, when you are speaking, you may receive an Interrupt Request from other party in the call. This is to inform you that the other party wants to speak.

Releases the Direct Connect button to open floor for the requesting party to speak.

3.10 Missed DC Event

If you are on a call and missed a Direct Connect call, a DC Group call, an Alert, or an Invitation, icons will display in the notification bar. You can open the notification panel to select a missed event notification, and then you can respond to the event.

3.11 Concurrency

3.11.1 Receiving a Voice Call During a Direct Connect Call

When you receive a voice call during a Direct Connect call, you can drag the icon on the screen left or right to answer or reject it. If you answer the voice call, the Direct Connect call will end.

3.11.2 Receiving a Direct Connect Call During a Voice Call

When you receive a Direct Connect call during a voice call, the phone displays the missed Direct Connect call screen. Touch **Ignore** to continue with the voice call; touch **Hold voice call** to put the voice call on hold, a message displays, and then you can do the following:

• Push and hold the Direct Connect button to make a Direct Connect call.

• Touch **Send Alert**, a message displays, and then you can push the Direct Connect button to send an Alert.

• Touch **Resume voice call** to return to the voice call.

⚠ If you do not respond to the missed Direct Connect call screen, then the notification will disappear after several seconds.

3.11.3 Receiving a DC Group Call During a Voice Call

When you receive a DC Group call during a voice call, the phone displays the missed DC Group call screen. Touch **Ignore** to continue with the voice call; touch **Hold voice call** to put the voice call on hold, a message displays, and then you can do the following:

• Push and hold the Direct Connect button to make a Direct Connect call to join the group call

• Touch **Invite**, a message displays, and then you can push the Direct Connect button to send an Invitation to the group members.

• Touch **Resume voice call** to return to the voice call.

3.11.4 Receiving an Alert During a Voice Call

When you receive an Alert during a voice call, the phone displays the incoming Alert screen. Touch **Ignore** to continue with the voice call; touch **Hold voice call** to put the voice call on hold, a message displays, and then you can do the following:

• Push and hold the Direct Connect button to make a Direct Connect call.

• Touch **Send Alert**, a message displays, and then you can push the Direct Connect button to send an Alert.

• Touch **Resume voice call** to return to the voice call.

3.11.5 Receiving an Invitation During a Voice Call

When you receive an Invitation during a voice call, the phone displays the missed Invitation screen. Touch **Ignore** to continue with the voice call; touch **Hold voice call** to put the voice call on hold, a message displays, and then you can do the following:

• Touch **Join** to join the DC Group call.

• Touch **Resume voice call** to return to the voice call.

3.11.6 Converting a Direct Connect Call to a Voice Call

When a quick Direct Connect call turns into a longer conversation, the phone supports the switch between a Direct Connect call and a voice call.

During a Direct Connect call, if you have saved the voice call number of the other party on the phone, touch ☰ > **Convert to voice call** to convert the Direct Connect call to a voice call.

3.12 Using Airplane Mode

Some locations may require you to turn off your phone's wireless connections. Rather than powering off your phone, you can place it in **Airplane mode**.

1. Press and hold ◐ .
2. Touch **Airplane mode** in the options menu.

4 Contacts

The **Contacts** application enables you to save and manage information such as phone numbers and addresses of your contacts. After you save contact information on your mobile phone, you have easy access to the people with whom you want to communicate.

4.1 Opening the Contacts Application

If you have not yet added any contacts to your mobile phone, **Contacts** displays a message with hints on how to start adding contacts information.

On the Home screen, touch ▦ > **Contacts** to open the **Contacts** application. All of your contacts are displayed alphabetically in a list that you can scroll through.

4.2 Importing Contacts from a SIM Card

1. In the contact list, touch ☰ > **More** > **Import/Export**.

2. Touch **Import from USIM card**.

3. Wait for the SIM card contents to be loaded. Select the contacts you want to import or touch **Select all** to select all contacts.

4. Touch **Copy**.

5. If you have more than one account on your phone, touch the account into which you want to import the contacts.

4.3 Adding a Contact

1. In the contact list, touch ☰ > **New contact**.

2. If you have more than one account with contacts, touch the account to which you want to add the contact.

3. Enter the contact's name, and then add detailed information such as phone number and address.

4. When you are finished, touch **Done** to save the contact information.

4.4 Adding a Contact to Your Favorites

- Touch and hold the contact you want to add to **Favorites**. Then touch **Add to favorites**.

- Touch a contact, and then touch the star to the right of the contact's name. The star turns gold.

4.5 Searching for a Contact

1. In the contact list, touch ☰ > **Search**.

2. Enter the name of the contact you wish to search for. As you type, contacts with matching names appear below the search box.

🔍 On the contact list screen, you can touch a letter on the right to display contacts starting with the touched letter.

4.6 Editing a Contact

You can make changes to the information you have stored for a contact at any time.

1. In the contacts list, touch and hold the contact whose details you want to edit, and then touch **Edit contact** in the options menu.
2. Touch the category of contact information you wish to change: name, phone number, email address, or any other information you recorded earlier.
3. Make the desired changes to the contact information, and then touch **Done**. To cancel all of your changes, touch **Cancel**.

4.7 Communicating with Your Contacts

From the **Contacts** or **Favorites** tab, you can quickly call or send a text (SMS) or multimedia (MMS) message to a contact's default phone number. You can also open details to view a list of all the ways you can communicate with that contact. This section describes how to communicate with a contact when you view your contacts list.

4.7.1 Using Quick Contact for Android

1. Touch the contact's picture or picture frame (if you have not assigned a picture to the contact) to open Quick Contact for Android.
2. Touch the icon for the way you want to communicate with the contact.

🔍 The icons available depend on the information you have entered for the contact, the applications installed on your phone, and the accounts you have.

4.7.2 Communicating with a Contact

1. In the contacts list, touch the contact that you want to communicate with.
2. On the contact's details screen, touch the icon to the right of the number to call or send messages.

4.8 Deleting a Contact

1. In the contacts list, touch and hold the contact that you want to delete, and then touch **Delete contact** in the options menu.

2. Touch **OK** to confirm that you want to delete the contact.

4.9 Backing Up and Synchronizing Contacts

You can back up contacts from your phone to a microSD card, or synchronize phone contacts with a server using your Google account.

4.9.1 Using a microSD Card to Back Up Contacts

Backing Up Contacts

1. In the contact list, touch ☰ > **More > Import/Export**.

2. Touch **Export to SD card** in the displayed menu.

3. Touch **OK** to export your phone contact's information to the installed microSD card.

You can copy the .vcf files backed up on the microSD card to your computer. The files are stored in the root directory of the microSD card.

Restoring Contacts

1. In the contact list, touch ☰ > **More >Import/Export**.

2. Touch **Import from SD card** in the displayed menu.

If there is more than one .vcf files saved on the microSD card, you can choose to restore one, multiple, or all the of them.

4.9.2 Using a Google Account to Synchronize Contacts

You can synchronize contacts using your Google account. For details, see Changing an Account's Synchronization Settings.

4.10 Joining and Separating Contacts

You may have duplicate contacts if you import contacts by:

• Adding an account, such as a Gmail account.

• Using the social networking services such as Facebook or Twitter.

• Using other methods, such as exchanging emails.

To avoid duplication, join two or more contacts together to form a single contact.

⚠ Availability of Facebook or Twitter may vary depending on your country or carrier. Please use them according to local laws and regulations.

4.10.1 Joining Contacts

1. On the Home screen, touch ▦ > **Contacts**.

2. Touch a duplicated contact, and then touch ☰ > **Edit contact**.

3. Touch ☰ > **Join**.

4. Select the contact to be joined to combine two duplicate contacts.

Two contacts will be joined together and displayed as one contact. Touch the contact to view the joined information. You can see that the contact is joined together by two contacts. You can also combine more than two contacts.

4.10.2 Separating Contacts

If contact information from different sources was joined together in error, you can separate the contacts.

1. On the Home screen, touch ▦ > **Contacts**.

2. Touch the joint contact to be separated, and then touch ☰ > **Edit contact**.

3. Touch ☰ > **Separate**.

4. Select **OK**.

The joint contact is then separated into two contacts displayed separately in **Contacts**.

4.11 Sending Contacts

You can send contacts as a .vcf file via Bluetooth or Email.

1. In the contacts list, touch ☰ > **More** > **Send contacts**.

2. Select contacts that you want to send.

3. Touch **Send**.

4. Select the way you prefer to send the contacts you have selected, for example Bluetooth or Email.

🔍 You can send one contact by another way. Touch and hold a contact, touch

Send contact, and then select the way you prefer to send.

5 Using the Onscreen Keyboard

5.1 Displaying the Keyboard

To enter text, use the onscreen keyboard. Some applications open the keyboard automatically. In others, touch a text field to open the keyboard.

Touch ⊃ to hide the keyboard.

🔍 Touch and hold a text field to open the **Edit text** menu.

5.1.1 Choosing an Input Method

1. Touch and hold a text field until the **Edit text** menu is displayed.

2. Touch **Select input method**.

3. Select the input method.

5.1.2 Using the Swype Keyboard

Touch to delete a character to the left of the cursor.
Touch and hold to delete all characters to the left of the cursor.

Touch to insert a space.

Touch to change from text mode to symbol/number mode.

Touch and hold to get helpful tips.
Touch to get swype functions.

Touch once to capitalize the next letter you type.
Touch twice for all caps.

bay

To enter a word, just drag your finger over the letters in the word.

I'll

To capitalize, go above the keypad.

To enter apostrophes in common words drag through the 'n'.

To enter double letters, circle the letter.

The keyboard layout may vary slightly depending on the field where you are entering text. The previous figure is provided for your reference only.

5.1.3 Using the Android Keyboard

Touch to delete a character to the left of the cursor. Touch and hold to delete all characters to the left of the cursor.

Touch to insert a space.

Touch to enter text by voice.

Touch to select or set input method.

Touch to change from the text mode to the symbol/number mode.

Touch once to capitalize the next letter you type.

Touch twice to capitalize all letters to be entered.

The keyboard layout may vary slightly depending on the field where you are entering text. The previous figure is provided for your reference only.

On the Home screen, touch ☷ > **Settings** > **Language & keyboard** > **Android keyboard** > **Voice input** to turn on or turn off voice input.

5.1.4 Using the Landscape Keyboard

If you find the keyboard inconvenient or difficult to use, turn your mobile phone sideways. The screen will display the keyboard in landscape orientation, providing you with a wider keyboard layout.

5.2 Customizing Keyboard Settings

1. On the Home screen, touch ☷ > **Settings** > **Language & keyboard**.

2. In **Keyboard settings**, select an input method to customize the keyboard settings.

6 Messaging

The **Messaging** application allows you to exchange text messages (SMS) and multimedia messages (MMS) with anyone using an SMS-or-MMS-capable phone. With the **Email** application you can read and send emails.

6.1 SMS and MMS

6.1.1 Opening Messaging

Touch ☷ > **Messaging**.

6.1.2 Creating and Sending a Text Message

1. Touch ☷ > **Messaging** > **New message**.

2. Enter a phone number or a contact's name in the **To** field, or touch 👤 to select a contact from **Contacts**.

   As you enter the phone number or the contact's name, the phone displays possible matches from your contacts. Select a contact from the list of possible matches or continue entering.

   After you select a contact or finish entering a number, add a comma and you can enter another recipient. You can also touch a previously entered contact again

to edit or delete it.

3. Touch the composition text box to start entering your message.

4. When you are ready to send the message, touch ![send icon].

Sent and received messages will be displayed in a message thread, grouping together the messages in a conversation.

6.1.3 Creating and Sending a Multimedia Message

You can use multimedia messages to make everyday communications very special. You can record a message and send it as an audio file, sing 'Happy Birthday' and send it to friend, or send a slideshow of photographs of a special event. The possibilities are endless.

1. Touch ![icon] > **Messaging** > **New message**.

2. Enter a phone number in the **To** field, or touch ![contact icon] to select a contact from **Contacts**.

3. Touch the composition text box to start entering your message.

4. Touch ![options icon] to display the options panel.

- Touch **Add subject** to add the message subject. Your mobile phone is now in multimedia message mode.
- Touch **Add** to add a picture, music, or video file.

5. When the message is ready to be sent, touch ![send icon].

🔍 On the message editing screen, you can also touch ![clip icon], and then select your desired files to add.

🔍 You can select a media file (music, video or picture) and send it as an attachment in a multimedia message. In **File Manager**, touch and hold a media file, and then touch **Share** > **Messaging**.

Adding a Slideshow

If you want to attach more than one file to your message, use the **Slideshow** option.

1. On the message editing screen, touch ![options icon] to display the options panel.

2. Touch **Add** > **Slideshow**, and then select a slide to start editing it.

3. Touch ☰ and then touch **More** > **Add slide** to add more slides.

4. Touch **Done** to finish composing your message and return to the multimedia message screen.

5. To alter your multimedia message, touch the slideshow on the multimedia message screen. When the message is ready to be sent, touch **Send**.

6.1.4 Opening and Viewing a Multimedia Message

1. In the message list, touch the message thread you wish to view.

2. Touch the multimedia message to view the message.

6.1.5 Replying to a Message

1. In the message list, touch a text or multimedia message thread to open it.

2. Touch the text box to compose your message. Once finished, touch ➤ .

🔹 You can also do the following to reply to a message: Touch ☰ > **Multiselect**, select one or more message threads, and touch **Reply**.

6.1.6 Copying a Text Message to Notepad or Calendar

1. In the message list, touch a text message thread to open it.

2. Touch and hold one of the messages, and then touch **Copy message to**.

3. Touch **Notepad** or **Calendar** to save it as a note or an event.

For information about how to use **Notepad** or **Calendar**, see the relevant sections of this guide.

6.1.7 Customizing Message Settings

In the message list, touch ☰ , and then touch **Settings** to customize the message settings.

6.2 Email

Your mobile phone also puts email at your fingertips. With your phone's **Email** application, you can use your email account with Yahoo!, AOL, or other popular email services on your phone.

6.2.1 Adding an Email Account

When using the **Email** application for the first time, you must configure an email account. The Email setup wizard helps you to configure your account. A number of popular email systems are supported. You can work with the same email service that you use on your PC or you can select another email service.

1. On the Home screen, touch ▒▒ > **Email**.

2. In the email system list, select a system, or select **Others**.

3. To customize your email settings, follow the onscreen instructions, and then touch **Next**.

4. Enter the account name and the name you want other people to see when they receive an email from you.

5. Touch **Done**.

Adding Other Email Accounts

1. After creating your initial email account, touch ☰ on the **Inbox** screen, and then touch **More** > **Accounts** to access the accounts screen.

2. Touch ☰ on the accounts screen, and then touch **Add account** to create another email account.

   🔍 When adding an additional email account, you have the option to use the new account to send all outgoing messages.

6.2.2 Viewing an Email Message

1. On the accounts screen, touch the email account you want to use.

2. Access a folder, and then touch the message that you want to view.

6.2.3 Saving an Email Attachment

1. On the accounts screen, touch the email account you want to use.

2. Touch the email message you want to view.

3. Touch **Save** next to the attachment in the email.

4. Select a path for saving the attachment and touch **Save**.

6.2.4 Creating and Sending an Email Message

1. On the accounts screen, touch the email account you want to use.

2. On the **Inbox** screen, touch ☰ , and then touch **Compose** in the options panel.

3. In the **To** field, enter the recipients' name or email address.

4. Enter the subject of your message and compose the message.

   To send an attachment with the message, touch ☰ , and then touch **Add attachment**.

5. When you are finished, touch **Send**.

   If you are not ready to send the message, touch **Save as draft** or touch ↰ to save the message as a draft.

6.2.5 Replying to an Email Message

1. On the accounts screen, touch the email account you want to use.

2. Touch the email message to which you want to reply.

3. Touch **Reply** or **Reply all** to reply to the email message.

6.2.6 Deleting an Email Account

1. On the accounts screen, touch and hold the email account you want to delete.

2. Touch **Remove account**.

3. Touch **OK**.

6.2.7 Changing Email Account Settings

You can change a number of account settings, including how often you check for emails, how you are notified of a new mail, and details about the servers the account uses to send and receive mails.

⚠ Your account's incoming and outgoing settings depend on the kind of email service you are using. You can enter the necessary details manually, although you may need to contact your email service provider to obtain the correct information.

1. Touch ▦ > **Email**.

2. On the accounts screen, touch and hold the email account you want to change.