M+ Places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.

MR Recalls the stored value from memory and inserts it in the current calculation.

MC Clears any value that is stored in the Calculator memory.

Displaying Recent Calculations

The Recent Calculations command lets you review the last series of calculations and helps you confirm a chain of calculations.

To display recent calculations:

1. In the Calculator application, tap the Menu icon to open the Calculator menus.

2. Tap Options, and then tap recent Calculations.

3. When you have finished reviewing the calculations, tap OK.

7

CHAPTER7

Date Book

The Date Book lets you quickly and easily schedule appointments or any activity associated with a date or date and time. When you open the Date Book, the current date and a list of times for a standard business day are displayed.

Use the Date Book to:

- Schedule events: timed events, which have both times and dates; untimed events, for example, birthdays or anniversaries; repeating events, such as a weekly meeting held on the same day at the same time; continuous events, such as a vacation or three-day conference; and all day events, which reflect the default hours of a day as set by the user.
- Display your schedule in different ways: by Day, Week, Month, or Agenda view.
- Set an alarm to sound minutes, hours, or days before a scheduled appointment.
- Attach notes to events to describe or clarify Date Book entries.
- Rearrange or delete events from your schedule.

Opening the Date Book

Press the Date Book button on your Smartphone to open the Date Book to today's schedule. The date is displayed at the top right of the screen.

Note: Press the Date Book button repeatedly to cycle through the Day, Week, Month, and Agenda views. The Date Book views are displayed at the bottom left of the screen.

You can also open the Data Book application by tapping the Date Book icon in the Application Launcher.

Scheduling Events

An entry in the Date Book is called an event. When you schedule an event, its description appears on the time line, and its duration is set to 1 hour by default. You can easily change the start time and duration for any event. You can schedule the following types of events in the Date Book:

- Timed events, such as meetings, that have a specific date and a specific start and end time.
- Untimed events, such as birthdays, holidays, and anniversaries. These events occur on a particular date but have no specific start or end times; they appear at the top of the list of times marked with a diamond. You can schedule more than one untimed event on the same date.
- Repeating events, such as a weekly meeting that is held on the same day at the same time each week.
- Continuous events, such as a vacation or three-day conference.
- All day events, which reflect the default length of the day as set by the user.

Scheduling Timed Events

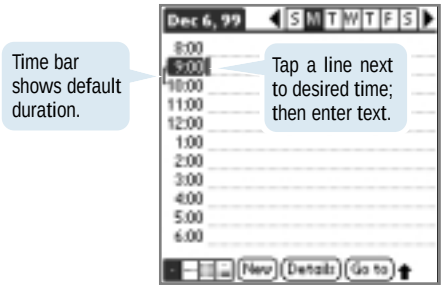
You can schedule timed events for the current date or for future dates.

To schedule a event for the current date:

1. Press the Date Book button on your Smartphone to open the Date Book to today's schedule.

   The current date and a list of times for a normal business day are displayed in Day view.

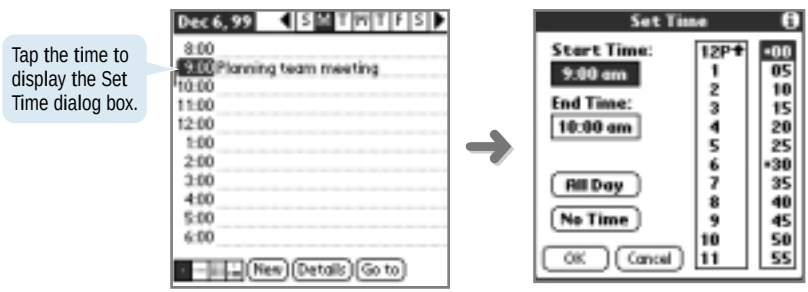
2. With the current day selected, tap the line next to the time that corresponds to the start of the event.



3. Enter a description of the event, up to 255 characters in length.

4. Set the event's duration:

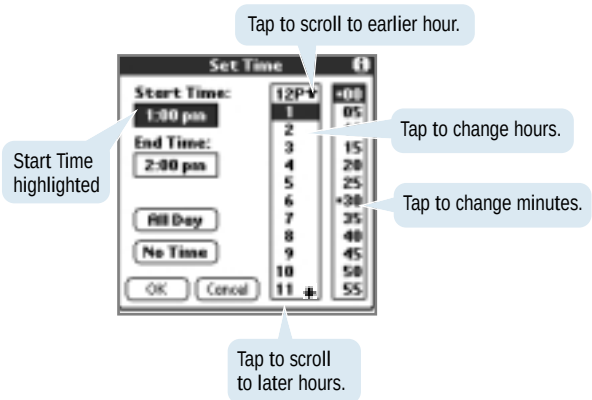
- If the event is 1-hour long, tap OK, and skip to the end of this procedure.
- If the event is longer or shorter than an hour, tap directly on the time to open the Set Time dialog box.



Tip: You can open the Set Time dialog box (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

5. Set the duration of the event in either of the following ways:

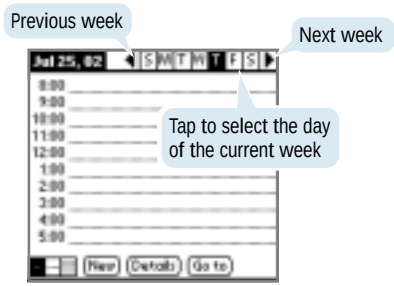
- Tap the time columns in the Set Time dialog box to set the Start Time; Tap End Time; then tap the time columns to set the End Time.
- Tap All Day if the event lasts all day. (The default hours of a standard business day are set by the user, and may be changed using the Preference command in the Date Book application.)



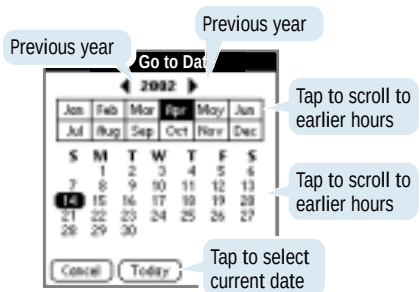
6. Tap OK.

To schedule a timed event for another date:

1. Select the date you want in one of the following ways:
   - Tap the desired day of the week in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.



   - Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.



2. After locating the desired date, follow the steps for scheduling an event for the current day.

Adding Address Book Information to an Event

You can add a name, address, and telephone number to an event using the Phone Lookup option. For instructions, see “Phone Lookup” in Chapter x, Common Tasks.”

Scheduling Untimed Events

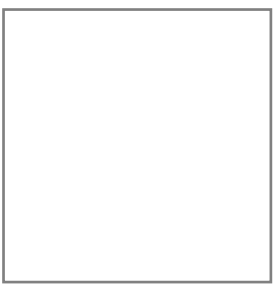
You can schedule untimed events for any date. Untimed events appear at the top of the list of times marked with a diamond.

To schedule an untimed event:

1. Select the event date you want, as described in the previous procedure, “To schedule a timed event for another date.”

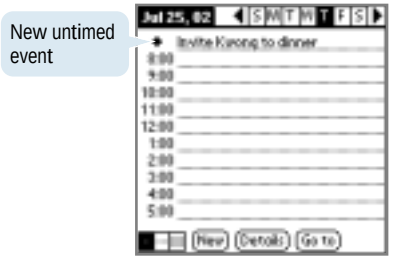
2. Tap New.

3. In the Set Time dialog box, tap OK. Do not enter a start or end time.



Tip: You can create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area. When you start writing, the untimed event appears at the top of the screen

4. Enter a description of the event.



5. Tap a blank area on the screen to deselect the untimed event.

Note: If you create a timed event and later want to make it an untimed event, tap directly on the event time on the Date Book screen; then tap No Time and tap OK.

Scheduling Repeating or Continuous Events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

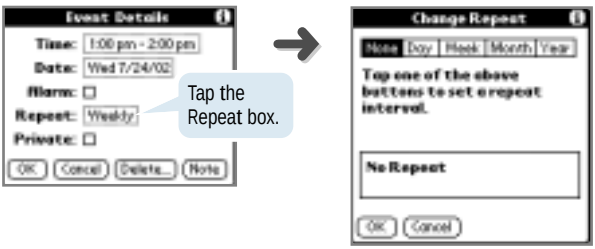
Repeating events include a birthday and a weekly guitar lesson that falls on the same day of the week and the same time of day. Continuous events might include a business trip or a vacation.

To schedule a repeating or continuous event:

1. Tap the event (Be sure to tap the event and not the time next to the event.). Typically, a continuous event is an untimed event.

2. Tap **Details**.

3. Tap the **Repeat** box to open the Change Repeat dialog box.



4. Tap Day, Week, Month, or Year to set how often the event repeats. For a continuous event, tap Day.

5. Enter a number that corresponds to how often you want the event to repeat on the Every line. For example, if you select Month and enter the number 2, the event repeats every other month.

6. To set an end date for the repeating or continuous event, tap the End On pick list and tap Choose Date. Use the date picker to select an end date.

7. Tap OK. The Repeat icon that represents a repeating event appears to the far right on the event line.

About Scheduling Repeating or Continuous Events

Keep the following in mind when scheduling repeating or continuous events:

- If you change the start date of a repeating event, your Smartphone calculates the number of days you moved the event. Your Smartphone then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your Smartphone creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your Smartphone adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (for example, time, alarm, private) of a repeating event and apply the change to all occurrences, your Smartphone creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon .

Rescheduling Events

You reschedule events using the Details option in the Date Book. You can also use the Details option to convert untimed events into timed events.

To reschedule an event:

1. Tap the event you want to reschedule.

2. Tap Details.

3. To change the time, tap the Time box, select a new time, and then tap OK.

4. To change the date, tap the Date box, select a new date, and then tap OK.

Setting the Alarm

The Alarm setting lets you set an audible alarm for events in your Date Book, and display a reminder message on-screen. For untimed events, only the reminder message appears.

Setting an Alarm for an Event

You can set an alarm for minutes, hours, or days before an event. When you set an alarm, an Alarm icon ⏰ appears to the far right of the event with the alarm.

You can also set a silent alarm for untimed events that displays a reminder message on-screen before the day of the event. The alarm triggers at the specified period of minutes, hours, or days before midnight of the day on which the untimed event begins.

For example, you set a 5-minute alarm for an untimed event that occurs on February 4. The reminder message will appear at 11:55 p.m. on the night of February 3. The reminder remains on the screen until you turn on your Smartphone and tap OK to turn off the reminder.

To set an alarm for an event:

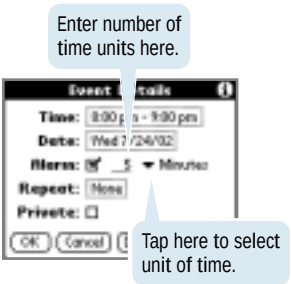
1. Tap the event to which you want to assign an alarm.

2. Tap Details.

3. Tap the Alarm check box to select it.
   The default setting, 5 Minutes, appears.

4. Set the alarm time:

- Select the 5 next to the Alarm check box and enter any number from 0 to 99 (inclusive) as the number of time units.
- Tap the pick list to change the time unit; select select Minutes, Hours, or Days.



5. Tap OK.

Once an alarm has gone off, you can tap the Snooze option to dismiss the alarm for a 5-minute period.

To dismiss the alarm using the snooze option:

When the alarm dialog box appears, tap Snooze to delay the alarm for a preset five-minute period.

Each time you tap Snooze, the alarm is dismissed for an additional 5-minute period.

Setting Alarm Options

You can set the alarm to go off automatically for each new event using preferences. You can also set a tone for the alarm and the number of times the alarm sounds.

To set alarm options:

1. To open the Preferences dialog box, do one of the following:
   - In the Date Book, tap the Menu icon .
   - Tap the inverted tab at the top of the Date Book screen to display the menu bar.
   - In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Type an R, the Graffiti shortcut for the Preferences command.

2. In the Options menu; tap Preferences.

3. Select from the following options:
   - Tap Alarm Preset to set an alarm for each new event automatically. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

- Tap the Alarm Sound pick list, and then tap an option to set the tone of the alarm. Options include Alarm, Alert, Bird, Concert, Phone, Sci-fi, and Wake Up.
- Tap Remind Me to define how many times the alarm sounds–once or twice; or three, five, or ten times.
- Tap Play Every to set how often the alarm sounds–every minute; or every 5, 10, or 30 minutes.

4. Tap OK.

Changing the Date Book View

The Date Book includes four views for displaying your appointments: day view, week view, month view, and agenda view.

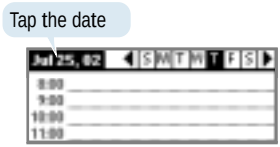
To display the Date Book views:

1. Do one of the following:
   - Press the Date Book application button repeatedly to cycle through all the Date Book views.
   - Tap a view icon in the lower-left area of the Date Book screen.

Date Book view icons

To display the current time:

Tap and hold down the stylus on the date in the date bar to display the time. (When you release the stylus, the menu bar appears.)



Working in Week view

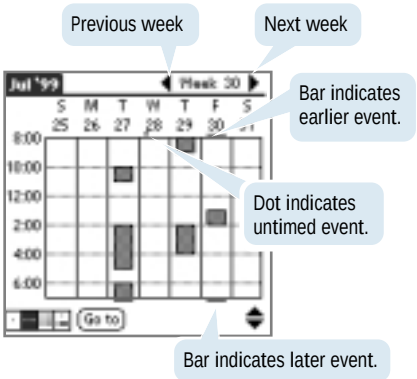
Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To display the Week view:

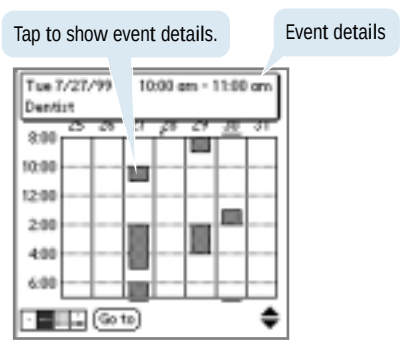
1. Tap the Week view icon or press the Date Book button until the Week view appears.

2. Tap the left and right navigation controls to move forward or backward a week at a time, or tap on a specific day to display the details of an event.

Note: The Week View also shows untimed events and events before and after the range of times displayed.



3. Tap an event to display a description of the event at the top of the screen.



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Tips for Using Week View

Keep the following points in mind when using Week view:

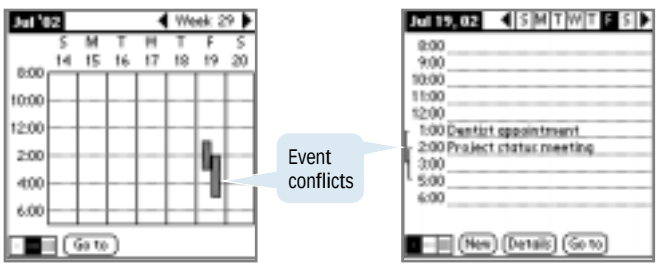
- To reschedule an event while in Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.

- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.
- The Week view displays the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the on the screen scroll arrows to scroll to the event.

Spotting Event Conflicts

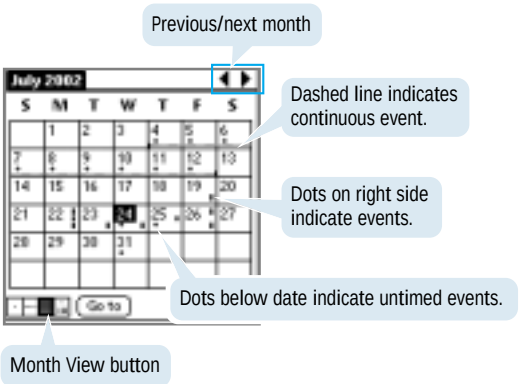
With the ability to define specific start and end times for any event, it is possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.



Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.



You can control the dots and lines that appear in the Month View. See “Changing the Date Book display of events” on page xx for more information.

Tips for Using Month View

Keep the following points in mind when using the Month view:

- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows in the upper right corner to move forward or backward a month.
- Tap **Go To** to open the date selector and select a different month.
- Use the scroll buttons on the front panel of your (device type, lower case) to move between months. Press the top button to display the previous month, the bottom button to display the next month.

Working in Agenda View

The Agenda view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the Agenda view to check off completed To Do List items. To go to a Day View of |any event on the Agenda view screen, simply tap the desired event.

Tips for Using Agenda View

- Tap any appointment while in Agenda view to display the Day View of the appointment.
- Check off completed To Do List items in the Agenda view, or click a description of an item to go directly into the To Do List application.

Changing the Date Book Display of Events

In Day or Month view, you can change which events appear in the Date Book. In Day view, you can display time bars that highlight event conflicts in Day view.

You can also change the starting and ending times displayed for new entries.

To change the Date Book display of events:

1. In Day view or Month view, tap the Menu icon to open the Date Book menus.

2. Tap Options, and then tap Display Options.

7

3. For Day view, select from the following options:
   - Tap Show Time Bars to display time bars showing the duration of an event and any event conflicts.
   - Tap Compress Day View to display start and end times for each event, but no blank time slots at the bottom of the screen, to minimize scrolling. Clear the option to display all time slots.

4. For Month view, select whether to display Timed, Untimed, or Daily Repeating events.

5. Tap OK.

To change the start and end times in the Date Book:

1. In the Date Book, tap the Menu icon to open the Date Book menus.

2. Tap Options, and then tap Preferences.

3. Tap Start Time and use the scroll arrows to select a new start time for the Date Book screens. Repeat the step to set a new end time.
   If the time slots you select do not fit on one screen, you can tap the scroll arrows to scroll up and down.

4. Tap OK.

Date Book Menus

Date Book menus are shown here for your reference, and Date Book Features that are not explained elsewhere in this book are described here.

See “Using menus” in Chapter x for information about choosing menu commands.

Record menu

Options menu

Display Options Allows you to change Date Book’s appearance and which events display.

- **Show Time Bars.** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
- **Compress Day View.** Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings.** These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month View only.

Preferences

- **Start/End Time**. Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows to scroll up and down.
- **Alarm Preset.** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

- **Alarm Sound.** Sets the tone of the alarm.
- **Remind Me.** Defines how many times the alarm sounds. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- **Play Every**. Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

8

CHAPTER8

Using the Expense Application

Expense

The Expense application lets you keep track of your expenses and then transfer the information to a spreadsheet on your computer.

Use the Expense application to:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft Excel spreadsheet (version 5.0 or later) on your computer. (Microsoft Excel is not included in the Samsung Smartphone package.)

Opening Expense Application

1. Tap the Applications icon to open the Application Launcher.

2. Tap the Expense icon to display the Expense screen.

Recording Expenses

The Expense application lets you record the date, expense type, and the amount you spent. You can sort Expense items into categories or add other information to an item.

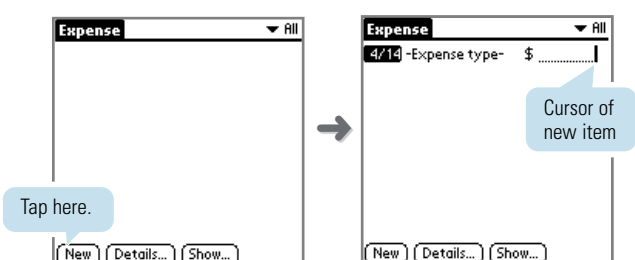
Creating Expense Items

A record in the Expense application is called an item.

To create an Expense item:

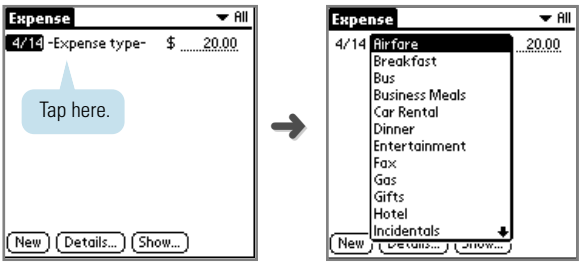
1. Tap New to create a new item.

Tip: You can also create a new Expense item in the Expense List screen by writing on the number side of the Graffiti writing area. The first number you write begins your new Expense item.



2. Enter the amount of the expense.

3. Tap the Expense Type pick list and choose a type from the list.



As soon as you choose an Expense type, your Smartphone saves your entry. If you do not select an Expense type, it does not save the entry.

Tip: Another quick way to create a new Expense item is to make sure that nothing is selected in the Expense List. Then write the first letter or letters of the Expense type to fill it in automatically, and then write the numerical amount of the Expense item. See "Filling in the expense type automatically" in this chapter for more information.

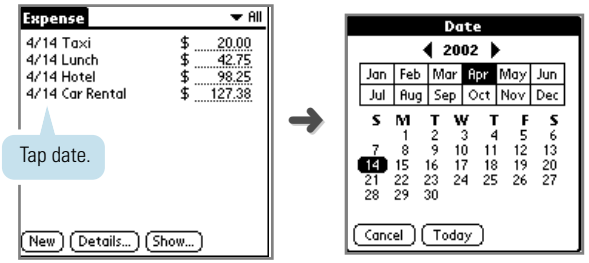
Changing the Date of an Expense Item

Initially, Expense items appear with the date you enter them. You can use Expense to change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.

2. Tap the date of the selected item.



3. Tap the date you want for the Expense item.

For more information about the Date Screen, see "Scheduling an Event."

Entering Receipt Details

You can add detailed information to an expense item using the Receipt Details dialog box.

To enter receipt details in the Receipt Details dialog box:

1. Tap the Expense item to which you'll add information.

2. Tap Details to display the Receipt Details dialog box.

3. To select a category, tap the Category pick list, and then tap an option. To create a new category, tap Edit Categories. Tap New to create a new category.

4. Select any of the following options:

Category See “Categorizing records” earlier in this chapter.

Type Opens a pick list of expense types.

Payment Lets you choose the payment method used to pay the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See “Transferring your data to Microsoft Excel” later in this chapter for more information.

Currency Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog box. You can also display up to four other common types of currency. See “Customizing the Currency pick list” later in this chapter for more information.

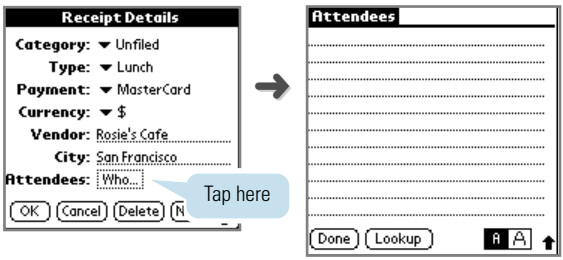
Vendor and City Lets you record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City).

Attendees Lets you enter attendees. Tap Who, then do one of the following in the Attendees screen.

- In the Graffiti writing area, enter others who attended the event. Tap OK.

- Tap Lookup to display all Address Book names that contain an entry in the Company field of the Address Book record.

  Select the name you want to add, and tap Add to add the name to the Attendees screen; repeat the step to add more names. Then tap Done.



5. Tap OK to add the information to the Expense record.

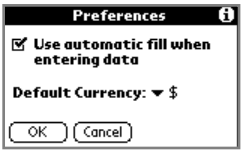
Filling in the Expense Type Automatically

You can select an expense type merely by writing the first letter or letters of an expense type in the Graffiti writing area. For example, writing the letter T enters the Taxi expense type. Writing T and then e enters Telephone, which is the first expense type beginning with the letters Te.

To fill in the expense type automatically:

1. Tap the Menu icon to open the Expense menus.

2. Tap Options, and then tap Preferences.



3. Tap the Use automatic fill when entering data check box to select the option.

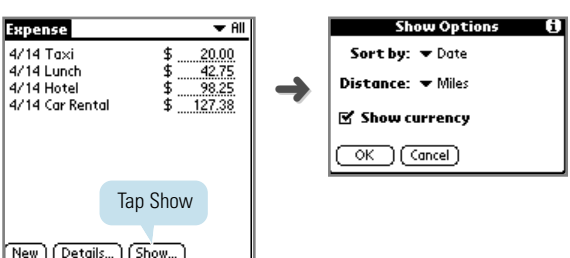
4. Tap OK.

Changing the Expense List Display

You can change the display of expenses, including their sort order, the mileage unit, and the currency symbol, using the Show Options dialog box.

To change the Expense List display:

1. In the Expense List, tap Show to display the Show Options dialog box.



2. To change how expense items are sorted, tap the Sort By pick list, and then tap Date or Type to sort expense items by the corresponding option.

3. To change the display of mileage entries, tap Distance, and then tap Miles or Kilometers to display the corresponding unit.

4. To hide the currency symbol, tap the Show Currency check box to clear it.

5. Tap OK.

Changing the Currency and Symbols Display

You can change the currencies s available in the Currency pick list, and you can change the default currency that appears when you create a new expense item.

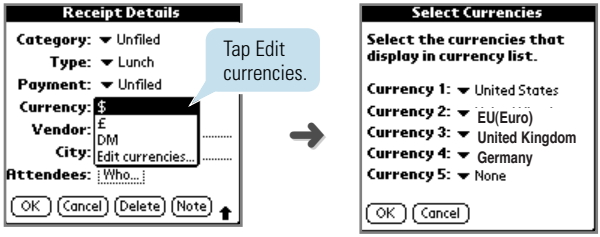
If the currency you want to use is not in the list of countries, you can create your own custom currency symbol and add it to the pick list.

To change the currencies displayed in the Currency pick list:

1. In the Expense List, tap an Expense item.

2. Tap Details.

3. Tap the Currency pick list in the Receipt Details dialog box, and then tap Edit Currencies.



4. Tap the Currency pick list and select the country whose currency you want to display on that line.
   You can specify up to five currencies.

5. Tap OK to close the Select Currencies dialog box.

6. Tap OK.

To change the default currency symbol for all Expense items:

1. Tap the Menu icon to open the Expense menus.

2. Tap Options, and then tap Preferences.

3. Tap the Default Currency pick list, and then tap a currency symbol to select it as the default.

4. Tap OK.

   The symbol you selected appears with all new Expense items. Existing items aren't affected.

Note: To use a currency symbol only for a selected Expense item, select the symbol in the item's Receipt Details dialog box. See "To create an Expense item" earlier in this chapter.

Customizing Currency Symbols

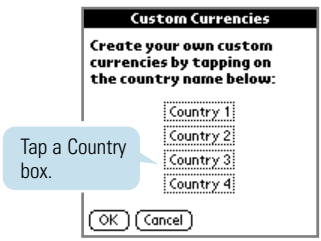
You can create and add your own currency symbol to the Currency pick list.

To define a custom currency symbol:

1. Tap the Menu icon to open the Expense menus.

2. Tap Options, and then tap Custom Currencies.

3. In the Custom Currencies dialog box, tap one of the four Country boxes.



4. In the Currency Properties dialog box, enter the country name and currency symbol that you want to appear in the Expense application.

5. Tap OK to close the Currency Properties dialog box.

6. Tap OK.

Note: To add the currency symbol to the Currency pick list in the Receipt Details dialog box, see the procedure earlier in this chapter, "To change the currencies displayed in the Currency pick list."

Transferring Your Data to Microsoft Excel

Once you have entered expenses in the Expense application on your Smartphone, Palm Desktop software lets you view and print the data with your computer.

Note: You must have Microsoft® Excel version 5.0 or later to view and print your Expense data using one of the provided templates. Microsoft Excel is not included with the (product name) Smartphone package. The procedures in this section assume that you have installed Palm Desktop software. See "Connecting the cradle" in Chapter 1, "Introduction to the Samsung Smartphone" for more information.

Creating and Printing an Expense Report

Palm Desktop software makes it quick and easy to view and print your Expense data in a Microsoft Excel spreadsheet.

To create or print an expense report:

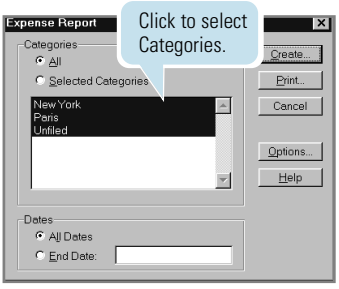
1. Perform a HotSync operation to transfer your latest Expense data to your computer.

2. Click the Expense application in Palm Desktop software to open Microsoft Excel and the Expense Report configuration dialog box.

   Note: If you launch the Expense application from the Start menu instead of from Palm Desktop software, you must first choose your Smartphone user name.

3. Select the expense category using one of the following techniques:

   - Click an expense category.
   - Press Ctrl+click to select multiple categories.
   - Select All in the Categories group to print the expenses associated with all of your Expense categories.



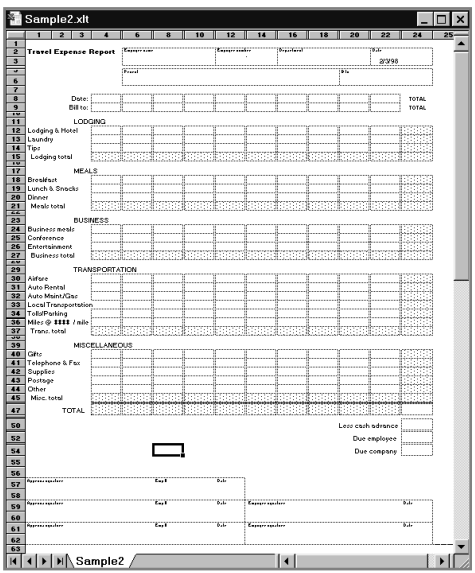
4. Specify a time period to print:
   - Enter a date in the End Date field to define an end date for the expense report.
   - Do not enter a date in the End Date field to specify, all expense entries for the selected categories—up to the date of the last HotSync operation.

5. Print or display the expense information, choosing one of the following options:
   - Click Print to display the expense report in the Print Preview window, and then click Print in the Microsoft Excel window to print your expense report.
   - Click Create to display a Microsoft Excel spreadsheet containing your expense data. Your data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes, and save and print the file in the normal manner.

Using Expense Report Templates

Palm Desktop software includes several expense report templates. When you use one of these templates, you can edit your expense data in Microsoft Excel.

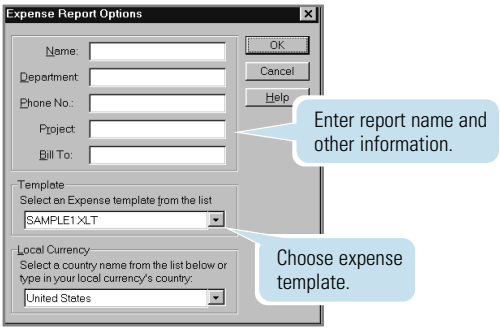
The templates have the extension .xlt and are stored in the template folder in the Palm Desktop software directory on your computer. To see what a template looks like before you use it, open the template in Microsoft Excel. For example, the template Sample2.xlt looks like this:



To view your expense data using a Microsoft Excel template:

1. Display your expense data in a Microsoft Excel spreadsheet as described in the previous procedure.

2. Click Options.



3. Enter the name, department, and other information as necessary for your expense report.

4. Click the Templates menu; then select an expense template.

5. Click OK.

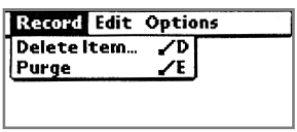
8

Expense Menus

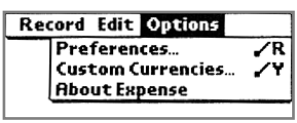
Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this book are described here.

See “Using menus” in Chapter x for information about choosing menu commands.

Record menu



Options menu



9

CHAPTER 9

Mail

The Mail application lets you manage, on your Smartphone, the e-mail you send and receive through your desktop computer's e-mail application. You can read, reply to, compose, and delete e-mail on your Smartphone once you've performed a HotSync® operation.

The infrared port at the top of your Smartphone lets you send data from your Smartphone–including entire applications–to any other Palm Computing® connected device that's close by and also equipped with an IR port.

Managing Desktop E-mail Away from Your Desk

You can send or receive e-mail after you've performed a HotSync operation, either locally using the Smartphone cradle, or remotely using a modem.

The Mail synchronizes the mail in the Inbox of your desktop e-mail application with the mail on your Smartphone. For example, if you delete e-mail items from Mail, your next HotSync operation also deletes the e-mail items from your desktop e-mail application, so that you never have to delete e-mail items twice. Similarly, if you read an e-mail item on your Smartphone and leave it in your Inbox, your next HotSync operation indicates in your desktop e-mail application that the item has been read.

The Mail application lets you:

- View, delete, file, and reply to incoming mail.
- Create outgoing e-mail items and drafts of e-mail items.
- Create simple or complex filters, which let you to decide which type of e-mail your Smartphone retrieves from your desktop e-mail application.
- Use your Smartphone in its cradle to send and retrieve e-mail items from your desktop e-mail application.

Setting Up Mail on the Desktop

Before you use the Mail application for the first time, make sure that your desktop e-mail application is installed and running. You must also set up Palm Desktop software for use with your desktop e-mail application.

Your Smartphone supports various desktop e-mail applications, including Microsoft Exchange (version 4.0 or higher), Eudora (version 3.0.3 or higher), and Lotus cc: Mail (versions 2.5, 6.0, and 7.0). You can view the full list of the supported applications when you set up Mail.

If your desktop e-mail application does not appear on the list, you may still be able to manage your desktop e-mail application from your Smartphone using special connection software, called a conduit, that lets you synchronize your desktop e-mail application and your Smartphone. Contact the vendor of your e-mail application for more information.

Note: The following instructions assume that you have installed Palm Desktop software on your computer, but have not yet set up Mail.

To set up Mail:

1. Choose one of the following options:
   - If you have not yet installed Palm Desktop software on your computer, install the software now. You will be prompted to set up Mail as part of the Palm Desktop software installation.
   - If you already installed Palm Desktop software on your computer, and set up Mail, skip to the next procedure, to set up the HotSync options for Mail.

2. In the Windows task bar, click Start.

3. Select Programs, select Palm Desktop software, and then click Mail Setup to begin the setup.

4. Follow the instructions on the screen to set up your Smartphone for use with your desktop e-mail application.

To set or change HotSync options:

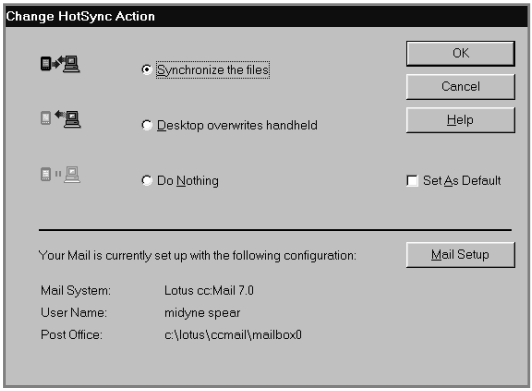
1. In the bottom right corner of the Windows taskbar, click the HotSync icon ◯.

2. Choose Custom.

   Tip: You can also choose Custom from the HotSync menu in Palm Desktop software.

3. Choose Mail from the list box.

4. Click Change.



5. Click one of the following settings:

Synchronize the files	Synchronizes the mail on your organizer and your desktop E-Mail application.
Desktop overwrites handheld	Replaces the mail on your organizer with the mail in your desktop E-Mail application. You should use this option only if, for some reason, the two inboxes get out of sync.
Do Nothing	Turns off communication between your organizer and desktop E-Mail application.

Note: Changing the HotSync setting from the default affects only the next HotSync operation. Thereafter, the HotSync Action reverts to the default setting.

Synchronizing Mail with your e-mail application

After you turn on and set up Mail, you must perform a HotSync operation to synchronize Mail with your desktop e-mail application.

For complete information on using HotSync, see Chapter x, "Exchanging and Updating data using HotSync Operations."

Creating, Viewing, and Replying to E-mail

The Mail application lets you create e-mail that your desktop application can send, and view, edit, and reply to e-mail received from your desktop application. The first time you open the Mail application, it displays the Mail list.

To open the Mail application on your Smartphone:

1. Tap to open the Applications Launcher.

2. Tap the Mail icon.

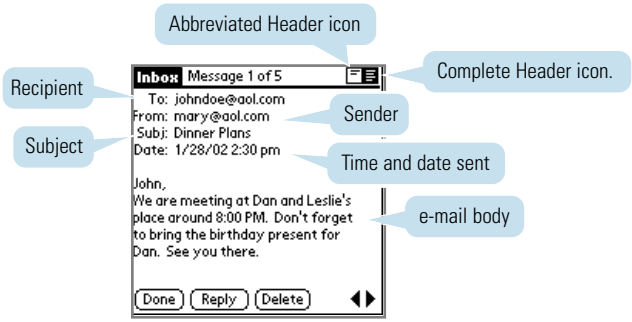
Viewing E-mail Items

The Mail list displays your incoming e-mail items, who sent them, and the date they were received. A check mark indicates any e-mail items that you've read. Bold indicates high-priority e-mail items.

To view e-mail items:

1. Tap an item in the Mail list.

   By default, the Mail application shows only the From and Subject fields. You can display complete information about the sender, receiver, and copied recipients, as well as the subject and the date the e-mail item was created.



2. To change the display of header information, tap a header mode icon in the upper right corner of the screen:

   - Tap the Complete Header icon to view complete information about the sender, receiver, and copied recipients, in addition to the subject and date the e-mail item was created.
   - Tap the Abbreviated Header icon to redisplay the abbreviated header.

   Mail uses the header type you select for all your e-mail items.

3. To close an e-mail item, tap Done.

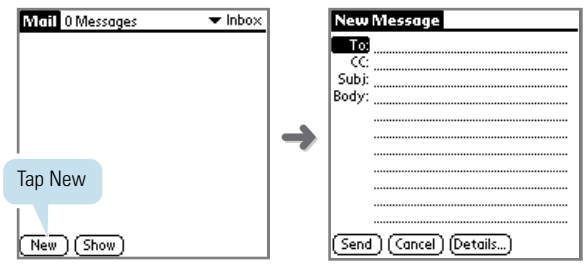
Creating E-mail Items

You create e-mail items with your Smartphone the same way you create e-mail with your desktop e-mail application: you identify the recipient of the e-mail item, define a subject, and create the body of the e-mail item. At a minimum, all e-mail items must contain information in the To and Subject fields.

You create original e-mail items and replies in the New Message screen.

To create an e-mail item:

1. Tap New.



Tip: You can also create an e-mail item by tapping New in the Message menu.

2. Enter the e-mail address of the recipient, using the same format as you would from your desktop e-mail application.

   For example, if you're sending an e-mail item to a user on the same network, you don't have to add Internet information, such as @mycorp.com.