



USING EMAIL ON YOUR SPRINT PCS VISION® SMART DEVICE TREO™ 650 BY PALM

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Using Email on Your Treo 650 Smart Device

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With an activated Sprint PCS Vision account, you're ready to set up the VersaMail® application on your Treo 650. You can use the VersaMail account with your Sprint email account, as well as with other email accounts, such as Yahoo! or Earthlink. You can also use VersaMail with a corporate account.

Setting Up an Account

Before you can use VersaMail with a given email account, you need to set up the account in VersaMail. If you have multiple email accounts, you must set up a VersaMail account for each one. You have three setup options:

- On a Windows computer, if the email account is already set up on your computer—for example, if you use Outlook Express on your computer to access your Earthlink account—you can transfer the account settings to your device in just a few steps.
- On a Windows computer, if this is a new account, you can quickly set up the account on your computer and synchronize the information to your device.
- For either a new or an existing account, you can set up the account directly on your device.

If you are setting up a Microsoft Exchange ActiveSync® account, see “Working With Microsoft Exchange ActiveSync®” on page 17 for more information, and see the *User Guide for the VersaMail Application* on the Software Installation CD for setup instructions.

Note:	VersaMail is not an email provider. It works with an account from a provider—your Sprint account, for example—or a corporate account to transfer messages to your device.
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Transferring Settings From an Existing Account (Windows Only)

1. From the final screen of the **Software Installation CD**, select the option to set up your email software. Or select **Start > Programs > palm > VersaMail Setup**.
2. Select your username from the first drop-down list, and then select the option to create a new VersaMail email account. Click **Next**.
3. Select the option to synchronize with an email account detected on your PC, and then select the account from the list. Click **Next**.

4. Enter a descriptive account name or use the one shown. Enter your email account password. Click **Next**.

VersaMail(TM) Desktop Mail Account Wizard

palmOne Enter Account Settings

Name this account (e.g., "Work Account");
SpeakEasy

Enter your User Name (the name assigned to you for this account):
jsadusky

Enter your Password:
[REDACTED]

Enter your Email Address (e.g., bob@mycompany.com):
jsadusky@speakeasy.net

Click Next to continue

< Back Next > Cancel Help

Note:

If you are transferring existing account settings, your username and email address automatically appear on this screen.




5. Select whether to synchronize account information to your device or to set up another account, and then click **Next**.
6. When finished setting up all accounts, click **Finish**.
7. Synchronize to transfer all account information to your device.

Setting Up an Account on Your Computer (Windows Only)

If you set up an account on your computer and your email provider is not listed in the **Mail Service** list, select **Other** and see the *User Guide for the VersaMail Application* on the Software Installation CD for account setup instructions.

1. From the final screen of the **Software Installation CD**, select the option to set up your email software. Or select **Start > Programs > palm > VersaMail Setup**.
2. Select your username from the first drop-down list, and then select the option to create a new VersaMail email account. Click **Next**.
3. Select the option to synchronize with a mail service from this list, and then select your mail service from the list. Click **Next**.
4. In the first field, enter a descriptive account name or use the one shown. In the next two fields, enter the username you use to access your email and your email account password. Enter your email address in the last field. Click **Next**.
5. Select whether to synchronize account information to your device or to set up another account, and then click **Next**.
6. When finished setting up all accounts, click **Finish**.
7. Synchronize to transfer all account information to your device.

Setting Up an Account on Your Treo 650

1. Go to **Applications**  and select **VersaMail** .
2. Open the **menus** .

3. Select **Accounts**, and then select **Account Setup**.
4. Select **New**.
5. In the **Account Name** field, enter a descriptive name.
6. Select the **Mail Service** pick list, and then select your email provider. (Select **Other** if your provider is not listed. If you chose **Other**, select the **Protocol** pick list, and then select **POP or IMAP**. If your provider appeared in the list, the protocol is automatically selected and the Protocol pick list does not appear. Check with your email service provider to find the protocol for your email account as well as the names of the mail servers.)
7. Enter the username you use to access your email.
8. Select the **Password** box, enter your email account password, and then select **OK**.
9. Select **Next**. (If you chose a provider from the **Mail Service** pick list on the **Account Setup** screen, the mail server screen is already filled in. If you chose **Other**, enter your email address and the names of the incoming and outgoing mail servers.)

**Tip:**

To set more options for incoming and outgoing messages select **Advanced** on the **Account setup complete** screen.

10. Select **Next**, and then select **Done**.

Creating and Sending Messages

1. From the **Inbox**, select **New**.
2. Begin entering the addressee's email address, first name, or last name. (If the information matches one or more entries in **Contacts**, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact. To send to a different address, keep entering the email address or name.)




Tip: To send a copy or blind copy, select **Cc** or **Bcc**, select those lines, and enter the address(es) in those fields. See “Customizing Your Email Settings” on page 13 for details on displaying the Bcc field.

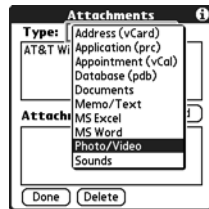
3. Enter the subject and message text. (To move between fields, press **Up** ▲ or **Down** ▼.)

Tip: You can mark outgoing messages as high priority. Open the **Options** menu and select **Set Priority To High**.

4. Select one of the following buttons:
 - **Send** connects and sends all messages immediately. (If you select **Send** and the message cannot be sent for any reason, the message is stored in your **Outbox**. VersaMail continues attempting to send the message at the first available opportunity until the message is sent.)
 - **Outbox** puts the message in the **Outbox** to send later.
 - **Drafts** saves the message and continue working on it at another time.

Attaching Pictures and Videos


1. Create the message to which you want to attach the picture or video.
2. On the **New Message** screen, tap the paper clip icon  in the upper-right.
3. Select **Photo/Video** from the **Type** pick list.
4. On the **Select Media** screen, select the **Album** pick list to go to the album containing the picture or video you want, and then check the box to the left of the picture or video.
5. Select **Done**.



Tip:

Repeat steps 3 and 4 to attach more than one picture or video to a message. To remove an attachment, select the file in the **Attachments** box, and then select **Delete**.


Attaching Ringtones

1. Create the message to which you want to attach the ringtone.
2. On the **New Message** screen, tap the paper clip icon  in the upper-right.
3. Select **Sounds** from the **Type** pick list.
4. Select the ringtone you want, and then select **Insert**.
5. Select **Done**.

Note:

Ringtones that are copy protected appear in the Sounds application with a lock icon. These ringtones can be used on your phone only and cannot be sent as attachments.


Attaching Word, Excel, and PowerPoint Files

1. Create the message to which you want to attach the item.
2. On the **New Message** screen, tap the paper clip icon  in the upper-right.
3. Select **Documents** from the **Type** pick list.
4. Select the file you want on the **Documents** screen.
5. Select **Done**.

Tip:

Repeat steps 3 and 4 to attach more than one file to a message. To remove an attachment, select the file in the **Attachments** box, and then select **Delete**.


Attaching Other Types of Files

1. Create the message to which you want to attach the item.
2. On the **New Message** screen, tap the paper clip icon  in the upper-right.
3. Select the type of file to attach—for example, **Address**, **Appointment**, or **Memo/Text**—from the **Type** pick list.
4. Select the file you want from the list in the **Type** box.
5. Select **Done**.

Tip:

Repeat steps 2 and 3 to attach more than one file to a message. To remove an attachment, select the file in the **Attachments** box, and then select **Delete**.

Receiving and Viewing Messages

1. Make sure your device is turned on.
2. From any mailbox, select **Get** or **Get & Send**.
3. From the **Inbox**, select the message you want to view.
4. If a large incoming message is truncated, select **More** .
5. Select **Done**.



Replying to or Forwarding Messages

When you respond to messages, you can select whether to include the original text (see “Customizing Your Email Settings” on page 13).

1. From the **Inbox** or another folder, open the message to which you want to respond.
2. From the **Message** view, select **Reply**. (Select whether to reply to just the sender or reply to both the sender and all addressees on the messages.)
3. Enter your reply.
4. Select **Send**.




Viewing Attachments

There are a number of attachment types you can open with the built-in software on your Treo 650 (for example, Microsoft Word, Excel, and PowerPoint files; ringtones; and photos).

1. From any folder, open the message with the attachment you want to view. (Messages with downloaded attachments are indicated by a paper clip icon to the left of the message icon.)




Note:

If an attachment is not downloaded because it is larger than your maximum message size, the paper clip icon does not appear, and the attachment does not display at the bottom of the message screen. Select **More** to download and display any attachments.

2. Tap the attachment name to view it in the default viewer on your device.
–or–
Tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including **View**, **Install**, or **Unzip**, depending on the attachment file type; **Save** to save the attachment to your device or to an expansion card; or Select **Viewer** to select the application you want to use to view the attachment.
3. When you finish with the attachment, select **Done** to return to the **Attachments** dialog box. (If there is no **Done** button, go to **Applications**  and select **VersaMail** to return to the **Inbox** of the account you were in.)

Managing Your Messages

The status icons that appear next to each message in your Inbox indicate the following:

-  Part or all of a message text is downloaded.
-  The message includes an attachment.
-  This message is high priority.


You can rearrange the VersaMail list to make it easier to find and view messages.

- In the **Inbox**, select **Sort**, and then select one of the following: **Sort by Date**, **Sort by Name**, **Sort by Subject**.
- To quickly switch between folders in list view, select the folder pick list at the top of the screen and select the desired folder.

Deleting Selected Messages from the Inbox

When you delete a message from the Inbox, it moves to the Trash folder, which stores the 200 most recently deleted messages. If you delete more than 200 messages, the oldest messages are automatically removed from the device.

To delete selected messages:


1. Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus so it hits the bullet to the left of each message. Lift the stylus and drag again to select more adjacent messages.
2. Open the **menus** .
3. Select **Delete** on the **Message** menu.
4. If a confirmation message appears, select **OK** to confirm deletion.

Tip:

To empty (or purge) the Trash folder, open the **Message** menu and select **Empty Trash**.


Deleting Messages by Date

You can quickly delete a group of messages by selecting a range of dates.

1. Open the **menus** .
2. Select **Delete Old** on the **Message** menu.
3. Select the folder and a date range for the messages you want to delete.
4. Select **OK**. (If a confirmation dialog box appears, select **OK** to confirm deletion.)

Switching Accounts

You can switch between different email accounts.

1. Open the **menus** .
2. Select **Accounts**, and then select an account.


Customizing Your Email Settings

You can customize the VersaMail settings for each individual email account on your Treo 650. The preferences you set apply only to the email account you are currently viewing. If you have multiple accounts, configure each account separately.

You can customize the display of your mailbox screens, how and when to get new messages, alert sounds, reply options, and more. For complete instructions on customizing your email settings, see the *User Guide for the VersaMail Application* on the Software Installation CD.

Scheduling Auto Sync

You can set up VersaMail to automatically download new email messages to your device.

1. Open the **menus** .
2. Select **Options**, and then select **Preferences**.
3. Select **Auto Sync**.
4. Check the **Sync automatically** box.
5. Select the **Every** pick list and select the time interval, from 15 minutes to 12 hours. (If you set a more frequent interval, you may need to recharge your device's battery more often.)
6. Select the **Start Time** and **End Time** boxes, and then select the **hour**, the **minute**, and **AM** or **PM** to enter the time for the first and last Auto Sync to take place. Select **OK**.
7. Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.
8. Select **OK**, and then select **Get Mail**. (Performing a manual Get Mail ensures that only new messages are retrieved during your next Auto Sync retrieval.)




Selecting alert tones


When you schedule Auto Sync for a given account, you can choose a sound—such as a bird, a phone, or an alarm—to let you know when new email arrives.

Note:

To receive notifications of successful Auto Sync retrievals only, uncheck the **Notify me of auto sync failures** box. Leave the box checked if you want to receive notifications of both successful and failed Auto Sync retrievals.

1. From any mailbox screen, open the **menus** .
2. Select **Options**, and then select **Preferences**.
3. Select **Auto Sync**.
4. Select **Alerts**.
5. Check the **Notify me of new mail** box.
6. Select the **Notify Sound** pick list, and then select a sound. The device plays a brief demo of the sound.
7. Select **OK**.

Setting preferences for getting messages

1. From any mailbox screen, open the **menus** .
2. Select **Options**, and then select **Preferences**.
3. Select **Delivery Options**.

4. Set any of the following preferences.

- **Get** indicates whether to get message subjects only or entire messages.
- **Ask Every Time** indicates if you want to see a dialog box for choosing subjects only or entire messages each time you retrieve email. If the box is unchecked, messages are retrieved according to the option you select in the Get pick list.
- **Unread messages** sets whether to download only unread mail to your device (IMAP accounts only). If you don't choose this option and you select Get & Send, all of your messages on your provider's mail server are downloaded to your Inbox, including messages you have already read.



Note:

The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether this box is checked.

- **Mail from last** gets messages sent within the number of days you specify (default is 7).
- **Download Attachments** allows files attached to email to be automatically downloaded to your device. Attachments that exceed the maximum message size cannot be downloaded.
- **Maximum Message Size** sets the maximum size limit, in kilobytes (KB), of an incoming email message. The maximum size of an incoming message is 5KB by default, but you can enter any size up to 2048KB (approximately 2 megabytes, or 2MB), including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.


- **Message Format** sets the format in which you retrieve messages. If you choose **HTML**, any messages sent in HTML format appear with basic HTML formatting intact. Other messages appear as plain text. If you choose **Plain Text**, all messages appear as plain text, regardless of the format in which they were sent.

Note:	The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.
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5. Select **OK**.

Attaching a signature to a message

You can attach a personal signature, with info like your company's address and fax and telephone numbers, to the bottom of all messages you send.

1. From any mailbox screen, open the **menus** .
2. Select **Options**, and then select **Preferences**.
3. Select **Signature**.
4. Check the **Attach Signature** box.
5. Enter your signature information, and then select **OK**.

Working With Microsoft Exchange ActiveSync®



Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your device to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can access business email and calendar info on the Exchange 2003 server from your device without using a desktop computer.


When you create an ActiveSync® account in the VersaMail application, both your email and calendar info synchronize directly with the Exchange server; information does not synchronize with the desktop software application on your computer, such as Microsoft Outlook or Palm Desktop software. Other information, such as contacts, tasks, and memos, continues to synchronize with your desktop software.

For complete information on using a Microsoft Exchange ActiveSync account, see the *User Guide for the VersaMail Application* on the Software Installation CD.

Sprint PCS Business ConnectionSM Personal Edition

You can install the optional Sprint PCS Business Connection application for secure, real-time access to your Microsoft Outlook or Lotus Notes company email, calendar, business directory, and personal contacts. For more information and to sign up, visit www.sprint.com.

1. Go to **Applications**  and select **Get BC** .
2. Follow the onscreen instructions to download and install the software.

After you install the Sprint PCS Business Connection application on your device, you can access it by pressing **Messaging** .