

# Using Email on Your Sprint PCS Vision® Smart Device PPC-6700



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# Email and Text Messages

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Messaging is where all of your email accounts and your text message account are located. You can send and receive Outlook email, Internet email through an Internet service provider (ISP), and text messages. You can also access email from work using a VPN connection. For more information about email and text messages, see Help on the device.

## Set Up Outlook Email

When starting ActiveSync on your computer for the first time, the Synchronization Setup Wizard prompts you to set up a synchronization relationship. This allows you to synchronize Outlook email and other information between your device and your computer or the Exchange Server. If you have already set up synchronization through the wizard, then your device is ready to send and receive Outlook email.

If you have not set up a synchronization relationship yet, do the following to set up your device to synchronize Outlook email:

1. To synchronize remotely, you need to set up and connect to an over-the-air connection (such as the dial-up connection). For details on setting up your Internet connection, see your device's full user guide.
2. Disconnect your device from your computer or LAN. (If you have an over-the-air connection, there is no need to disconnect).
3. Tap **Start > Programs > ActiveSync**.
4. Choose which information types to synchronize. Make sure Email is selected.

Whenever you want to manually send or receive Outlook email on your device, just connect your device to your computer, LAN, or over-the-air connection, then tap **Sync** on the ActiveSync screen or tap **Menu > Send/Receive** in Outlook on your device.

For details about scheduling automatic synchronization or setting a synchronization time with the Exchange Server, see your device's full user guide.

## Set Up a POP3/IMAP4 Email Account

You need to set up an email account that you have with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account) before you can send and receive mail.

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. Enter your email address, and then tap **Next**. Auto configuration attempts to download necessary email server settings so that you do not need to enter them manually.
4. Once Auto configuration has finished, tap **Next**.
5. Enter your name (the name you want displayed when you send email), user name, and password; then, tap **Next**. Select the **Save Password** check box if you want to save your password so that you do not need to enter it again.

If Auto configuration was successful, the **Your name** and **User name** fields automatically get populated. Tap **Next** and then **Finish** to complete setting up your account, or tap **Options** to access additional settings. For example:

- Change the time intervals for downloading new messages.
- Limit the amount of messages that are downloaded and authentication method for outgoing mails.
- Download attachments or parts of messages.

If Auto configuration is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually:

<b>Setting</b>	<b>Description</b>
<b>User name</b>	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your email address, which appears before the at sign (@).
<b>Password</b>	Choose a strong password. You have the option to save your password so you do not need to enter it each time you connect to your email server.
<b>Domain</b>	Not required for an account with an ISP. May be required for a work account.
<b>Account type</b>	Select POP3 or IMAP4.
<b>Account name</b>	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.
<b>Incoming mail server</b>	Enter the name of your email server (POP3 or IMAP4).
<b>Outgoing mail server</b>	Enter the name of your outgoing email server (SMTP).
<b>Require SSL connection</b>	Select this to ensure that you always send email from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send email.
<b>Outgoing mail requires authentication</b>	Select this if your outgoing email server (SMTP) requires authentication. Your user name and password from above will be used.

<b>Use separate settings</b>	Select this if your outgoing email server requires a different user name and password than the ones you entered before.
<b>Outgoing server settings:</b>	
<b>User name</b>	Enter your user name for the outgoing email server.
<b>Password</b>	Enter your password for the outgoing email server.
<b>Domain</b>	Enter the domain of the outgoing email server.
<b>Require SSL for outgoing mail</b>	Select this to ensure you always send email from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send email.

**Tip:**

You can set up several email accounts in addition to your Outlook email account.

## Send and Receive Messages

### To compose and send a message:

1. In the message list, tap **Menu > Switch Accounts** to select an account.
2. Tap **New**.
3. Enter the email address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.

4. Enter your message. To quickly add common messages, tap **Menu > My Text**, and then tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

**Tips:**

To enter symbols, tap Shift using the on-screen keyboard.

To set the priority, tap **Menu > Message Options**.

If you are working offline, email messages are moved to the Outbox folder and will be sent the next time you connect.

If you are sending a text message and want to know if it was received, before sending the message, tap **Menu > Tools > Options**. Tap **Text** and select the **Request delivery notification** check box.

### To reply to or forward a message:

1. Open the message and tap **Reply**, or **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text**, and then tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

**Tips:**

To see more header information, scroll up.

To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.

In the Outlook Email account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

## To exclude your email address when replying to all:

When you reply to all the recipients of an email, your own email address will also be added to the recipient list. You can customize ActiveSync so that your email address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **Email** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **Primary e-mail address** text box, enter your email address.



5. Tap **OK**.

## To add an attachment to a message:

1. In an open message, tap **Menu > Insert**, and then tap the item you want to attach: Picture, Voice Note, or File.
2. Select the file you want to attach, or record a voice note.

## To receive attachments:

An attachment sent with an email message or downloaded from the server appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded, or marks it for download the next time you send and receive email. You can also download attachments automatically with your messages if you have an Outlook email or IMAP4 email account.

If you have an Outlook email account, do the following on your PC:

1. Tap **Start > Programs > Microsoft ActiveSync**.
2. Tap **Tools > Options**.
3. Tap **E-mail > Settings**, and then select **Include File Attachments**.

If you have an IMAP4 Email account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and then tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages and When getting full copy, get attachments**.

## Download Messages

The manner in which you download messages depends the type of account you have:

- To send and receive email for an Outlook email account, begin synchronization through ActiveSync. For more information, see your device's full user guide.



- To send and receive email messages for an email account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), download messages through a remote email server. For more information, see “To download messages from the server” below.
- Text messages are automatically received when your phone is turned on. When your phone is turned off (in flight mode), messages are delivered the next time your phone is turned on.

### To download messages from the server:

To send and receive email messages for an email account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), you first need to connect to the Internet or your corporate network, depending on the account.

1. Tap **Menu > Switch Accounts** to select the account you want to use.
2. Tap **Menu > Send/Receive**. The messages on your PPC-6700 and email server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.

#### Tip:

If you want to read the entire message, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and tap **Menu > Download Message**. The message will download the next time you send and receive email. This will also download message attachments if you selected those options when you set up the email account.

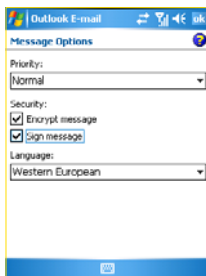
## Individually Sign and Encrypt a Message

Encrypting an Outlook email message protects the privacy of the message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message:

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

### To digitally sign and encrypt a new message:

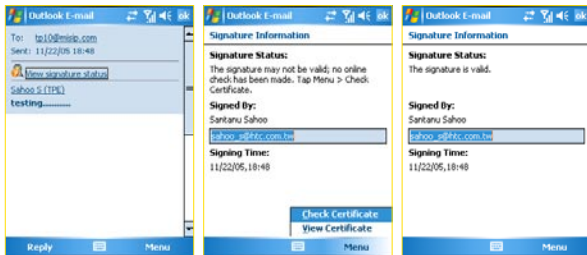
1. In the message list, tap **Menu > Switch Accounts > Outlook E-mail**.
2. Tap **New**.
3. Tap **Menu > Message Options**.
4. Select the **Encrypt message** and **Sign message** check boxes, and tap **OK**.



## Verify the Digital Signature on a Signed Message You Receive

To verify a digital signature in the message that you receive, do the following:

1. Open the Outlook email message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.
3. Tap **Menu > Check Certificate**.



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

### Note:

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

## Manage Folders

Each Messaging account has its own folder hierarchy with five default Messaging folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Messaging options you have chosen.

If you use an Outlook Email account, email messages in the Inbox folder in Outlook will be synchronized automatically with your PPC-6700. You can elect to synchronize additional folders by designating them for synchronization. The folders you create and the messages you move will then be mirrored on the email server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages to that folder. You can then read the messages while you are away from your PC.

If you use a text message account, messages are stored in the Inbox folder. If you use a POP3 account and you move email messages to a folder you created, the link is broken between the messages on the device and their copies on the email server. The next time you connect, the email server will detect that the messages are missing from the Inbox folder on the device and will delete them from the email server. This prevents having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

If you use an IMAP4 account, the folders you create and the email messages you move are mirrored on the email server. Therefore, messages are available to you anytime you connect to your email server, whether it is from your PPC-6700 or PC. This synchronization of folders occurs whenever you connect to your email server, create new folders, or rename/delete folders when connected. You can also set different download options for each folder.