

SEVEN Pocket PC Phone Application



Quick Start Guide

If the application is not preloaded on your phone, download it from the SEVEN website. If you can't find it, contact your carrier and ask for the SEVEN Pocket PC software.

This guide applies to the following Pocket PC phones:

- Windows Mobile 6 Professional
- Windows Mobile 5 Pocket PC

In addition to your corporate account, you can also use the SEVEN Pocket PC software to read email from the following personal Internet providers:

- Yahoo!
- AOL
- Gmail
- MSN
- AIM
- COX
- RoadRunner
- Other POP or IMAP servers

These instructions assume that you have browsed the Internet with your mobile phone. See your Pocket PC documentation for more information.

If the SEVEN Software is Preinstalled on Your Phone

1. Find the application, called **System SEVEN**, on the phone.

You find the application in one of the following ways, depending on your phone:

- ◆ It opens automatically.
- ◆ It is listed in the phone's bookmarks.
- ◆ Its shortcut is on the desktop of your phone.
- ◆ Select the Messaging feature of your phone and look for the email account called SEVEN. Open the message and click the link in the message body.

2. Follow the prompts to register your phone number.
3. Specify whether you want to synchronize your contacts and calendar.

While your data is being synchronized, you can select **Hide** to go to the application main page.

If the SEVEN Software is Not Preinstalled on Your Phone

1. On your desktop computer, open your SEVEN welcome email, and use the instructions provided to access the SEVEN download website.
2. On the *Get System SEVEN Phone Application* page, select the appropriate country code for your phone, and type the number in the field.
3. Click **Send to Phone**.

A link that enables you to install the SEVEN software is sent to your phone through a text message.

4. On your phone, open the text message, and choose the link to download the phone application.
You are prompted to run or save the installation program.
5. Run the installer on your phone.

This process can take several minutes.

6. Respond to the various screen prompts, specifying your phone information, mail source, user name and password, and connector ID (which can be found in your welcome email) as necessary.

Notes: When you enter your email address for Yahoo!, AOL, MSN, or Gmail, enter only the portion that appears before the *at* sign (@). For corporate, POP, or IMAP accounts, enter the full address with the domain.

To use Outlook Web Access (OWA) for your account, you will need the web address for your Exchange server. Contact your IT department for more information.
7. Choose **Sign In**.
8. When you receive confirmation that you have successfully connected, choose **OK**.

You are prompted to specify some of your account settings such as an account nickname (which cannot be changed later) and message size and history.
9. Specify settings as necessary, and choose **Next**.
10. To synchronize your contacts and calendar with those on your phone, select the appropriate check boxes in the final setup steps.

After you have responded to all the prompts, the SEVEN main page is displayed. See *Managing Your Account* on page 4 for more information about using this functionality.
11. To view your inbox, select the account on the SEVEN main page, and choose **Menu | Open Inbox**.

You can also access System SEVEN functionality by using the group of icons displayed on the Today page (the home screen of the phone); it includes icons for the SEVEN main page, remote contact search, all your activated accounts, and the add account feature. The account icons will change to indicate service disruptions, errors, or whether the account is paused. Text below the icons indicates your connection status and other information as appropriate.

Using SEVEN Mail

Use SEVEN Mail to send, receive, and manage email messages on the phone.

After you activate an account, the number of unread messages in your inbox appears with the Messaging function on the the Today page. You can use this to access your mailbox in addition to other methods described previously.

If a different mailbox (such as your text messages) appears when you access messages, choose **Inbox**, and then choose the desired SEVEN mailbox.

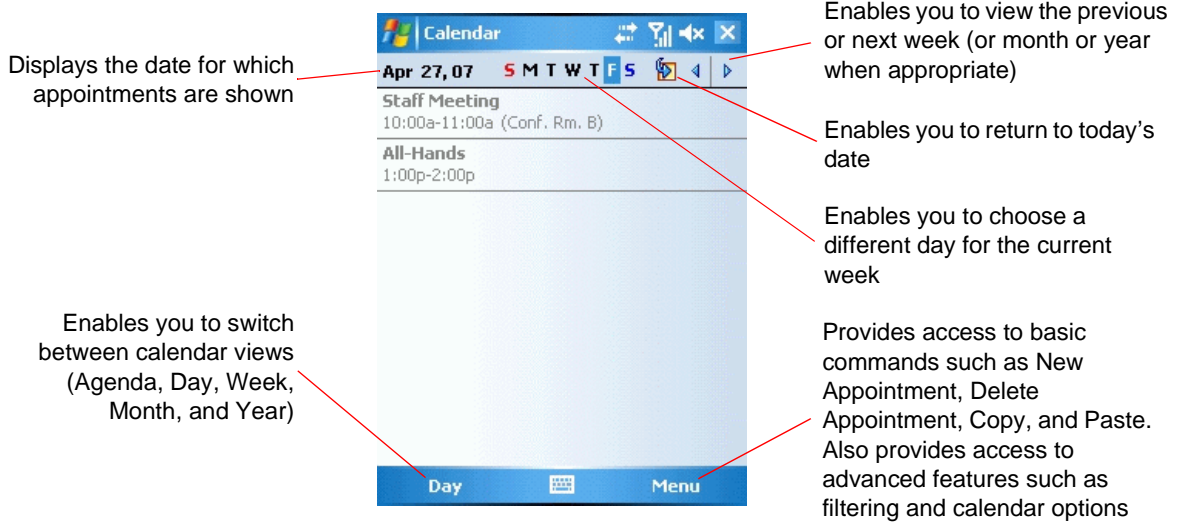
The screenshot shows the SEVEN Mail interface for a 'Work' account. At the top, there are status icons for signal, Wi-Fi, and battery. Below that, the 'Inbox' and 'Received' folders are visible. The main area displays a list of email messages with details like sender, time, and size. At the bottom, there is a 'New' button and a 'Menu' button. Four callout boxes with red lines point to specific features:

- Provides access to mail folders (Deleted Items, Drafts, Outbox, and so on) and other mailboxes:** Points to the 'Inbox' and 'Received' folder headers.
- Enables you to change your message sort order:** Points to the 'Received' folder header.
- Enables you to create a new message:** Points to the 'New' button at the bottom.
- Provides access to basic commands such as Delete, Reply, Forward, Move and Send/Receive. Also provides access to advanced commands such as Empty Deleted Items, Manage Folders, New Account, and so on.** Points to the 'Menu' button at the bottom.

Using SEVEN Calendar

Use SEVEN Calendar to manage your appointments and meetings. It is available for corporate email accounts with Microsoft Exchange and Lotus Domino servers. It is not available for personal Internet email accounts.

To open SEVEN Calendar, choose **Start | Calendar**.

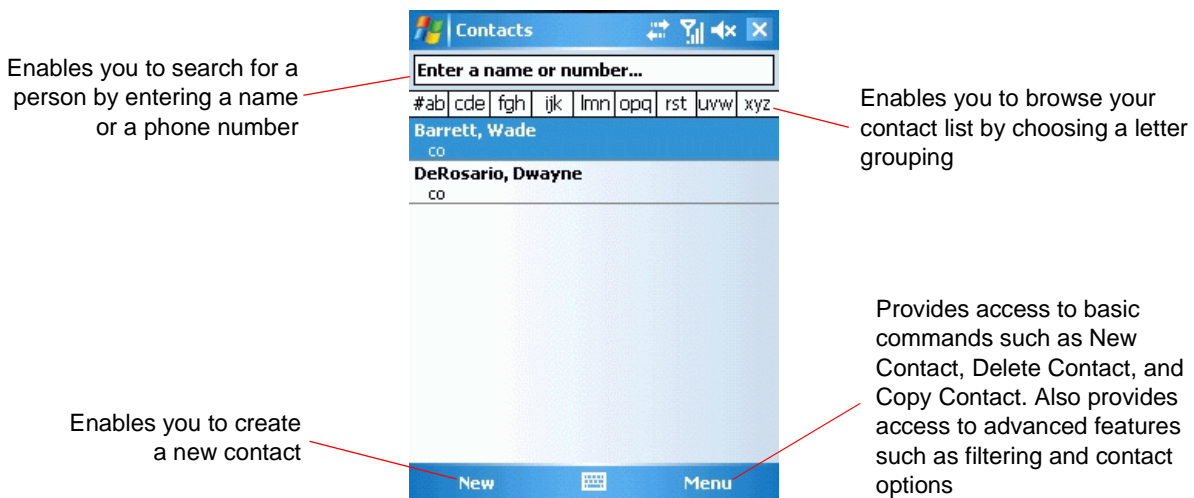


Use the SEVEN Settings page to change how much history to display.

Using SEVEN Contacts

SEVEN Contacts is available for corporate email accounts on Microsoft Exchange or Lotus Domino servers. It is also available for MSN, Gmail, and Yahoo! email accounts.

To open SEVEN Contacts, choose **Start | Contacts**.

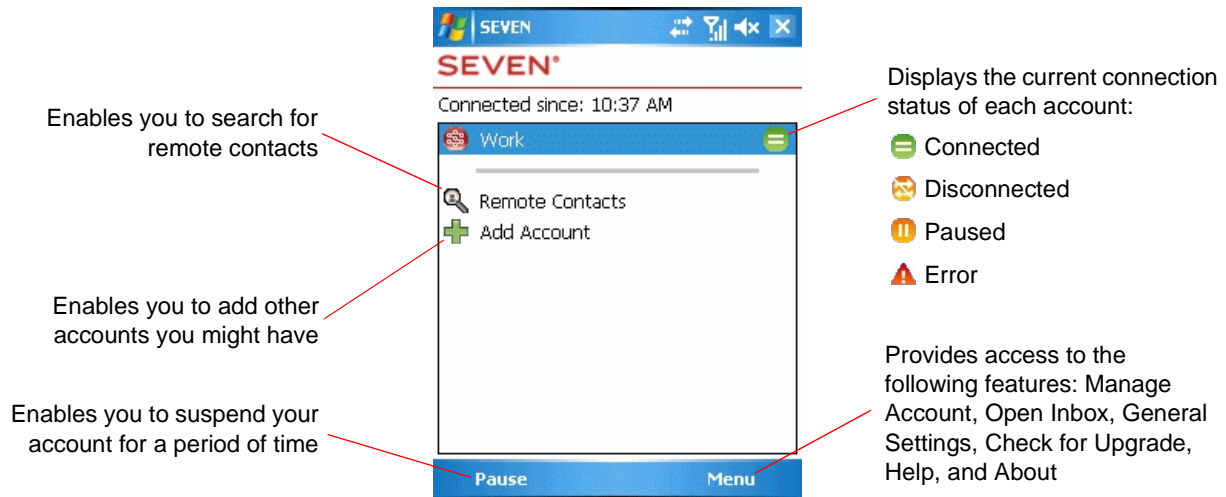


You can search for people from a global address list (instead of your personal list) by using the remote contacts feature, which is also accessible on the home screen of the phone and the SEVEN main page.

Managing Your Account

Use SEVEN Settings to set options for your mailbox, calendar, update schedule, and account behavior.

To access SEVEN Settings, begin by choosing **Start | Programs | SEVEN**. The SEVEN main page displays your accounts and the current connection status for each, along with the *Remote Contacts* and *Add Account* features.

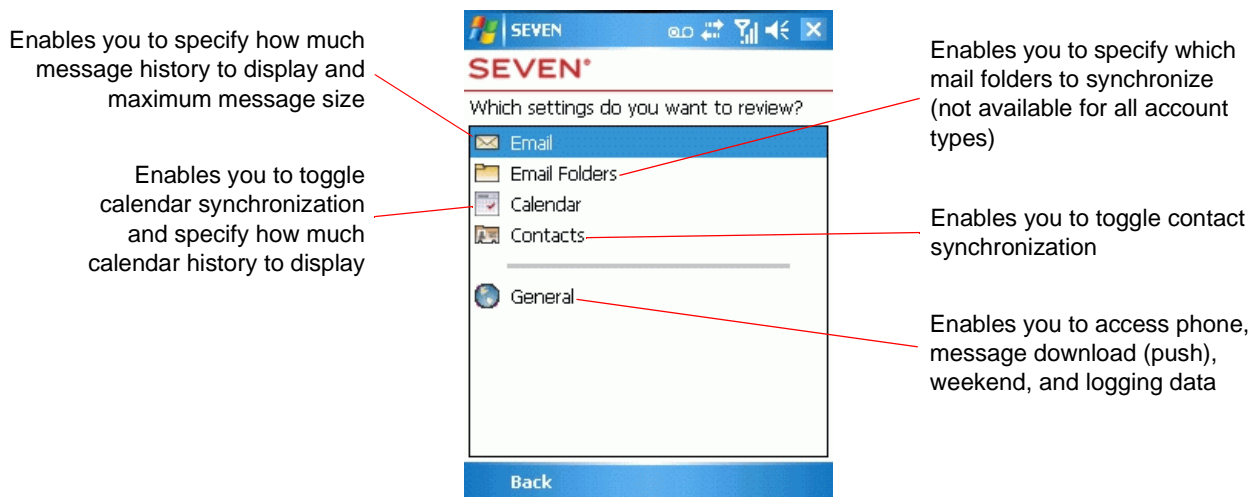


To create another account on your phone:

1. Choose **Add Account**.
2. Select the type of account you want to add.
3. Enter your user name and password, and choose **Sign In**.
4. Respond to any other prompts for information.

After you successfully sign in, you can switch between accounts by choosing **Inbox** and selecting a mailbox.

To proceed to the SEVEN Settings screen, choose your SEVEN account, and then choose **Settings**. You can then choose the type of setting you want to view.



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Version: 7.1.5

Date: May 2008

1.715.0508