

# BlackBerry Connect Software User Guide

## Version 4.0

Windows Mobile powered Pocket PCs

BlackBerry Connect Software User Guide Version 4.0

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Certain features outlined in this document require a minimum version of BlackBerry Enterprise Server software, BlackBerry Desktop Software, and/or BlackBerry Device Software.

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# Safety information

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Aircraft safety  
Electronic devices  
Pacemakers  
Hearing aids  
Posted facilities

## Instructions

Please read these safety and operation instructions before using the BlackBerry® Connect™ application on a Pocket PC®. Retain these instructions for future use.

## Driving

Check the laws and regulations on the use of wireless devices in the areas where you drive. Always obey them. Also, if using the Pocket PC in your car, please use the following minimum guidelines:

- Give your full attention to driving; driving safely is your first responsibility.
- Use hands-free operation, if it is available.
- Pull off the road and park before using the Pocket PC.

Avoid using the BlackBerry Connect application on the Pocket PC in any environment requiring your full attention, such as when driving a vehicle. If you need to use the BlackBerry Connect application while driving, have a passenger in the vehicle use the application for you, or find a safe location to stop your vehicle before using the application.

## Liquids and other foreign objects

Do not use your Pocket PC when you are near water (for example, near a bathtub or a sink, in a wet basement, or near a swimming pool).

## High heat

Do not use your Pocket PC when you are near any heat sources, such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

## Aircraft safety

On an airplane, do not use your Pocket PC with the wireless radio or Bluetooth® radio turned on. Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) regulations prohibit using the wireless radio of your Pocket PC while in the air. Switch your Pocket PC wireless radio and Bluetooth radio off before boarding the aircraft. The effect of the use of your Pocket PC wireless radio or Bluetooth radio in an aircraft is unknown. Such use might affect aircraft instrumentation, communication, and performance; might disrupt the network; might otherwise be dangerous to the operation of the aircraft; and might be illegal.

## Electronic devices

Most modern electronic equipment is shielded from radio frequency (RF) signals. However, electronic equipment might not be shielded against the RF signals from your wireless Pocket PC.

## Pacemakers

Consult a physician or the manufacturer of your pacemaker if you have any questions regarding the effect of RF signals on your pacemaker. If you have a pacemaker, verify that you are using the Pocket PC in accordance with the safety requirements associated with your particular pacemaker, which might include the following:

- Always keep the Pocket PC more than 20 cm (7 inches) from the pacemaker when the Pocket PC wireless radio is turned on.
- Do not carry the Pocket PC in a breast pocket.
- If you have any reason to suspect that interference is taking place, turn the Pocket PC wireless radio and the Bluetooth radio off immediately.

## Hearing aids

Some digital wireless devices might interfere with some hearing aids. In the event of such interferences, consult your service provider or contact the manufacturer of your hearing aid to discuss alternatives.

## Other medical devices

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician might be able to assist you in obtaining this information.

Turn your Pocket PC wireless radio and Bluetooth radio off in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities might be using equipment that could be sensitive to external RF energy.

## **Posted facilities**

Turn your Pocket PC wireless radio and Bluetooth radio off in any facility where posted notices so require.



# Installing and setting up the BlackBerry Connect application

About the BlackBerry Connect application

New in this release

Install the BlackBerry Connect Desktop for Windows Mobile

Install or upgrade the BlackBerry Connect application

Prerequisites: Setting up the BlackBerry Connect application

Set up the BlackBerry Connect application

Network status icons

## About the BlackBerry Connect application

The BlackBerry® Connect™ application provides supported third-party devices with access to BlackBerry technology, such as push email delivery, wireless data synchronization, secure web browsing, attachment viewing, advanced security features, and more. It is designed to keep you connected to the people, data, and resources that you need.

Depending on your wireless service provider, at least one of the following services is available:

- work email service using the BlackBerry® Enterprise Server
- personal or work email service using the BlackBerry® Internet Service

After you install and set up the BlackBerry Connect application, you must associate your Pocket PC® with an email address using the BlackBerry Enterprise Server or the BlackBerry Internet Service. See ["Choosing your email setup option" on page 19 for more information.](#)

## New in this release

Feature	Description
Wireless data synchronization	You can synchronize organizer data items such as contacts, tasks, and notes over the wireless network between your Pocket PC and your computer. Changes that you make in one location are also made in the other location. See <a href="#">"About wireless data synchronization" on page 47 for more information.</a>
Attachment viewing enhancements	In addition to previously supported attachment formats, the attachment viewer now supports viewing .bmp, .gif, .jpg, .png, and .tif image attachments as well as .vcf (vCard®) files. See <a href="#">"About attachments" on page 43 for more information.</a>
Wireless enterprise activation	You can activate your Pocket PC over the wireless network. See <a href="#">"About enterprise activation" on page 21 for more information.</a>

Feature	Description
Wireless email settings	You can use your Pocket PC to set redirection options, email message filters, signatures, and out-of-office replies. See <a href="#">"Email message settings" on page 37 for more information.</a>
Secure web browsing	You can view your corporate intranet and other online corporate data and applications. See <a href="#">"About the browser" on page 53 for more information.</a>
Enhanced security features	You can set a password for your Pocket PC, lock your Pocket PC, and set owner information. See <a href="#">"Security" on page 55 for more information.</a>
Send and receive data when your Pocket PC is connected to your computer	You can send and receive data on your Pocket PC when it is connected to your computer without using the wireless network. See <a href="#">"Send and receive data when your Pocket PC is connected to your computer" on page 48 for more information.</a>



**Note:** Depending on your wireless service provider and your email integration option, some features might not be available on your Pocket PC.

## Install the BlackBerry Connect Desktop for Windows Mobile

Depending on your wireless service provider, you might need to install the BlackBerry Connect Desktop for Windows Mobile™ if you are planning to use the BlackBerry Enterprise Server email setup option.

1. On your computer, double-click the **.exe** installation file.



**Note:** The **.exe** file might be located on your wireless service provider's web site or on the installation CD that came with your Pocket PC. Contact your wireless service provider for more information.

2. In the Choose Setup Language dialog box, select a language, and click **OK**.
3. Click **Next**.
4. Select your country.
5. Click **Next**.
6. Read the License Agreement carefully and, if you accept the terms, click **I accept the terms in the license agreement**.
7. Complete the on-screen instructions.

## Install or upgrade the BlackBerry Connect application



**Note:** To determine whether the BlackBerry Connect application is already installed on your Pocket PC, tap **Start > Settings**. If the **BlackBerry** icon appears on the **System** tab, the BlackBerry Connect application is installed on your Pocket PC. See ["Set up the BlackBerry Connect application" on page 16.](#)

If you are upgrading the BlackBerry Connect application, you can keep all of your previous BlackBerry settings and data.

1. Verify that Microsoft® ActiveSync® Version 4.1 or later is installed on your computer.
2. If your Pocket PC has a SIM card, verify that it is inserted in your Pocket PC.
3. Turn on your Pocket PC.
4. Turn on the wireless radio.

5. Verify that your Pocket PC displays the correct date and time.
6. Perform one of the following actions:



**Note:** Depending on your wireless service provider, one or more installation options are available.

Action	Procedure
Install or upgrade the BlackBerry Connect application using your computer.	<ol style="list-style-type: none"> <li>1. Connect your Pocket PC to your computer. Microsoft ActiveSync starts and connects to your Pocket PC.</li> <li>2. On your computer, double-click the <b>.exe</b> file. <b>Note:</b> The <b>.exe</b> file might be located on your wireless service provider's web site or on the installation CD that came with your Pocket PC. Contact your wireless service provider for more information.</li> <li>3. On the Welcome screen, click <b>Next</b>.</li> <li>4. Click <b>Install</b>.</li> <li>5. In the Application Downloading Complete dialog box, click <b>OK</b>.</li> <li>6. Click <b>Finish</b>.</li> <li>7. Check the Pocket PC screen for additional prompts.</li> </ol>
Install or upgrade the BlackBerry Connect application using your Pocket PC.	<ol style="list-style-type: none"> <li>1. On your Pocket PC, tap the installation file or icon. <b>Note:</b> If you cannot find the the installation file or icon on your Pocket PC, contact your wireless service provider.</li> <li>2. Check the Pocket PC screen for additional prompts.</li> </ol>

After you install the BlackBerry Connect application and restart your Pocket PC, you must set up the application. See ["Set up the BlackBerry Connect application" on page 16 for more information.](#)




**Warning:** Research In Motion (RIM) recommends that, after you install the BlackBerry Connect application, you do not use any third-party backup tools or wireless synchronization tools to back up or synchronize your Pocket PC data. Contact your wireless service provider for more information.

If you add an application to your Pocket PC, read the terms and conditions for the application carefully. Research In Motion makes no representation, warranty, or guarantee whatsoever for applications that you add to your Pocket PC and assumes no liability for them.


## Prerequisites: Setting up the BlackBerry Connect application


- The appropriate BlackBerry® service must be associated with your account or SIM card.
- The BlackBerry Connect application must be installed on your Pocket PC.
- Your Pocket PC must be connected to the wireless network.
- Your Pocket PC must be disconnected from your computer.

## Set up the BlackBerry Connect application

 **Note:** If the BlackBerry Setup screen appeared automatically on your Pocket PC after you installed the BlackBerry Connect application and restarted your Pocket PC, proceed to step 4.


1. On the Pocket PC screen, tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. On the first BlackBerry Setup screen, select the check box beside one or more organizer data items that you want to synchronize over the wireless network. The BlackBerry Connect application does not support wireless data synchronization if you use only the BlackBerry Internet Service. Do not select any check boxes if you are planning to use the BlackBerry Internet Service as your only email setup option.

 **Warning:** When you turn on or turn off wireless synchronization for an organizer data item, all of your existing entries for that item are deleted from your Pocket PC.

 **Note:** Wireless data synchronization and Microsoft ActiveSync synchronization cannot be turned on at the same time. Before you turn on wireless synchronization for an organizer data item, you must turn off Microsoft ActiveSync synchronization for that item. Connect your Pocket PC to your computer. Microsoft ActiveSync starts and connects to your Pocket PC. On your computer, click **Tools > Options**. To turn off Microsoft ActiveSync synchronization for an organizer data item, clear the check box beside the organizer data item. Click **OK**. See the *Microsoft ActiveSync Online Help* for more information about Microsoft ActiveSync synchronization.

5. Tap **Next**.
6. On the second BlackBerry Setup screen, if more than one service is available in the **Connection** drop-down list, tap the service that you want to use.
7. Tap **Next**.

Your personal identification number (PIN) is created, and the BlackBerry Connect application starts.



 **Tip:** To view your PIN, tap the **Identity** tab.

After you set up the BlackBerry Connect application, you must associate your Pocket PC with an email address. See ["Choosing your email setup option" on page 19 for more information](#).






To turn on wireless email synchronization, see ["Turn on wireless email synchronization" on page 30](#).

## Network status icons

Network status icons are displayed on the bottom of the screen and indicate the connection status of the BlackBerry Connect application.

Icon	Connection status	Description
	Connected	Your Pocket PC is connected to the wireless network and it can send and receive data.
	Desktop Passthrough Connected	Your Pocket PC is connected to your computer and it can send and receive data.



Icon	Connection status	Description
	Network Available/ Data Tunnel Available	Your Pocket PC is connecting to the wireless network and it cannot send or receive data. The connection status of your Pocket PC is transitioning to  .
	Not Connected	Your Pocket PC is not in a wireless coverage area and it cannot send or receive data. Your Pocket PC sends any pending data after you return to a wireless coverage area.
	Blocked	Your Pocket PC cannot send or receive data for one of the following reasons: <ul style="list-style-type: none"> <li>• Another application, such as Microsoft Internet Explorer® or Pocket MSN®, is using the wireless radio.</li> <li>• Your Pocket PC is connected to Microsoft ActiveSync.</li> <li>• Your Pocket PC memory is full.</li> <li>• Your Pocket PC has reached its message storage limit.</li> </ul>
	Suspended	Your Pocket PC cannot send or receive data for one of the following reasons: <ul style="list-style-type: none"> <li>• You have suspended the BlackBerry Connect application.</li> <li>• You have turned on the Suspend While Roaming option and your Pocket PC is roaming.</li> <li>• Your Pocket PC cannot establish a connection to the wireless network.</li> </ul>



# Choosing your email setup option

BlackBerry Enterprise Server option  
BlackBerry Internet Service option

To begin sending and receiving email messages on your Pocket PC using the BlackBerry Connect application, you must associate your Pocket PC with an email address using one of the following options.

## BlackBerry Enterprise Server option

Use this option if you have access to a BlackBerry Enterprise Server and you want to associate your Pocket PC with a corporate Microsoft® Outlook®, IBM® Lotus Notes®, or Novell® GroupWise® email account. See ["Setting up for email using the BlackBerry Enterprise Server"](#) on page 21 for more information.

## BlackBerry Internet Service option

Use this option to create a new BlackBerry email address for your Pocket PC or to associate your Pocket PC with one or more existing supported personal or work email addresses. This option is the most common email setup option for individual users. See ["Setting up for email using the BlackBerry Internet Service"](#) on page 23 for more information.



# Setting up for email using the BlackBerry Enterprise Server

About enterprise activation

Activate your Pocket PC over the wireless network

Activate your Pocket PC using the BlackBerry Connect Desktop for Windows Mobile

## About enterprise activation

Use the enterprise activation feature to integrate your Pocket PC with your work Microsoft Outlook, IBM Lotus Notes, or Novell GroupWise email account if you have access to a BlackBerry Enterprise Server Version 4.0 or later. Enterprise activation enables you to set up for email without using the BlackBerry Connect Desktop for Windows Mobile.

If you have access to a BlackBerry Enterprise Server Version 4.0 or later and the fields on the Activation tab are unavailable, verify with your wireless service provider that your Pocket PC is set up for enterprise activation. If your Pocket PC is set up for enterprise activation and the fields on the Activation tab are unavailable, contact your system administrator.

If you do not have access to a BlackBerry Enterprise Server Version 4.0 or later, use the BlackBerry Connect Desktop for Windows Mobile to integrate your Pocket PC with your work email account.

## Activate your Pocket PC over the wireless network

1. Verify that your Pocket PC is connected to the wireless network.
2. Tap **Start > Settings**.
3. Tap the **System** tab.
4. Tap the **BlackBerry** icon.
5. Tap the **Activation** tab.
6. Type your work email address and the password provided to you by your system administrator.
7. Tap **Activate**.

The length of the enterprise activation process varies depending on the amount of data in your email application and your wireless network connection speed.



**Note:** Limit the use of your Pocket PC and avoid using applications that require the wireless radio, such as Microsoft Internet Explorer, until enterprise activation is complete.

## Activate your Pocket PC using the BlackBerry Connect Desktop for Windows Mobile



**Note:** You cannot use the BlackBerry Connect Desktop for Windows Mobile to integrate your Pocket PC with a Novell GroupWise email account.

1. Connect your Pocket PC to your computer. Microsoft ActiveSync starts and connects to your Pocket PC.
2. On your computer, open the BlackBerry Connect Desktop for Windows Mobile.
3. Click the **Advanced** tab.
4. Verify that the **Email** field displays your email address.
5. Click the **General** tab.
6. Click **Configure Wireless Handset**.
7. At the prompt, move the mouse to generate an encryption key.



**Note:** A PIN appears in the PIN field.

See the *BlackBerry Connect Desktop for Windows Mobile Help* for information about using the BlackBerry Connect Desktop for Windows Mobile.

# Setting up for email using the BlackBerry Internet Service

Set up for email using the Pocket PC  
Set up for email using a computer  
About adding an email address  
Log in using the Pocket PC  
Log in using a computer  
Request your login password using the Pocket PC  
Request your login password using a computer  
Find more information

You can set up for email using a browser on your Pocket PC or on a computer.

To set up for email, you must create a login ID and password. The first time that you log in to the BlackBerry Internet Service web site, you can add a supported email address, create a BlackBerry email address, or do both.

- Add an email address if you have an existing, supported email account that you want to access from your Pocket PC.
- Create a BlackBerry email address if you do not have another existing, supported email account, or if you need an additional email address that you can use to send and receive email messages.



**Note:** If you are adding a work email address, you might need to use a computer to add the address. See ["About adding an email address" on page 25 for more information.](#)

## Set up for email using the Pocket PC

1. Verify that your Pocket PC is connected to the wireless network.
2. Tap **Start** > **Settings**.
3. Tap the **System** tab.
4. Tap the **BlackBerry** icon.
5. Tap the **Utility** tab.
6. Tap **Email Setup**.



**Note:** If you do not subscribe to a service that supports email setup using the BlackBerry Internet Service, the Email Setup menu item is not available.

7. Tap **Create New Account**.

8. Read the legal terms and conditions carefully. Perform one of the following actions:

Action	Procedure
Accept the legal terms and conditions and continue the setup process.	> Tap <b>Yes</b> .
Decline the legal terms and conditions and stop the setup process.	> Tap <b>No</b> .

9. Type the login information.

- **User ID:** Type a login name of your choice for the BlackBerry Internet Service web site.
- **Password:** Type a login password of your choice for the BlackBerry Internet Service web site.

10. Write down your user ID and password and keep the information in a safe place. You must type this information every time that you log in to the BlackBerry Internet Service web site.

11. Tap **Next**.

12. Select a language for the BlackBerry Internet Service web site.

13. Perform one of the following actions:

Action	Procedure
Add an email address for an existing supported email account.	<ol style="list-style-type: none"> <li>1. Type the full email address (for example, yourname@ispname.com).</li> <li>2. Type the password for your email account.</li> </ol>
Create a BlackBerry email address.	<ol style="list-style-type: none"> <li>1. Tap <b>Create a BlackBerry email address</b>.</li> <li>2. In the <b>Username</b> field, type the name that you want to appear before the at sign (@) in your new BlackBerry email address.</li> </ol>

14. Tap **Next**.

15. Tap **OK**.

## Set up for email using a computer

To use this setup option, you require the following items:

- **Internet browser:** Microsoft Internet Explorer Version 6.0 (or later) or Netscape® 10 Communicator Version 7.2 (or later) with JavaScript™ enabled
  - **Operating system:** Microsoft Windows® 2000, Windows XP or Mac OS® 10.3 (or later)
1. Verify that the computer is connected to the Internet.
  2. In a browser, in the web address field, type the web address supplied by your wireless service provider.
  3. Click **Create New Account**.



4. Read the legal terms and conditions carefully. Perform one of the following actions:

Action	Procedure
Accept the legal terms and conditions and continue the setup process.	> Click <b>I Agree</b> .
Decline the legal terms and conditions and stop the setup process.	> Click <b>I Disagree</b> .

5. Type the personal identification number (PIN) and International Mobile Equipment Identity (IMEI) or electronic serial number (ESN) for your Pocket PC.
6. Click **Continue**.
7. Type the login information.
- **User ID:** Type a login name of your choice for the BlackBerry Internet Service web site.
  - **Password:** Type a login password of your choice for the BlackBerry Internet Service web site.
  - **Confirm Password:** Retype your login password.
  - **Language:** In the drop-down list, click the language for the BlackBerry Internet Service web site.
8. Write down your user ID and password and keep the information in a safe place. You must type this information every time that you log in to the BlackBerry Internet Service web site.
9. Click **Sign Up**.
10. Perform one of the following actions:

Action	Procedure
Add an email address for an existing supported email account.	<ol style="list-style-type: none"> <li>1. Type the full email address (for example, yourname@ispname.com).</li> <li>2. Type the password for your email account.</li> </ol>
Create a BlackBerry email address.	<ol style="list-style-type: none"> <li>1. Tap <b>Create a BlackBerry email address</b>.</li> <li>2. In the <b>Username</b> field, type the name that you want to appear before the at sign (@) in your new BlackBerry email address.</li> </ol>

11. Click **Next**.
12. Click **OK**.

## About adding an email address

You can add email addresses that are associated with the following email account types to the BlackBerry Internet Service:

- ISP (using POP or IMAP)
- Microsoft Exchange (using Microsoft Outlook Web Access or the BlackBerry Mail Connector)
- IBM Lotus® Domino® (using the BlackBerry Mail Connector)

You can add most email addresses for most supported email accounts using your Pocket PC. You must add email addresses for some types of supported email accounts using a computer.

Email account type	Pocket PC browser	Computer browser
Most email accounts	✓	✓
Personal email account - Microsoft Outlook	✓	✓
Personal email account - POP or IMAP	✓	✓
Work email account - Microsoft Outlook Web Access	✓	✓
Work email account - Microsoft Outlook		✓
Work email account - IBM Lotus Notes		✓

Depending on your email service provider, you might not be able to add email addresses for certain email account types. Contact your email service provider for more information.



**Note:** You might be prompted to install the BlackBerry Mail Connector on your computer when you add a supported work email address. The BlackBerry Mail Connector is designed to enable the BlackBerry Internet Service to retrieve email messages from a Microsoft Outlook or IBM Lotus Notes work email account from behind a company's firewall.

## Log in using the Pocket PC

You must log in to the BlackBerry Internet Service web site to add or delete email addresses and to manage settings and message delivery options.

1. Verify that your Pocket PC is connected to the wireless network.
2. Tap **Start > Settings**.
3. Tap the **System** tab.
4. Tap the **BlackBerry** icon.
5. Tap the **Utility** tab.
6. Tap **Email Setup**.
7. Type your login information.
  - **User ID:** Type your login name for the BlackBerry Internet Service web site.
  - **Password:** Type your login password for the BlackBerry Internet Service web site.
8. Tap **Submit**.

## Log in using a computer

You must log in to the BlackBerry Internet Service web site to add or delete email addresses and to manage settings and message delivery options.

1. Verify that the computer is connected to the Internet.
2. In a browser, type the web address supplied by your wireless service provider.
3. Type your login information.

- **User ID:** Type your login name for the BlackBerry Internet Service web site.
  - **Password:** Type your login password for the BlackBerry Internet Service web site.
4. Click **Login**.

## Request your login password using the Pocket PC

If you forget your BlackBerry Internet Service web site password, you can request that the password be sent to your Pocket PC.

1. On the BlackBerry Internet Service web site login screen, tap **Forgot your password**.
2. In the **User ID** field, type your login name for the BlackBerry Internet Service web site.
3. Tap **Submit**.

## Request your login password using a computer

If you forget your BlackBerry Internet Service web site password, you can request that the password be sent to your Pocket PC.

1. On the BlackBerry Internet Service web site login screen, click **Forgot your password**.
2. Type the required information:
  - In the **User ID** field, type your login name for the BlackBerry Internet Service web site.
  - In the **PIN** field, type the PIN for your Pocket PC.
3. Click **Request Password**.

## Find more information

See the *BlackBerry Internet Service Online Help* for more information about adding email addresses, creating a BlackBerry email address, or managing email settings and message delivery options.

- On your Pocket PC, on the BlackBerry Internet Service web site, tap **Help**.
- In a browser on a computer, on the BlackBerry Internet Service web site, click **Help**.



# Email messages

- About wireless email synchronization
- Turn on wireless email synchronization
- Set wireless email synchronization options
- Synchronize email messages manually
- Access your BlackBerry email message account
- Open an email message
- Download more content of a long email message automatically
- Download more content of a long email message manually
- Send an email message
- Send an email message to a contact in your address book
- Send an email message to a contact using the check names feature
- Add an attachment to an email message
- Forward an email message that contains an attachment
- Search for a contact in your organization's contact list
- Delete an email message
- Delete a saved email message

## About wireless email synchronization

If your Pocket PC integration option supports wireless email synchronization, email messages, email message folders, and deleted items are reconciled over the wireless network between your Pocket PC and your computer. If you turn on wireless email synchronization, email messages that are marked as opened in one location are also marked as opened in the other location. Email messages that you file in an email message folder in the email account on your computer are filed in the corresponding email message folder on your Pocket PC. If you are a Microsoft Outlook user, email messages, email message folders, and deleted items that you store in a personal folders file (.pst) cannot be reconciled over the wireless network.

To use wireless email synchronization, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 3.6 or later for Microsoft Exchange, BlackBerry Enterprise Server Version 2.2 or later for IBM Lotus Domino, or BlackBerry Enterprise Server Version 4.0 or later for Novell GroupWise. If your Pocket PC is integrated with an email account that uses BlackBerry Internet Service, your wireless service provider must support wireless email synchronization.

## Turn on wireless email synchronization

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Services** tab.
5. Tap the **BlackBerry[CMIME]** service book.
6. Tap the **Synchronization** tab.
7. Select the **Wireless Synchronization** check box.

## Set wireless email synchronization options

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Services** tab.
5. Tap the **BlackBerry[CMIME]** service book.
6. Tap the **Synchronization** tab.
7. Verify that the **Wireless Synchronization** check box is selected.
8. In the **Conflicts** drop-down list, tap an option to determine whether the email account on your computer or your Pocket PC takes precedence if you change the same item on both your Pocket PC and the email account on your computer before synchronization occurs.
  - **Mailbox Wins:** The email account on your computer takes precedence.
  - **Handheld Wins:** Your Pocket PC takes precedence.
9. In the **Delete on** drop-down list, tap an option to determine whether an email message is deleted from the email account on your computer when you delete it from the Pocket PC.
  - **Handheld:** When you delete an email message from the Pocket PC, the email message is not deleted from the email account on your computer.
  - **Mailbox & Handheld:** When you delete an email message from the Pocket PC, the email message is moved to the Deleted Items or Trash folder in the email account on your computer.  
If you select the **Mailbox & Handheld** option, to permanently remove deleted email messages from the email account on your computer, tap **Purge Deleted**.



**Note:** Some supported email account types or specific mail implementations do not support wireless email synchronization.

## Synchronize email messages manually

If wireless email synchronization is turned on, you can synchronize email messages, email message folders, and deleted items manually if you do not want to wait for these items to synchronize automatically.

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.



**Note:** To change accounts, tap **Menu > Switch Accounts**. Tap **BlackBerry**.

3. Tap **Menu**.
4. Tap **Synchronize Now**.

## Access your BlackBerry email message account

1. Tap **Start > Messaging**.
2. Tap **Menu > Switch Accounts**.
3. Tap **BlackBerry**.

## Open an email message

1. Tap **Start > Messaging**.
2. Tap the **Inbox** drop-down list.



**Note:** Each service appears as a separate email account. To view the email message folders in the email account that you want to use, tap the plus sign beside that account.

3. Tap an email message folder.
4. Tap an email message.

## Download more content of a long email message automatically


1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Options** tab.
5. Select the **Enable Auto More** check box.

## Download more content of a long email message manually

1. Open an email message.
2. At the end of the email message, tap and hold **More available**.
3. Perform one of the following actions:

Action	Procedure
Download the next section of the email message.	> Tap <b>More</b> .
Download the remainder of the email message.	> Tap <b>More All</b> .



**Note:** If an error occurs when your Pocket PC requests more of the message from the server, the  icon is displayed beside the message in the message list.

## Send an email message

Email messages that are sent from or received by your Pocket PC are routed through an existing supported email account. New email messages are sent from the account that is currently active.

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.



**Note:** To change accounts, tap **Menu > Switch Accounts**. Tap **BlackBerry**.

3. Tap **New**.
4. Tap in the **To** field.



**Tip:** Scroll to the top of the email message to display the **Cc** and **Bcc** fields.


5. Type the email address of one or more recipients.
6. Tap in the **Subj** field.
7. Type a subject.
8. Tap in the text area.
9. Type a message.
10. Tap **Send**.




**Note:** To reply to the sender, reply to all, or forward an email message, tap and hold the email message, or tap and hold in the text area if the email message is open. Tap **Reply**, **Reply All**, or **Forward**.



## Send an email message to a contact in your address book

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.
  -  **Note:** To change accounts, tap **Menu > Switch Accounts**. Tap **BlackBerry**.
3. Tap **New**.
4. Tap one of the following options:
  - **To**
  - **Menu > Add Recipient**
5. Tap a contact.
6. Tap in the **Subj** field.
7. Type a subject.
8. Tap in the text area.
9. Type a message.
10. Tap **Send**.

## Send an email message to a contact using the check names feature

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.
  -  **Note:** To change accounts, tap **Menu > Switch Accounts**. Tap **BlackBerry**.
3. Tap **New**.
4. Tap in the **To** field.
5. Type the first few letters of a contact name.
6. Tap **Menu > Check Names**.
7. Perform one of the following actions:

Action	Procedure
Select a contact for whom you have an email address saved.	> Tap the contact.
Search for a contact in your organization's contact list.	<ol style="list-style-type: none"> <li>1. Tap <b>Menu</b>.</li> <li>2. Tap <b>Lookup</b>.</li> <li>3. Tap the lookup result.</li> <li>4. In the results list, tap a contact.</li> </ol>

8. Type a message.
9. Tap **Send**.

## Add an attachment to an email message

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.



**Note:** To change accounts, tap **Menu > Switch Accounts**. Tap **BlackBerry**.

3. Tap **New**.
4. Tap **Menu**.
5. Tap **Add Attachment**.
6. In the **Folder** drop-down list, tap a folder.
7. In the **Type** drop-down list, tap a file type.
8. Tap a file.
9. Type a message.




**Note:** When you add an attachment to an email message, the  icon indicates that the attachment will be sent directly from the Pocket PC.

The status bar at the bottom of the screen indicates the maximum attachment file size that is supported. If the attachment is too large, the Send button is unavailable.

## Forward an email message that contains an attachment

1. Tap **Start > Messaging**.
2. Tap and hold an email message that contains an attachment.
3. Tap **Forward**.
4. Type a message.



**Note:** When you forward an email message that contains an attachment, the  icon indicates that the server appends the attachment to the email message before sending the email message to recipients.

## Search for a contact in your organization's contact list

To search for a contact in your organization's contact list, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server version 3.5 or later for Microsoft Exchange, BlackBerry Enterprise Server version 2.2 or later for IBM Lotus Domino, or BlackBerry Enterprise Server version 4.0 or later for Novell GroupWise.

1. Tap **Start > Settings**.
2. Tap the **System** tab.

3. Tap the **BlackBerry** icon.
4. Tap the **Utility** tab.
5. Tap **Lookup**.
6. Type a contact name.



**Tip:** You can type the first few letters of a contact name to search for a list of possible matches.

7. Tap **Lookup**.
8. Tap a lookup result.
9. Tap and hold a contact.



**Tip:** Tap a contact to view contact information.

10. Perform one of the following actions:

Action	Procedure
Compose an email message to the contact.	> Tap <b>Email</b> .
Add the selected contact to your address book.	> Tap <b>Add</b> .
Delete the selected contact from the lookup results.	> Tap <b>Delete</b> .



**Note:** To add all lookup contacts to your address book, tap **Menu**. Tap **Add All**. To delete the lookup results, tap **Menu**. Tap **Delete Lookup**.

## Delete an email message



**Warning:** If wireless email synchronization is turned on and the Delete On option is set to Mailbox & Handheld, email messages that you delete on your Pocket PC are also deleted from your computer during email synchronization. See ["Set wireless email synchronization options"](#) on page 30 for more information.

1. Tap **Start > Messaging**.
2. In the message list, tap and hold an email message.
3. Tap **Delete**.

## Delete a saved email message

1. Tap **Start > Messaging**.
2. Tap the **Inbox** drop-down list.
3. Tap **Saved Items**.
4. Tap and hold an email message.
5. Tap **Delete**.



# Email message settings

Forward incoming email messages to your Pocket PC  
About email message folder redirection  
Set email message folder redirection  
Save email messages that you send from your Pocket PC on your Pocket PC only  
About email message filters  
Create an email message filter  
Manage email message filters  
About signatures  
Add a signature  
About out-of-office replies  
Set an out-of-office reply

## Forward incoming email messages to your Pocket PC

To change this option using your Pocket PC, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later. If your Pocket PC is integrated with an account that uses an earlier version of the BlackBerry Enterprise Server, you can use the BlackBerry Connect Desktop for Windows Mobile to change this setting.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **General** tab.
7. Select the **Redirect incoming messages to my handset** check box.
8. Tap **OK**.
9. Tap **Yes**.

## About email message folder redirection

If rules within the email account on your computer direct new email messages into different email message folders, you must specify which email message folders should forward email messages to your Pocket PC. To set email message folder redirection on your Pocket PC, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later.

## Set email message folder redirection

By default, your email account forwards new email messages that arrive in your inbox to your Pocket PC.

**i** **Note:** If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, you can also use the BlackBerry Connect Desktop for Windows Mobile to specify email message folder redirection settings. If your Pocket PC is integrated with an email account that uses the BlackBerry Internet Service, log in to your email account using a browser on your computer to specify email message folder redirection settings.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **Folders** tab.
7. Tap **Selected Folders**.
8. Tap **Choose Folders**.
9. Select the check box beside an email message folder.

**i** **Note:** Verify that the check box beside your inbox folder is selected. If you do not select the inbox folder, email messages are only forwarded from the email message folders that you select. To select all your email message folders, including your sent items folder, select the **Select all** check box. Email messages that you send from the email account on your computer also appear on your Pocket PC.

10. Tap **OK**.
11. Tap **Yes**.

## Save email messages that you send from your Pocket PC on your Pocket PC only

By default, email messages that you send from your Pocket PC are saved in the email account on your computer.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **General** tab.
7. Select the **Don't save a copy to the Sent Items folder** check box.
8. Tap **OK**.
9. Tap **Yes**.

## About email message filters

You can create email message filters to specify which email messages are forwarded to your Pocket PC and which email messages remain in the email account on your computer. Email message filters are applied to email messages based on the order in which the email message filters appear. If you create multiple email message filters that could apply to the same email message, place the email message filter that you want to apply first higher in the list.

To create email message filters on your Pocket PC, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later.

## Create an email message filter

By default, the BlackBerry Connect application turns on email message filters that you create. To turn off an email message filter, see "Manage email message filters" on page 40.

**i** **Note:** If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, you can also use the BlackBerry Connect Desktop for Windows Mobile to create email message filters. If your Pocket PC is integrated with an account that uses the BlackBerry Internet Service, log in to your account using a browser on your computer to create email message filters.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **Filters** tab.

**i** **Note:** If you want email messages that do not meet any email message filter criteria to be forwarded to your Pocket PC, select the **If no filters apply, forward message to handset** check box.

7. Tap **New**.
8. On the **Action** tab, in the **Filter Name** field, type a name for the email message filter.
9. Perform one of the following actions:

Action	Procedure
Forward email messages to your Pocket PC that meet the email message filter criteria.	> Select <b>Forward message to handset</b> . <b>Note:</b> To send email messages with only the <b>To</b> , <b>Sent</b> , and <b>From</b> fields to your Pocket PC, select <b>Forward header only</b> .
Do not forward email messages to your Pocket PC that meet the email message filter criteria.	> Select <b>Don't forward message to handset</b> .

10. On the **Message** tab, type the email message filter information.

**From:** Type the email address of a sender that you want the email message filter to detect or tap the icon to select a contact from your address book. If you want the email message filter to detect email messages from multiple senders, separate the addresses with a semicolon (;).

**Sent to:** Type the email address of a recipient that you want the email message filter to detect or tap the icon to select a contact from your address book. If you want the email message filter to detect email messages to multiple recipients, separate the addresses with a semicolon. You can only specify a distribution list if the list has a Simple Mail Transfer Protocol (SMTP) address.

**Subject:** Type a word or phrase that you want the email message filter to detect in the subject line of email messages. To search for individual keywords, separate them with a semicolon.

**Body:** Type a word or phrase that you want the email message filter to detect in the body of email messages. To search for individual keywords, separate them with a semicolon.

11. On the **Context** tab, type additional email message filter information.

**Recipient Type:** Set whether the email message filter applies to email messages with your address in the **To**, **CC**, or **BCC** field. This field applies only to email messages that are sent to your email address; it does not apply to distribution lists of which you are a member.

**Importance:** Set the importance level of the email messages that you want the email message filter to detect.

**Sensitivity:** Set the sensitivity level of the email messages that you want the email message filter to detect.

12. Tap **OK**.

13. Tap **Yes**.

## Manage email message filters

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **Filters** tab.
7. Perform one of the following actions:

Action	Procedure
Turn on an email message filter.	> Select the check box beside the email message filter.
Turn off an email message filter.	> Clear the check box beside the email message filter.
View or change an email message filter.	1. Tap the email message filter to select it. 2. Tap <b>Edit</b> .



Action	Procedure
Delete an email message filter.	<ol style="list-style-type: none"> <li>1. Tap the email message filter to select it.</li> <li>2. Tap <b>Delete</b>.</li> <li>3. Tap <b>Yes</b>.</li> </ol>
Change the order in which email message filters apply to email messages.	<ol style="list-style-type: none"> <li>1. Tap the email message filter to select it.</li> <li>2. Tap the up or down arrow to the right of the email message filter to position it in the list.</li> </ol>

## About signatures

A signature is added to email messages after you send them. To add a signature from your Pocket PC, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later.

## Add a signature



**Note:** If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, you can also use the BlackBerry Connect Desktop for Windows Mobile to add a signature. If your Pocket PC is integrated with an account that uses the BlackBerry Internet Service, log in to your account using a browser on your computer to add a signature. You cannot use the Microsoft Windows Mobile signature feature to add a signature to email messages that you send from your BlackBerry account.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **Signature** tab.
7. Select the **Use the following Auto-Signature** check box.
8. Type a signature.
9. Tap **OK**.
10. Tap **Yes**.

## About out-of-office replies

The out-of-office reply is designed to be sent automatically to a contact the first time that contact sends you an email message. To set an out-of-office reply on your Pocket PC, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later.

## Set an out-of-office reply



**Note:** You can also set an out-of-office reply in your email application on your computer. If your Pocket PC is integrated with an account that uses the BlackBerry Internet Service, log in to your account using a browser on your computer to set an out-of-office reply.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Email Settings** tab.
5. Tap **Go to Settings**.
6. Tap the **Out-of-office** tab.
7. Select the **Use the following out-of-office reply** check box.
8. Type an out-of-office reply.
9. Tap **OK**.
10. Tap **Yes**.

# Attachments

[About attachments](#)  
[Attachment status icons](#)  
[View an attachment in the attachment viewer](#)  
[Download an attachment](#)  
[Manage vCard contact attachments](#)











## About attachments

You can view a message attachment in one of the following ways:

- You can download the attachment to view (and sometimes edit) the attachment in the application in which the document was originally created, if that application is available on your Pocket PC. Your server specifies a limit on the size of attachments that you can download.
- You can view the attachment quickly using the attachment viewer if the attachment viewer supports this type of document. You can view several types of file attachments including .zip, .htm, .html, .doc, .dot, .ppt, .pdf, .wpd, .txt, .vcf (vCard®), and .xls files. You can also view .bmp, .gif, .jpg, .png, and .tif image attachments.

If your Pocket PC is integrated with an account that uses BlackBerry Enterprise Server Version 4.1 or later, you can view .wmf files on your Pocket PC.

## Attachment status icons

Attachment download icon	Attachment viewer icon	Description
–	–	No icon indicates the default status. The attachment is available for your Pocket PC to download or view.
		This icon indicates that your Pocket PC has downloaded the attachment.
		This icon indicates that the request is pending.
		This icon indicates that your Pocket PC does not support the attachment format, or the attachment is too large.
		This icon indicates that an error occurred when your Pocket PC attempted to download or view the attachment.
		This icon indicates that an error occurred when your Pocket PC requested more of the attachment from the server. The icon appears beside the email message in the message list.

## View an attachment in the attachment viewer

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap an email message that contains an attachment.
4. Perform one of the following actions:

Action	Procedure
View content in the attachment viewer.	<ol style="list-style-type: none"> <li>1. Tap and hold the attachment.</li> <li>2. Tap <b>Retrieve Content</b>.</li> <li>3. After the content is retrieved, tap and hold the attachment.</li> <li>4. Tap <b>View Content</b>. <b>Note:</b> Some files might be password-protected. To type the password for the attachment, tap <b>Enter Password</b>.</li> <li>5. Tap <b>Tools &gt; More</b> to view more of the attachment.</li> </ol>
View the table of contents in the attachment viewer.	<ol style="list-style-type: none"> <li>1. Tap and hold the attachment.</li> <li>2. Tap <b>Retrieve Table of Contents</b>.</li> <li>3. After the table of contents is retrieved, tap and hold the attachment.</li> <li>4. Tap <b>View Table of Contents</b>. <b>Note:</b> Some files might be password-protected. To type the password for the attachment, tap <b>Enter Password</b>.</li> </ol>

## Download an attachment

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap an email message that contains an attachment.
4. Tap and hold the attachment.
5. Tap **Download**.
6. After the attachment is downloaded, perform one of the following actions:

Action	Procedure
Open the attachment.	<ol style="list-style-type: none"> <li>1. Tap and hold the attachment.</li> <li>2. Tap <b>Open</b>.</li> </ol>
Save the attachment.	<ol style="list-style-type: none"> <li>1. Tap and hold the attachment.</li> <li>2. Tap <b>Save As</b>.</li> <li>3. Type a name for the file.</li> <li>4. In the <b>Folder</b> drop-down list, tap a folder.</li> <li>5. In the <b>Location</b> drop-down list, tap a location.</li> <li>6. Tap <b>Save</b>.</li> </ol>

## Manage vCard contact attachments

Contact attachments (vCard .vcf files) contain contact information for a specific user. When you open an email message that contains a vCard contact attachment, you can view and add the contact information to your address book.

1. Tap **Start > Messaging**.
2. Verify that the BlackBerry account is active.
3. Tap an email message that contains a vCard contact attachment.
4. Perform one of the following actions:

Action	Procedure
View the vCard contact attachment.	<ol style="list-style-type: none"><li>1. Tap and hold the attachment.</li><li>2. Tap <b>View Address</b>.</li></ol>
Add the contact information to your address book.	<ol style="list-style-type: none"><li>1. Tap and hold the attachment.</li><li>2. Tap <b>Add Address</b>.</li></ol>



# Synchronizing data

About wireless data synchronization

Turn on or turn off wireless data synchronization

Send and receive data when your Pocket PC is connected to your computer

## About wireless data synchronization

You can synchronize organizer data items such as contacts, calendar entries, tasks, and notes so that the entries on your Pocket PC and in the email application on your computer are similar. Changes that you make in one location are also made in the other location. You can turn wireless data synchronization on and off using the Pocket PC.

To use wireless data synchronization for contacts, tasks, or notes, your Pocket PC must be integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later. To use wireless calendar synchronization, your Pocket PC must be integrated with an account that uses a BlackBerry Enterprise Server.

See "Calendar" on page 49 for more information about using the calendar application on your Pocket PC. See the *Microsoft Windows Mobile Help* on your Pocket PC for more information about using the contacts, tasks, and notes applications on your Pocket PC.



**Note:** To synchronize notes over the wireless network, the notes must contain text only.

The contacts and tasks applications on your Pocket PC and computer might support fields that are not synchronized over the wireless network.

## Turn on or turn off wireless data synchronization



**Warning:** When you turn on or turn off wireless synchronization for an organizer data item, all of your existing entries for that organizer data item are deleted from your Pocket PC.




**Note:** Wireless data synchronization and Microsoft ActiveSync synchronization cannot be turned on at the same time. Before you turn on wireless synchronization for an organizer data item, you must turn off Microsoft ActiveSync synchronization for that organizer data item. Connect your Pocket PC to your computer. Microsoft ActiveSync starts and connects to your Pocket PC. On your computer, click **Tools > Options**. To turn off Microsoft ActiveSync synchronization for an organizer data item, clear the check box beside the organizer data item. Click **OK**. See the *Microsoft ActiveSync Online Help* for more information about Microsoft ActiveSync synchronization.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **PIM** tab.

5. Perform one of the following actions:


Action	Procedure
Turn on wireless synchronization for an organizer data item.	> Select the check box beside the organizer data item. <b>Note:</b> You can select more than one organizer data item.
Turn off wireless synchronization for an organizer data item.	> Clear the check box beside the organizer data item.

 **Note:** If your system administrator has disabled wireless synchronization for an organizer data item, data is not synchronized over the wireless network even if the check box beside that organizer data item is selected. Contact your system administrator for more information.

## Send and receive data when your Pocket PC is connected to your computer

If your Pocket PC is integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later, you can send and receive data on your Pocket PC when it is connected to your computer even if the wireless radio is turned off. This enables data to be synchronized while your Pocket PC is charging and it enables you to save wireless data charges because data is not sent over the wireless network.

To begin sending and receiving data without using the wireless network, connect your Pocket PC to your computer and wait for Microsoft ActiveSync to start and connect to your Pocket PC.

 **Note:** To use the BlackBerry Connect application to send and receive data without using the wireless network, your computer must be behind the corporate firewall.



# Calendar

About wireless calendar synchronization

Create an appointment

Change an appointment

Create a meeting

Change a meeting

Respond to a meeting invitation

## About wireless calendar synchronization

If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, appointments and meetings are designed to synchronize wirelessly so that entries on your Pocket PC and in the email application on your computer are similar. To turn on or turn off wireless calendar synchronization, see "Turn on or turn off wireless data synchronization" on page 47.

## Create an appointment

1. Tap **Start** > **Calendar**.
2. Tap **Menu**.
3. Tap **New Appointment**.
4. Type the appointment details.
5. Tap **OK**.

## Change an appointment

1. Tap **Start** > **Calendar**.
2. Perform one of the following actions:

Action	Procedure
Update an appointment.	<ol style="list-style-type: none"> <li>1. Tap the appointment.</li> <li>2. Tap <b>Edit</b>.</li> <li>3. Change the information.</li> <li>4. Tap <b>OK</b>.</li> </ol>

Action	Procedure
Delete an appointment.	<ol style="list-style-type: none"> <li>1. Tap and hold the appointment.</li> <li>2. Tap <b>Delete Appointment</b>.</li> <li>3. Tap <b>Yes</b>.</li> </ol>

## Create a meeting

1. Tap **Start > Calendar**.
2. Tap **Menu**.
3. Tap **New Appointment**.
4. Tap **Attendees**.
5. Tap a meeting participant.



**Note:** To add additional meeting participants to your meeting, tap **Add**. Tap a meeting participant.

6. Tap **OK**.
7. Type the meeting details.
8. Tap **OK**.

## Change a meeting

1. Tap **Start > Calendar**.
2. Perform one of the following actions:

Action	Procedure
Update a meeting.	<ol style="list-style-type: none"> <li>1. Tap the meeting.</li> <li>2. Tap <b>Edit</b>.</li> </ol>
Delete a meeting.	<ol style="list-style-type: none"> <li>1. Tap the meeting.</li> <li>2. Tap <b>Menu</b>.</li> <li>3. Tap <b>Delete</b>.</li> </ol>

## Respond to a meeting invitation

1. Tap **Start > Messaging**.
2. In the message list, tap an email message that contains a meeting invitation.
3. Tap **Menu**.

4. Perform one of the following actions:

Action	Procedure
Accept the meeting.	> Tap <b>Accept</b> .
Tentatively accept the meeting.	> Tap <b>Tentative</b> .
Decline the meeting.	> Tap <b>Decline</b> .



# Browser

About the browser  
Open the browser

## About the browser

Depending on your wireless service provider and your email setup option, more than one browser icon might appear. Your wireless service provider might also change the browser name to reflect available services.

Use the BlackBerry Browser to view HTML web pages. If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server with Mobile Data Service (BlackBerry MDS Connection Service) enabled, the BlackBerry Browser also enables you to view your corporate intranet. The Mobile Data Service is designed to provide the BlackBerry Browser with secure access to the Internet and online corporate data and applications. It encrypts content using the same encryption standard used to encrypt email messages and other BlackBerry data. Contact your system administrator for more information.

Use the Internet Browser, which is available from some wireless service providers, to view HTML web pages. Contact your wireless service provider for more information about Internet Browser support.

## Open the browser

1. Tap **Start** > **Programs**.
2. Tap **BlackBerry**.
3. Tap a browser.

See the *Microsoft Windows Mobile Help* on your Pocket PC for more information about using the browser and setting browser options.



# Security

## About passwords

Set a password for your Pocket PC

Change your Pocket PC password

Turn off your Pocket PC password

Lock your Pocket PC

Unlock your Pocket PC

Set owner information

Display items on the Home screen

About encryption keys

Regenerate encryption keys

## About passwords

You can set a password for your Pocket PC. If you type your password incorrectly, you might be prompted to type **blackberry** before you can continue. The next time that you type your password, and on subsequent password attempts, the characters that you type might be displayed.

If you exceed the number of allowed password attempts, all BlackBerry data is erased from your Pocket PC for security reasons.

If your Pocket PC is integrated with an email account that uses a BlackBerry Enterprise Server, you might not be able to change some security options. Contact your system administrator for more information.

## Set a password for your Pocket PC



**Note:** If you have set a password for your Pocket PC using the Microsoft Windows Mobile password feature, turn it off before you set a password using the BlackBerry Connect application.

1. Tap **Start** > **Settings**.
2. Tap the **Personal** tab.
3. Tap the **BlackBerry Security** icon.
4. Tap the **Password** tab.
5. Select the **Password Enabled** check box.
6. In the **Security Timeout** field, set the amount of time that your Pocket PC can be unused before the password is required.
7. In the **New Password** field, type a password.

8. In the **Confirm** field, retype the password.
9. Tap **OK**.

## Change your Pocket PC password

1. Tap **Start > Settings**.
2. Tap the **Personal** tab.
3. Tap the **BlackBerry Security** icon.
4. Tap the **Password** tab.
5. Verify that the **Password Enabled** check box is selected.
6. In the **New Password** field, type a password.
7. In the **Confirm** field, retype the password.
8. Tap **OK**.
9. In the **Enter Password** field, type your old password.
10. Tap **OK**.

## Turn off your Pocket PC password

1. Tap **Start > Settings**.
2. Tap the **Personal** tab.
3. Tap the **BlackBerry Security** icon.
4. Tap the **Password** tab.
5. Clear the **Password Enabled** check box.
6. Tap **OK**.
7. Type the password.
8. Tap **OK**.



**Note:** If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, you might not be able to turn off the password. Contact your system administrator for more information.

## Lock your Pocket PC

If you have set a password, you can lock your Pocket PC.

1. Tap **Start > Programs**.
2. Tap **BlackBerry**.
3. Tap **BlackBerry Lock Device**.



## Unlock your Pocket PC

1. On the Lock screen, tap **Unlock**.
2. In the **Enter Password** field, type your password.

## Set owner information

Owner information appears on the Home screen.

1. Tap **Start > Settings**.
2. Tap the **Personal** tab.
3. Tap the **BlackBerry Security** icon.
4. Tap the **User Info** tab.
5. Type your contact information.
6. Tap **OK**.



**Note:** If you have set a password for your Pocket PC, in the **Enter Password** field, type your password.

## Display items on the Home screen

You can display items, such as owner information, on the Home screen.

1. Tap **Start > Settings**.
2. Tap the **Personal** tab.
3. Tap **Today**.
4. Tap the **Items** tab.
5. Select the check box beside one or more items.
6. Tap **OK**.

## About encryption keys

If your Pocket PC is integrated with an account that uses a BlackBerry Enterprise Server, encryption keys are used. Encryption keys are designed to protect data as it travels between the BlackBerry Enterprise Server and your Pocket PC. Encryption keys are designed to be generated automatically every 30 days, but you can regenerate keys manually at any time.

## Regenerate encryption keys

If your Pocket PC is integrated with an account that uses BlackBerry Enterprise Server Version 4.0 or later, you can regenerate encryption keys from your Pocket PC. You can also use the BlackBerry Connect Desktop for Windows Mobile to regenerate encryption keys. See the *BlackBerry Connect Desktop for Windows Mobile Online Help* for more information.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Activation** tab.
5. Tap **Regenerate Keys**.

# BlackBerry Connect application settings

View the connection status of the BlackBerry Connect application  
View your PIN  
Select a BlackBerry service  
Register with the wireless network  
Manage service books  
Suspend or resume the BlackBerry Connect application

## View the connection status of the BlackBerry Connect application

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Status** tab. The connection status appears in the Service field.

See “Network status icons” on page 16 for more information about network status icons that indicate the connection status of the BlackBerry Connect application.

## View your PIN

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Identity** tab. The PIN appears in the PIN field.

## Select a BlackBerry service

Depending on your wireless service provider, at least one of the following services is available:

- work email service using the BlackBerry Enterprise Server
- personal or work email service using the BlackBerry Internet Service

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.

4. Tap the **Options** tab.
5. Tap the **Connection** drop-down list.
6. Tap a service.

## Register with the wireless network

When you install and set up the BlackBerry Connect application, your Pocket PC should register with the wireless network automatically. You can also register with the wireless network manually.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Utility** tab.
5. Tap **Register Now**.

## Manage service books

Service books determine which services are available on your Pocket PC. Service books arrive on your Pocket PC over the wireless network from your wireless service provider.

1. Tap **Start > Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Services** tab.
5. Perform one of the following actions:

Action	Procedure
View a service book.	> Tap the service book. <b>Note:</b> A green check mark indicates that a service book has been accepted. A red x indicates that a service book has not been accepted.
Delete a service book.	1. Tap and hold a service book. 2. Tap <b>Delete</b> .

## Suspend or resume the BlackBerry Connect application

When you suspend the BlackBerry Connect application, you cannot send or receive BlackBerry data. All of your current BlackBerry data, such as email messages and calendar appointments, remains on the Pocket PC. When you resume the BlackBerry Connect application, and you are in a wireless coverage area, pending data should be sent and received automatically.



**Note:** If there is insufficient permanent storage available on your Pocket PC, the BlackBerry Connect application suspends. The BlackBerry Connect application resumes automatically when sufficient permanent storage becomes available.

1. Tap **Start** > **Settings**.
2. Tap the **System** tab.
3. Tap the **BlackBerry** icon.
4. Tap the **Status** tab.
5. Perform one of the following actions:

Action	Procedure
Suspend the BlackBerry Connect application.	> Tap <b>Suspend</b> .
Resume the BlackBerry Connect application.	> Tap <b>Resume</b> .
Turn on the option to suspend the BlackBerry Connect application each time that the BlackBerry Connect application starts.	> Select the <b>Suspend At Startup</b> check box.
Turn off the option to suspend the BlackBerry Connect application each time that the BlackBerry Connect application starts.	> Clear the <b>Suspend At Startup</b> check box.
Turn on the option to suspend the BlackBerry Connect application while your Pocket PC is roaming.	> Select the <b>Suspend While Roaming</b> check box.
Turn off the option to suspend the BlackBerry Connect application while your Pocket PC is roaming.	> Clear the <b>Suspend While Roaming</b> check box.



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