



Cingular Xpress Mail System

Pocket PC

Getting Started Guide

Release 6.3



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Preface

XPRESS MAIL provides secure, real-time, wireless access to Network applications through your Pocket PC. This guide provides you with detailed information on installing and getting started with your Pocket PC and XPRESS MAIL.

This preface includes the following sections:

- *Audience*
- *Document Organization*
- *Related Documentation*
- *Document Feedback*

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Audience

This guide is intended for Network users accessing corporate applications and data using XPRESS MAIL and a Pocket PC device. It assumes that you have a Pocket PC device with wireless access and that you are familiar with using this device.

Document Organization

This document is divided into the following chapters:

- *Chapter 1, System Requirements* lists the system requirements for XPRESS MAIL.
- *Chapter 2, Getting Started With Your Pocket PC* provides information on how to install the XPRESS MAIL Pocket PC Client on your Pocket PC, register and access your corporate data.
- *Chapter 3, Understanding the XPRESS MAIL Pocket PC Client Workspace* describes the XPRESS MAIL Pocket PC Client workspace.
- *Chapter 4, Using the XPRESS MAIL Pocket PC Client* describes how to initiate a sync, change sync settings, and open the online help.

Related Documentation

The complete XPRESS MAIL document set includes the following documentation:

- ***XPRESS MAIL Personal Edition Quick Start Guide*** - provides helpful tips on getting started quickly.
- ***XPRESS MAIL Personal Edition Online Help*** - provides instructions for selfprovisioned, non-technical Network users to register an account and use the Web interface to set up, manage, and access XPRESS MAIL via the Web client.
- ***XPRESS MAIL Network Edition Quick Start Guide*** - provides helpful tips on getting started quickly.
- ***XPRESS MAIL Network Edition Online Help*** - provides instructions for nontechnical Network users accessing the Web interface to set up, manage, and access XPRESS MAIL via the Web client.
- ***XPRESS MAIL Enterprise Edition Quick Start Guide*** - provides helpful tips on getting started quickly.
- ***XPRESS MAIL Enterprise Edition Online Help*** - provides instructions for nontechnical Network users accessing the Web interface to set up, manage, and access XPRESS MAIL via the Web client.



- **XPRESS MAIL Palm OS Device User Guide** - provides instructions on how to install, register, and use your Palm OS device to access your corporate data.
- **XPRESS MAIL Pocket PC Getting Started Guide** (this guide) – provides instructions on how to install and register XPRESS MAIL on your Pocket PC.
- **XPRESS MAIL Pocket PC Online Help** - provides instructions on how to use XPRESS MAIL on your Pocket PC device.
- **XPRESS MAIL Smartphone Getting Started Guide** - provides instructions on how to install and register XPRESS MAIL on your Smartphone device.
- **XPRESS MAIL Smartphone Online Help** - provides instructions on how to use XPRESS MAIL on your Smartphone device.

Preface

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System Requirements

XPRESS MAIL offers you secure, wireless access to corporate data and applications. XPRESS MAIL allows you to directly and securely access those services from your Pocket PC using the XPRESS MAIL Pocket PC Client.

This chapter includes the following sections:

- *System Requirements*

System Requirements
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System Requirements

You must meet the following requirements to use the XPRESS MAIL Pocket PC Client.

Email Enterprises

The XPRESS MAIL Pocket PC Client provides secure connectivity to the following corporate email Enterprises:

- Microsoft® Exchange 2003, 2000 and 5.5
- Lotus® Domino™ R5 and R6
- Novell GroupWise
- Internet Message Access Protocol, version 4 (IMAP4)
- Post Office Protocol, version 3 (POP3)

Note: XPRESS MAIL Enterprise Edition and XPRESS MAIL Network Edition do *not* support corporate POP3 Enterprises.

Devices

For a complete list of supported devices, please refer to the *Smart Device Clients* section in the *Downloads* page of your XPRESS MAIL web account.

Wireless Browsers

XPRESS MAIL supports the following wireless browsers for the XPRESS MAIL Pocket PC Client:

- Pocket Internet Explorer for Pocket PC version 2000, 2002, and 2003
- Microsoft Internet Explorer Handheld PC 4.0 for Handheld PC 2000

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Getting Started With Your Pocket PC

The XPRESS MAIL Pocket PC Client provides you with the complete freedom of over-the-air connectivity to your corporate data, including corporate mail, contacts, and meeting requests. Connecting to information on your corporate desktop is easy to do once you complete the few simple tasks described in this section.

This chapter includes the following sections:

- *Downloading the XPRESS MAIL Pocket PC Client*
- *Installing the XPRESS MAIL Pocket PC Client*
- *Registering the XPRESS MAIL Pocket PC Client*
- *Accessing the XPRESS MAIL Pocket PC Client*
- *Uninstalling XPRESS MAIL Pocket PC Client*

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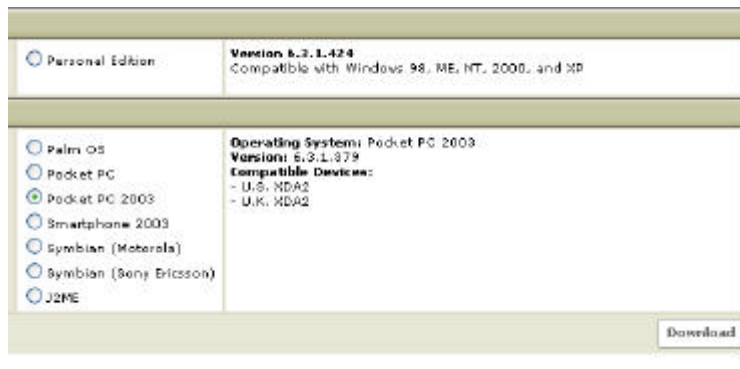
Downloading the XPRESS MAIL Pocket PC Client

After downloading and installing the XPRESS MAIL Pocket PC Client software, you can use a Pocket PC to access information on your corporate account.

Note: These instructions assume that you have already installed the ActiveSync software onto your desktop computer. If you have not already done so, complete this prerequisite now, then return to this section. For more information, refer to your Pocket PC documentation.

To download the XPRESS MAIL Pocket PC Client:

1. Open a web browser and log in to your XPRESS MAIL web account.
If this is the first time you are logging in, please refer to your welcome email for information on how to log in.
2. If you have set up more than one mail account, open the account to which you want to sync on your Pocket PC device. You open mail accounts in the **Web Access** section of your web workspace.
3. Click **Downloads**.
4. In the *Smart Device Clients* section, select **Pocket PC** or **Pocket PC 2003**. If you are unsure of which version you have, refer to the list of compatible devices in the right column as you select each client.



5. Click the **Download** button to open the *File Download* window.
6. Click **Save**.

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7. Find the target location to save the XPRESS MAIL Pocket PC Client installer and click **Save**. Remember this location so you can launch the XPRESS MAIL Pocket PC Client installer.
8. Install the XPRESS MAIL Pocket PC Client. See *Installing the XPRESS MAIL Pocket PC Client*.

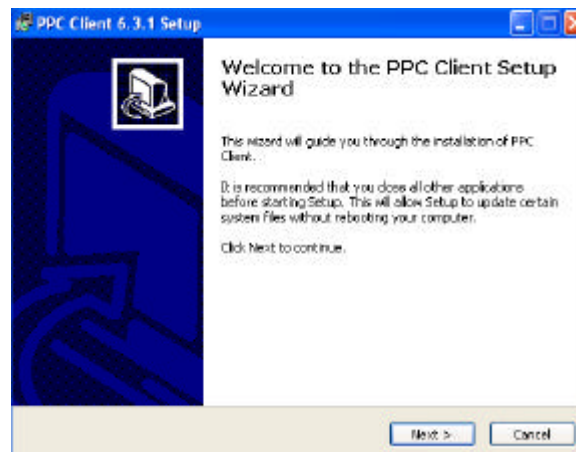
Installing the XPRESS MAIL Pocket PC Client

To install the XPRESS MAIL Pocket PC Client software:

1. Connect your Pocket PC device to the cradle or cable.

Note: For information on how to connect the device refer to the documentation that was shipped with your Pocket PC.

2. Locate the XPRESS MAIL Pocket PC Client file that you downloaded previously.
3. Double-click the downloaded file and click **OK** to start the installer wizard.



4. Follow the instructions in the installer wizard.

Note: If you choose to disable ActiveSync, the option remains on your Pocket PC's Start menu. Sync manually from the Pocket PC Inbox or set up automatic syncs rather than using ActiveSync to initiate syncs. See *Synchronizing the XPRESS MAIL Pocket PC Client* for details.

5. Click **Finish** to complete the installer wizard. XPRESS MAIL installs the XPRESS MAIL Pocket PC Client on your device and displays the following message on your computer monitor. *Please check your mobile device screen to see if additional steps are necessary to complete this installation.*



6. Return to your PC when you have completed the instruction, if any, on your Pocket PC screen.

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7. Click **OK** in the *Application Complete* window to close all install windows on your computer monitor.

8. Register the XPRESS MAIL Pocket PC Client. See *Registering the XPRESS MAIL Pocket PC Client*.

Registering the XPRESS MAIL Pocket PC Client

After you have installed the XPRESS MAIL Pocket PC Client, the registration page opens on your device.

To register the XPRESS MAIL Pocket PC Client account:

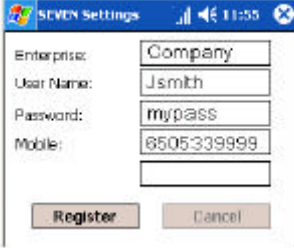
1. Enter your XPRESS MAIL credentials on your device.

This information must match the information you use to sign in to your XPRESS MAIL web account.

- **Network:** The Network ID for your account. XPRESS MAIL Personal Edition users, this field is completed and you should accept the default value. XPRESS MAIL Enterprise Edition and XPRESS MAIL Network Edition users, check your welcome letter for this information.
- **User Name:** The user name you use to sign in to your XPRESS MAIL web client. XPRESS MAIL Personal Edition users, you chose a user name when you registered. XPRESS MAIL Enterprise Edition and XPRESS MAIL Network Edition users, check your welcome letter for this information.
- **Password:** The password you use to sign in to your XPRESS MAIL web client. XPRESS MAIL Personal Edition users, you chose a user name when you registered. XPRESS MAIL Enterprise Edition and XPRESS MAIL Network Edition users, check your welcome letter for this information.
- **Mobile:** The mobile number for your device.
- **Registration Code:** (Optional) You might need to enter a registration code. The registration code is provided by the mobile operator in you welcome email.

Note: If, at any time, you change this information on your web client, go to *XPRESS MAIL Settings* to update this information on your Pocket PC. You will not be able to sync to your corporate network if this information does not match.

2. Select **Register** to generate a secure key for encrypting all data sent and received using your Pocket PC.



Enterprise: Company
User Name: Jsmith
Password: mypass
Mobile: 8505339999
Register Cancel

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3. Select **Get Started** to initiate the first connection between your corporate data and your Pocket PC to download contents from your corporate Inbox, meeting requests, and contacts.



During the first sync, Xpress Mail Pocket PC Client provides you with a tour of the application including information on mail, contacts, and settings.

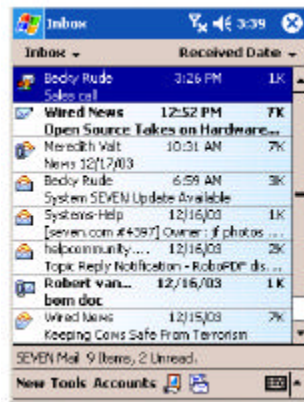
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4. Select **Next** to move to the next page until you reach the last page of the tour where you click **Done**.

5. When the sync is complete, click **OK**.

The Pocket PC opens the XPRESS MAIL Pocket PC Client workspace, displaying your Inbox.



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Accessing the XPRESS MAIL Pocket PC Client

After you have installed the XPRESS MAIL Pocket PC Client and registered the account, accessing information on your corporate desktop is quick and easy.

There are four separate features that use the XPRESS MAIL Pocket PC Client:

- **XPRESS MAIL Mail:** Contains your corporate mail.
- **XPRESS MAIL Contacts:** (Available for corporate accounts only) Lets you search for corporate or personal contacts and add the contact to your device contacts list, send the contact an email message, or make a call to the contact.
- **XPRESS MAIL Calendar:** (Available for corporate accounts only) Contains your corporate calendar.
- **XPRESS MAIL Settings:** Contains your account, mail, calendar, and sync settings. Also lets you reset your mailbox, re-register your account, and check for software upgrades.

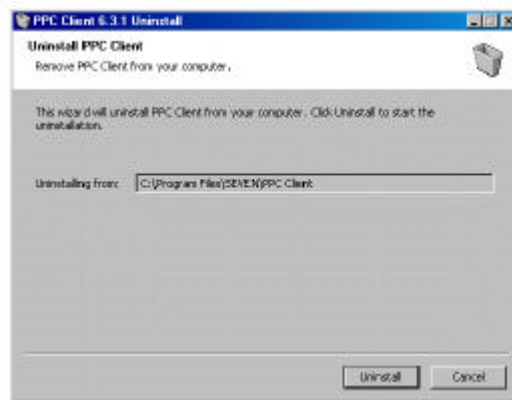
To access this feature...	Take this action...
SEVEN Mail	Select Start Inbox.
SEVEN Contacts	1. Select Start Contacts. 2. Select Tools SEVEN Contacts.
SEVEN Calendar	Select Start Programs SEVEN Calendar. -OR- From the <i>Today</i> screen, select SEVEN Calendar.
SEVEN Settings	Select Start Programs SEVEN Settings. -OR- From the <i>Today</i> screen, select SEVEN PPC Client.

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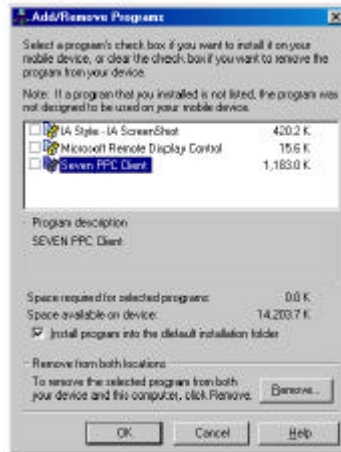
Uninstalling XPRESS MAIL Pocket PC Client

To uninstall the XPRESS MAIL Pocket PC Client from your PC and your device:

1. From your PC, choose **Start|Programs|XPRESS MAIL|PPC Client|Uninstall PPC Client**. This is the default installation location. If you installed the XPRESS MAIL Pocket PC Client in a different location, navigate to that location.
2. Click **Uninstall**.

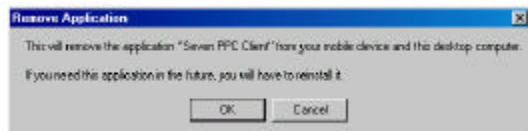


3. Minimize the ActiveSync window if it starts.
4. In the *Add/Remove Programs* dialog box, clear the check box for **XPRESS MAIL PPC Client** and click **Remove**.

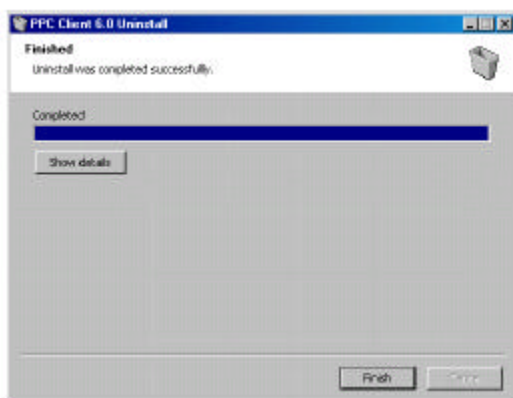


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5. Click **OK**.



6. Click **Finish**.



7. Click **OK** to close the *Add/Remove Programs* dialog box.

8. On your device, click **OK** to close the *Uninstall* confirmation message.

NOTE: See *Downloading the XPRESS MAIL Pocket PC Client* on page 4 to reinstall the application.

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Understanding the XPRESS MAIL Pocket PC Client Workspace

The XPRESS MAIL Pocket PC Client provides an easy-to-use interface. This chapter provides an overview of the XPRESS MAIL Pocket PC Client workspace.

This chapter includes the following sections:

- *XPRESS MAIL Pocket PC Client Features*
- *XPRESS MAIL*
- *XPRESS MAIL Contacts*
- *XPRESS MAIL Calendar*
- *XPRESS MAIL Settings*

Understanding the XPRESS MAIL Pocket PC Client Workspace
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XPRESS MAIL Pocket PC Client Features

This chapter provides an overview of the XPRESS MAIL Pocket PC Client workspace. For details on using the features, see the XPRESS MAIL Pocket PC Client online help. See *Opening the Online Help*.

There are four separate features that use the XPRESS MAIL Pocket PC Client:

- **XPRESS MAIL:** Contains your corporate mail.
- **XPRESS MAIL Contacts:** (Available for corporate accounts only) Lets you search for corporate or personal contacts and add the contact to your device contacts list, send the contact an email message, or make a call to the contact.
- **XPRESS MAIL Calendar:** (Available for corporate accounts only) Contains your corporate calendar.
- **XPRESS MAIL Settings:** Contains your account, mail, calendar, and sync settings. Also lets you reset your mailbox, re-register your account, and check for software upgrades.

The following sections describe each feature.

XPRESS MAIL

When you install the XPRESS MAIL Pocket PC Client, a mail account named *XPRESS MAIL* is created on your device. Any sub-folders you create in your mail account are not downloaded to your device due to space limitations.

Only one mail account can be active in your XPRESS MAIL Pocket PC Client at a time. See *Switching Mail Accounts* for details on how to switch accounts.

To open XPRESS MAIL:

1. Select **Start|Inbox**.

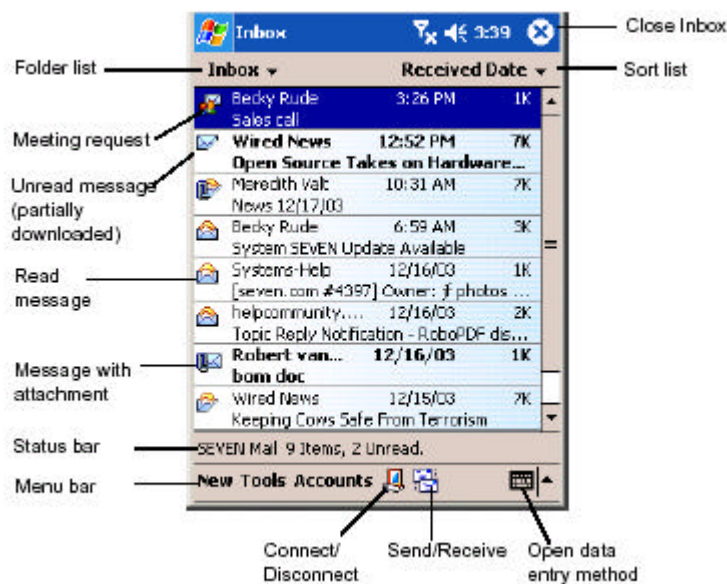
2. To switch folders, select the folder name from the **Folder** list.

The XPRESS MAIL Pocket PC Client uses the standard Pocket PC mail interface including the following default folders:

- **Inbox:** Stores messages received from the Inbox folder in your corporate mailbox.
- **Sent Items:** Stores messages sent using the XPRESS MAIL Pocket PC Client.
- **Deleted Items:** Stores messages that you delete from any folder in the XPRESS MAIL Pocket PC Client. Messages are removed from this folder during the next sync.
- **Drafts:** Stores messages you have begun composing on XPRESS MAIL Pocket PC Client, but have not sent. Messages are stored here until you send or delete them.
- **Outbox:** Stores messages that you created, forwarded, or replied to on XPRESS MAIL Pocket PC Client. Messages are stored here until the next sync when the messages are sent.

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When a sync occurs, only messages in your Inbox folder are downloaded to your device. The other folders on your device contain messages from actions performed on your device. For example, the Deleted Items folder contains only messages you have deleted from your device, not from your desktop machine. Depending on your mail service, deleted messages may be moved to the Deleted folder and sent messages may be moved to the Sent folder on your corporate or Internet account when you sync. The following images provide a brief overview of the Inbox workspace. If you need additional help using this interface, see the Pocket PC online help (from the Inbox, select **Start|Help**).



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XPRESS MAIL Contacts

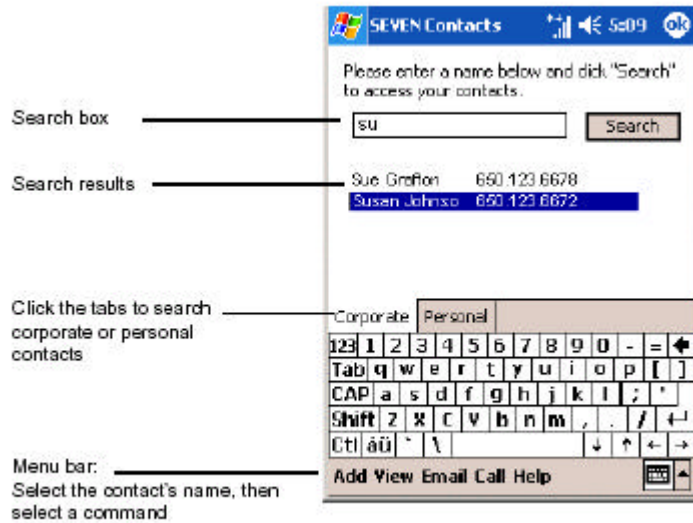
XPRESS MAIL Contacts lets you search for corporate or personal contacts and add the contact to your device contacts list, send the contact an email message, or make a call to the contact.

Note: XPRESS MAIL Contacts are available only for corporate mail accounts using a Microsoft Exchange or Lotus Domino Enterprise (not IMAP4). They are not available for personal Internet mail accounts.

To open XPRESS MAIL Contacts:

1. Open your Pocket PC Contacts (select **Start|Contacts**).
2. Select **Tools|XPRESS MAIL Contacts**.

Note: This guide provides an overview of XPRESS MAIL Contacts. For details on how to use this feature, see the XPRESS MAIL Pocket PC Client help. To open the help, from the XPRESS MAIL Contacts page, select **Help**.



*Understanding the XPRESS MAIL Pocket PC Client Workspace
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XPRESS MAIL Contacts Menu Bar

The menu bar is available from both the Corporate and Personal tabs. The following table contains a description of the commands.

Command	Description
Add	Adds the contact to your device contacts list.
View	Displays the contact details.
Email	Opens a form to send an email message to the selected contact(s).
Call	Initiates a phone call to the selected contact.
Help	Opens the SEVEN Pocket PC Client online help.

XPRESS MAIL Calendar



The XPRESS MAIL Pocket PC Client uses the XPRESS MAIL Calendar interface rather than the standard Pocket PC Calendar. This section describes the XPRESS MAIL Calendar views, appointments, and meetings.

The XPRESS MAIL Calendar lets you view meetings and appointments from your corporate calendar on your device. You cannot create or delete meetings and appointments from your device. You must do this from your desktop machine.

Note: XPRESS MAIL Calendar is available for all corporate mail accounts except for Exchange 5.5 and IMAP Enterprises using the XPRESS MAIL Network Edition. It is not available for personal Internet mail accounts.

To open the XPRESS MAIL Calendar:

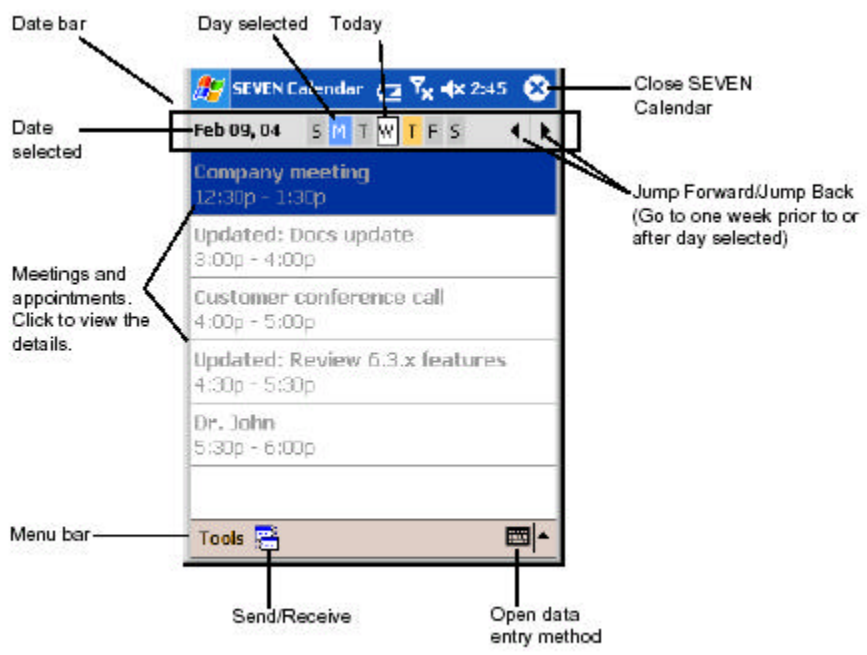
Select **Start|Programs|XPRESS MAIL Calendar**.

-OR From the *Today* screen, select **XPRESS MAIL Calendar**.

Note: This guide provides an overview of XPRESS MAIL Calendar. For details on how to use this feature, see the XPRESS MAIL Pocket PC Client help. To open the help, from the XPRESS MAIL Calendar page, select **Tools|Help**.

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See *XPRESS MAIL Calendar Color Codes* on page 19 for a definition of the weekday colors in the Date bar. See *XPRESS MAIL Calendar Menu Bar* for details on the Tools menu.



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XPRESS MAIL Calendar Color Codes

The following table defines the colors used in the Date bar at the top of the XPRESS MAIL Calendar page.

Icon	Color	Description
T	White with black letter	Today.
F	Blue with white letter	The selected day.
T	Blue with white letter and black border	The selected day is also Today.
M	Yellow with black letter	Day with appointments or meetings.
T	Gray with black letter	Day without appointments or meetings.
S	Gray with gray letter	Day is outside of the calendar sync time frame.

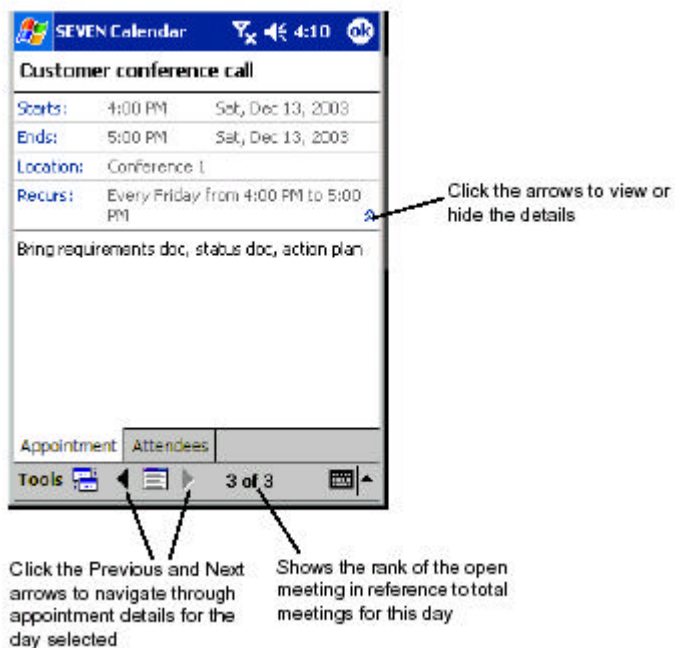
XPRESS MAIL Calendar Menu Bar

The menu bar is available from any view in XPRESS MAIL Calendar. The following table contains a description of the commands.

Menu	Command	Description
Tools	Synchronize	Initiates a sync.
	Help	Opens the Xpress Mail Pocket PC Client online help.
	About Xpress Mail Calendar	Displays information about the Xpress Mail Calendar version.

The following images show details for an appointment. The details show starting/ ending date and time, location, notes, and indicates whether the appointment is recurring (occurs on a regularly scheduled basis). The Attendees tab will indicate that there are not attendees for an appointment.

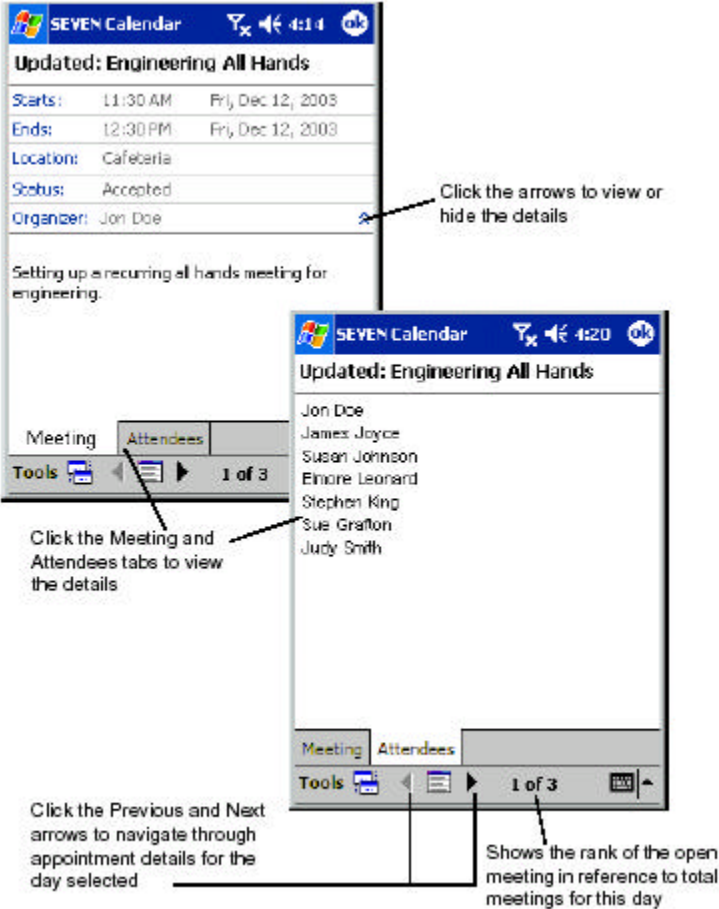
To view an appointment, click the appointment listing in the Agenda View.



Meeting Details

The following images show details for a meeting. The details show starting/ending date and time, location, attendees, notes, meeting organizer, and indicates whether the appointment is recurring (occurs on a regularly scheduled basis).

To view a meeting, click the meeting listing in the Agenda View.



XPRESS MAIL Settings let you configure various options for your mailbox, calendar, sync schedule, and sync behavior.

To open XPRESS MAIL Settings:

Select **Start|XPRESS MAIL Settings**. –OR From the *Today* page, select **XPRESS MAIL PPC Client**.

The XPRESS MAIL Settings page contains the following elements, which are described in the following sections:

- Menu bar
- Account Info tab
- Mail tab
- Calendar tab
- Sync tab

Note: This guide provides an overview of each item. For details on how to use the features, see the XPRESS MAIL Pocket PC Client help. To open the help, from the XPRESS MAIL Settings page, select **Menu|Help**.

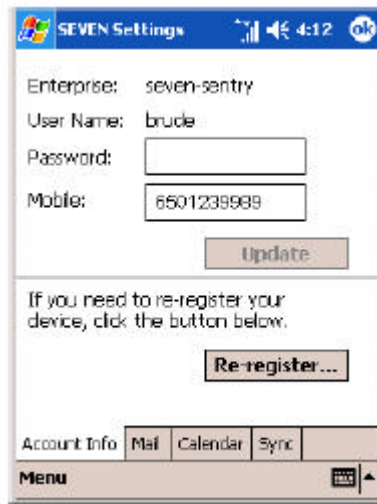
XPRESS MAIL Settings Menu Bar

The menu bar is available from any tab in XPRESS MAIL Settings. The following table contains a description of the commands.

Menu	Command	Description
Menu	Check for Update	Checks for SEVEN Pocket PC Client software updates.
	Help	Opens the SEVEN Pocket PC Client online help.
	Tour	Starts the tour providing an overview of SEVEN Pocket PC Client.
	About	Displays information about the SEVEN Settings version.
	View Event Log	Opens the event log where you can view information such as the last sync time and sync status (success or error).

Account Info Tab

The Account Info tab contains your basic credentials. On this tab you can also reregister your account if needed, for example, if you need to change your user name or Network name.

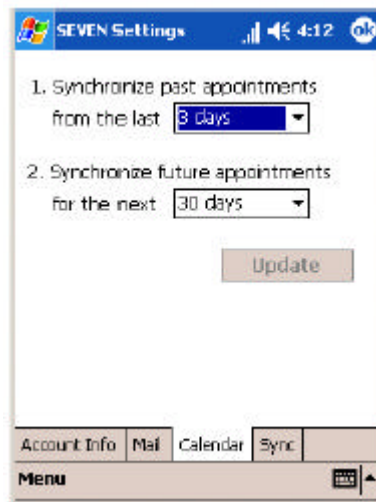


From the Mail tab, you can set the maximum size of messages to sync and the total number of messages to sync. You can also reset your mailbox to overwrite all mail on your device.



Calendar Tab

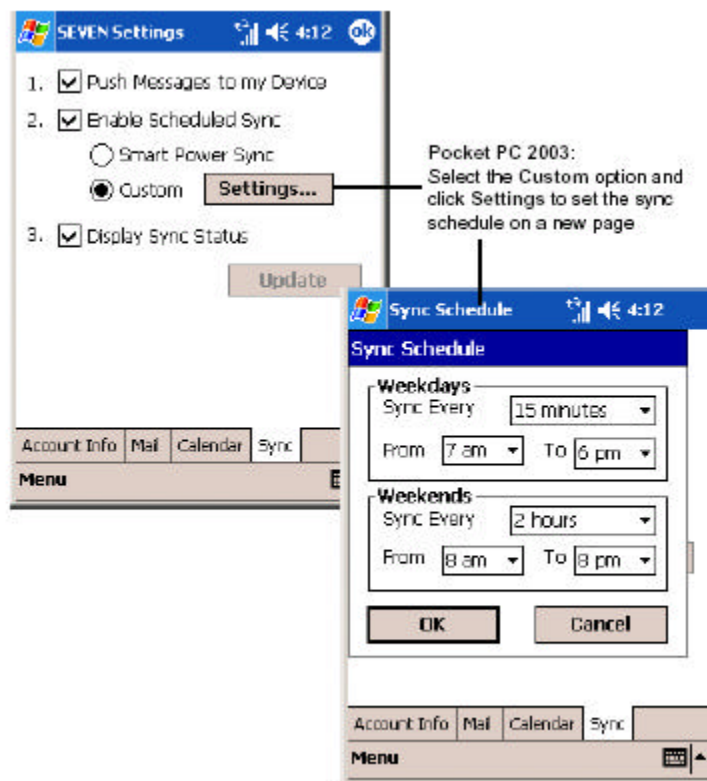
On the Calendar tab, you set how many days of past and future appointments you want to synchronize.



On the Sync tab you set your preferences for syncing. The XPRESS MAIL Palm Client has the following sync options:

- **Enable Message Push:** (Pocket PC 2003 only) Downloads new messages to your device when they are received in your corporate mailbox.
- **Enable Scheduled Sync:** Sets up automatic or scheduled syncs with two choices:
 - **Smart Power Sync:** Syncs on a schedule according to your device power level, which helps to save on battery use. See the online help for details on the schedule.
 - **Custom:** Lets you define a customized schedule for syncing on weekdays and weekends.
- **Display Sync Status:** Shows a status message when syncing.

Pocket PC 2003 Sync Tab



Using the XPRESS MAIL Pocket PC Client

This guide has provided an overview of getting started with the XPRESS MAIL Pocket PC Client. For details on using the features, you can refer to the online help on your device. This chapter describes how to sync, update your sync settings, and how to open the online help.

This chapter includes the following sections:

- *Synchronizing the XPRESS MAIL Pocket PC Client*
- *Switching Mail Accounts*
- *Opening the Online Help*

Synchronizing the XPRESS MAIL Pocket PC Client

When you sync with the XPRESS MAIL Pocket PC Client, information from your Inbox folder and calendar is downloaded from your corporate mailbox to your device. XPRESS MAIL Contacts are not downloaded, but are retrieved as needed. The first time you sync, the information downloaded onto your Pocket PC is based on the default settings in XPRESS MAIL Settings. You can change these settings at any time.

The XPRESS MAIL Pocket PC Client uses XPRESS MAIL Settings rather than Microsoft ActiveSync settings to sync your XPRESS MAIL Mail. Therefore, only information from your Inbox is downloaded; you cannot set an option to download information from other mail folders.

There are two ways to sync:

- **Automatically:** Data is downloaded automatically based on one of the following methods. See *Synchronizing Automatically* on page 28.
 - **Message Push** (Pocket PC 2003 only): Messages are downloaded to your device when they are received in your corporate mailbox.
 - **Scheduled Sync:** Syncs occur at scheduled intervals based on the specified settings.
- **Manually:** Data is downloaded only when you start the sync manually. See *Synchronizing Manually*.

Note the following additional information regarding sync:

- When the device is connected to the cradle or cable, the sync is performed through the cradle or cable connection, not over the air. Therefore, do not remove the device once a sync has started.
- If you have more than one mail account set up in your XPRESS MAIL web workspace, only one mail account can be active in your XPRESS MAIL Pocket PC Client at a time. See *Switching Mail Accounts* for details on how to switch accounts.

Synchronizing Automatically

To sync automatically with Message Push or Scheduled Syncs, you configure the sync settings to use these features.

Note the following information regarding sync settings:

- If you do not select either Message Push or Scheduled Sync, syncs will not occur; you must sync manually. See *Synchronizing Manually* on page 19.
- It is recommended that you use *either* Message Push or Scheduled Syncs; however, it is possible to select both methods.
- Only Pocket PC 2003 has Message Push; Pocket PC 2002 does not contain this feature.

To synchronize automatically:

1. Select **Start|XPRESS MAIL Settings**.-OR From the *Today* screen, select **XPRESS MAIL PPC Client**.
2. Select the **Sync** tab.
3. (Pocket PC 2003 only) Select **Push Messages to my Device** if you want messages to be downloaded to your device when they are received in your corporate Inbox.
4. Select **Enable Scheduled Sync** to define a sync schedule based on the following choices:
 - o **Smart Power Sync**: Syncs on a schedule according to your device power level; helps to save on battery use.
 - o **Custom**: Lets you define a customized schedule for weekdays and weekends. Pocket PC 2002 users can define the schedule on the same screen, but Pocket PC 2003 users must select **Settings** to define the schedule on a different screen.
 - o
5. Select **Display Sync Status** to display a message on the device when the sync is in progress.
6. Select **Update**. The next time you sync, the settings will take effect.

Other Sync Settings

You can change the size and the time frame for messages downloaded by updating the mail filters settings. You can also select the number of days for which you want to synchronize past and future appointments by updating the calendar settings.

Note: XPRESS MAIL Calendar is available for all corporate mail accounts except for Exchange 5.5 Enterprises using the XPRESS MAIL Network Edition. It is not available for personal Internet mail accounts.

To update the mail filters settings:

1. From the *XPRESS MAIL Settings* page, select the **Mail** tab.
2. Select the size for messages downloaded.
3. Select the total number of messages you want to download.
4. Select **Update**. The next time you sync, the settings will take effect.

To update the calendar settings:

1. From the *XPRESS MAIL Settings* page, select the **Calendar** tab.
2. Select the number of days for which you want to synchronize past appointments.
3. Select the number of days for which you want to synchronize future appointments.
4. Select **Update**.
5. Select **OK**. The next time you sync, the settings will take effect.

Synchronizing Manually

You manually sync the XPRESS MAIL Pocket PC Client from the Inbox or from the Calendar.

Note: When the device is connected to the cradle or cable, the sync is performed through the cradle or cable connection, not over-the-air. Therefore, do not remove the device once a sync has started.

To manually sync the XPRESS MAIL Pocket PC Client:

1. Select **Start|Inbox**.
 2. Tap the **Send/Receive Mail** icon to sync.
- OR-
1. Select **Start|Programs|XPRESS MAIL Calendar**.
 2. Tap the **Send/Receive Mail** icon to sync.

Switching Mail Accounts

If you have more than one mail account set up in your XPRESS MAIL web workspace, only one mail account can be active on your XPRESS MAIL Pocket PC Client at a time.

To switch mail accounts:

1. Log in to in your web workspace.
2. Open the account to which you want to sync on your XPRESS MAIL Pocket PC Client. You open mail accounts in the **Web Access** section of your web workspace.
3. From your Pocket PC device, re-register your account. See the online help for details on re-registering.

Opening the Online Help

XPRESS MAIL provides complete online help for the XPRESS MAIL Pocket PC Client. You can open the help from XPRESS MAIL Settings, XPRESS MAIL Calendar, or XPRESS MAIL Contacts. You can also refer to the online help for the Pocket PC Inbox for information on using the Inbox features.