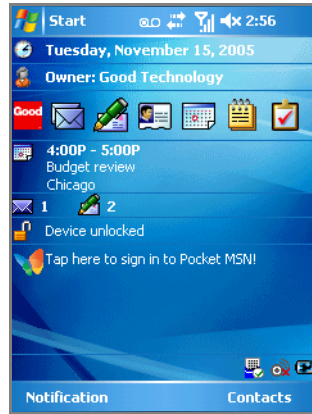














# Quick Start Card for Windows Mobile™ Pocket PC 2003 and 5.0 Handhelds



Select GoodLink from the Start menu, or select the Good icon on the Home screen.



## Screen Indicators

	Data service on (required for GoodLink synchronization)		Unread message with attachment
	New, unread message		Opened message with attachment
	Replied to message		Forwarded message
	Message is Flagged as Complete		Message is Flagged for Follow Up
	High-priority message		Composing message
	Meeting request		New mail

Notifications in the on-screen alert bar include new email, completed More requests, completed Contacts Lookup operations, and reminders. Dismiss by tapping.

## Extending Battery Life

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Recharge the handheld's battery at night or whenever you aren't using the handheld.

Set the screen auto-off and backlight settings to the minimum. They can be found in the system settings (Power and Backlight).

Turn off the handheld radio when traveling on airplanes or other out-of-range situations.

Work offline. You can continue to read and compose email.

Use the Block Sender feature to block messages from non-critical senders.

When the battery charge is too low, the radio shuts off. At 0%, the handheld will not function but personal data is preserved for 3 or 4 days. Recharge the battery as soon as possible.

## Autotext

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Item	Description
Capitalization and Punctuation	A word following a typed period (.) plus a space is automatically capitalized. Pressing Space twice at the end of a word or sentence inserts a period (.) and a space automatically, as well as capitalizing the next word. The letter at the beginning of a line is capitalized (e.g., in a list, each first word).
Spelling	Commonly misspelled words are corrected. For example, <b>teh</b> is replaced with <b>the</b> .
Abbreviations	Abbreviations and acronyms are replaced with complete words. For example, <b>mo</b> is replaced by <b>month</b> .
Variables	Typing <b>ct</b> (for current time) automatically inserts the time. Typing <b>td</b> (for today's date) automatically inserts the current date.
Special symbols	Press Option-Space to display a set of special symbols. In email addresses, press Space <b>twice</b> to enter an @ symbol. Press Space again to enter a dot (.) in an email address. Press Space again to enter a <b>com</b> suffix. Continue to press Space to cycle through <b>.com</b> , <b>.net</b> , <b>.gov</b> , <b>.org</b> , <b>.edu</b> , and <b>.mil</b> . For example, to enter "john@abc.net," you would type "john space space abc space space space.
Numbers	In Contacts, the number is automatically formatted when you save it. For example, if you enter 9095551234, the number is saved as (909) 555-1234.

*Note:* Select Start | Settings | GoodLink | Autotext to customize Autotext settings.

## GoodLink and Your Phone

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- Initiate phone calls from the Contacts application by displaying a contact and selecting Dial Contact.
- Caller ID displays the Contact name associated with an incoming call, the phone number, and whether it is home, work, or mobile number.
- When creating new Speed-dial favorites, the Lookup button will display your GoodLink Contacts.
- Domestic roaming for GoodLink is available when your carrier supports data roaming.
- The Save to Contacts option in Call History saves the number to Pocket Outlook. To create a GoodLink contact select Contacts | Menu | New Contact from the Today screen.
- Domestic roaming for GoodLink is available when your carrier supports data roaming.
- GoodLink applications are available via international roaming when your handheld is configured for foreign phone roaming.
- GoodLink applications can be used during a phone call. GoodLink will continue to process data received prior to the call; no data is sent or received while the call is in progress.

## Common Tasks

### *Preferences and Options Settings*

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<b>Task</b>	<b>Description</b>
Work Offline	Use the Work Offline option to conserve the battery, receive important phone calls, and continue working by suppressing connection dialogs. Use Send/Receive Now from the Email Message menu to trigger immediate data flow to and from the handheld.
Set notifications	Go to Start   Settings   GoodLink   Notification. Notifications are available for email, more data loaded, address lookup completed, and reminders, optionally using an onscreen alert, sound, and vibration.

### *Contacts Tasks*

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<b>Task</b>	<b>Description</b>
Displaying contacts	Select Contacts. Your personal contacts are displayed. To display shared contacts (optional feature), if any, tap the Contacts drop-down at the top to display other contacts folders. The "Company History" folder contains the email addresses of recent messages sent to and received from users, on the handheld, if found in the Exchange Global Address List. To add/remove folders displayed, use Start   Settings   GoodLink   Public Folders - Contacts.
Adding contact	Select Contacts   Menu   New Contact.
Finding contacts	In Contacts, begin typing in the Find field. Contacts whose first or last names match the text you type appear in the Contacts list. Use backspace to back up in Find.
Deleting contact	In Contacts, select the contact and choose Delete from the context menu.

### *Email Tasks*

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<b>Task</b>	<b>Description</b>
Creating a message	Tap the Compose icon. Type an email address or choose a contact from the list of contacts displayed as you begin to type. Use Lookup to access the Exchange Global Address List (optional application). To send the email, tap Send.
Viewing attachment	Open the message. In the header, tap the title of the attachment. The attachment is downloaded to the handheld. Original formatting is displayed for some attachment types when a capable viewer is present on the handheld and your GoodLink administrator has enabled such viewing on your handheld.
Filing a message	Select message. Then choose Move To Folder from the context menu. Tap to select the folder you want to move the message to.
Viewing subfolders	Tap the Inbox in the email list to display the folder/subfolder tree. Scroll to a folder and tap to view its contents.
Syncing subfolders	If Outlook mail is filtered to subfolders, use Start   Settings   GoodLink   Email Delivery to synchronize those subfolders on the handheld.

## Keyboard Shortcuts

Location	Key	Description	
General	t	Moves to top of a screen. Doesn't apply to edit or help screens.	
	b	Moves to bottom of a screen. Doesn't apply to edit or help screens.	
	g	Returns to the Good Launcher.	
	n	Moves to next item in application	
	p	Moves to previous item in application	
	Spacebar	Pages down in Email, Tasks, Notes, and Help	
	Tab	Moves cursor to next field	
	From attached keyboard:		
	Ctrl-g	Displays Good Launcher	
	Ctrl-m	Opens context menu	
	Ctrl-w	Closes window	
	Fn-up/down arrows	Page up/down	
	Alerts	o	View alert
x		Dismiss alert	
tap alert		Closes top on-screen alert and opens respective email.	
Email list	n	Moves to the next day's messages (down the list)	
	p	Moves to the previous day's messages (up the list)	
	d, backspace	Deletes the selected message	
	Enter	Opens the selected message	
	m	Moves selected message to a folder	
Reading a message	Ctrl-n	Opens a window to compose a new message (attached keyboard)	
	r	Reply to sender	
	a	Reply to all	
	f	Forward message	
	m	Moves message to a folder	
	n, p	Opens the next or previous message respectively	
	Ctrl-n	Opens a window to compose a new message (attached keyboard)	
Ctrl-h	Shows/hides message header (attached keyboard)		

*Note:* No shortcuts are available while in the Email Reply, Reply All, or Forward screens. Additional shortcuts are available by pressing the menu button and then the letter indicated in the drop-down menu.

For information about how to use Calendar, Notes, and Tasks, refer to the *GoodLink User's Guide*.



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