

iAnywhere® Mobile Office for Lotus Domino

End User Getting Started Guide

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Technical Support

For product-specific technical information, visit the iAnywhere Technical Support site at <http://frontline.sybase.com/support/>.

NOTE: Register at our technical support site for the latest information for your product. This site is available only to customers with a valid maintenance contract.

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Welcome

Welcome to iAnywhere® Mobile Office for Lotus Domino! iAnywhere Mobile Office automatically delivers Lotus Domino email and PIM (personal information management) data, such as contact and calendar information, from your corporate server to your wireless Windows Mobile or Symbian device.

iAnywhere Mobile Office allows you to use your device to access email and PIM data anywhere, at any time. This brief *Getting Started Guide* contains all the information you need to enable your mobile device and get started quickly.

NOTE: The procedures outlined in this guide are generic. Your mobile device might perform somewhat differently, but the concepts will generally be the same.

NOTE TO BETA USERS: Some functions are not included in this Beta release. Please see the Readme file for information.

Installing iAnywhere Mobile Office

Activation

Before you can use iAnywhere Mobile Office on your mobile device, you must receive a Mobile Office activation email or SMS message to tell you that you have been registered with the Mobile Office server. Once you've received your activation message from the server administrator, you are ready to install the software.

Installing the client software

Your Mobile Office activation message outlines the necessary steps to install and set up the client software on your device.

Note: You may be prompted to enter the authentication data contained in the message. Print the email or copy the information to ensure that it is readily available.

To install the client software:

1. From your device's Internet browser, enter the Web address
<http://www.getonebridge.com/beta>.
2. Click **Download Client**.
3. Enter the information contained in your activation message:
 - o Server name
 - o Port name
 - o Company ID
 - o User Name
 - o Activation Code
4. Click **Done** to activate your account.



Note: You must activate your account within the number of hours specified in your activation message. If you are unable to activate your account within that time frame, contact your administrator to re-register.

Using iAnywhere Mobile Office

This Getting Started Guide addresses basic iAnywhere Mobile Office functions – the client interface, sending and receiving mail, using contacts, and using calendars. Other features, such as notes and task lists, are also available, and you are encouraged to experiment with your device to understand its full capabilities.

The settings application

Use the iAnywhere Mobile Office settings application to configure your device applications to manage the email and PIM data delivered to you by the iAnywhere Mobile Office server. This allows you to conserve space on your mobile device by specifying what information you receive and how long it is stored on the device.



Launch the application by selecting the **iAnywhere Office Settings** icon in the **Start** menu and clicking **OK**. You can also reach the **iAnywhere Office Settings** screen by selecting **Preferences** from the iAnywhere Office Messaging application.

Some basic settings shared by many of the **iAnywhere Office** functions include:

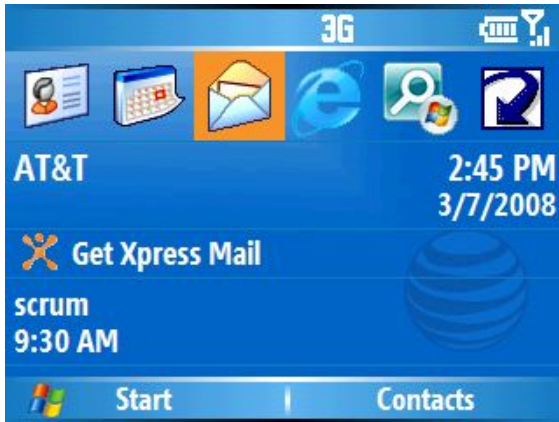
- **Enabled:** When checked, the feature is enabled. For example, if the **Inbox** is enabled, you will receive email.
- **Sync Device Deletes:** When checked, any item that you delete on your mobile device, such as an email or appointment, will also be deleted from the server. If this is not checked, any item that you delete from your device will remain on the server.

Other settings include:

- **Connection:** View your device's connection settings.
- **Calendar:** Limit the number of past events that are saved on the device.
- **Inbox:** Set the preview size and the number of past days for which mail is saved.
- **Outbox:** Set the signature to be attached to outgoing emails.
- **Sent Items:** Set the preview size and number of past days for which mail is saved, and select to save sent items on the server.
- **Folders:** Shows the Lotus Notes folders present on the device that can be synchronized, and allows you to set folder defaults and select additional folders.
- **Tasks:** Allows you to show incomplete tasks only.

- **Advanced:** Allows you to enable or disable the software, refresh all data on your device by reloading email and PIM data from the server, and restart the iAnywhere Mobile Office engine.

Sending and receiving email



Once iAnywhere Mobile Office is installed on your mobile device, your emails will be delivered to you automatically, just seconds after your corporate email server receives them. You can review and send corporate email through your device's standard **Messaging** function.

The *Getting Started Guide* shows you the basics of sending and receiving emails, and explains how you can easily use the email function in conjunction with your Corporate Directory.

Sending email

To send an email from your mobile device:

1. In the **Start** menu, select and open **Messaging**.
2. Select **iAnywhere Office**.
3. Click **New** to open a new blank message. Use the messaging menu to:
 - Add attachments.
 - Link to your personal contact lists stored on the device.
 - Select the Corporate Directory in the Messaging menu to locate and quickly link to a colleague's email address, stored in the corporate address book.
 - Cancel the message or save it as a draft.
4. Enter the recipient's email address, a subject, and a message, and click **Send**.

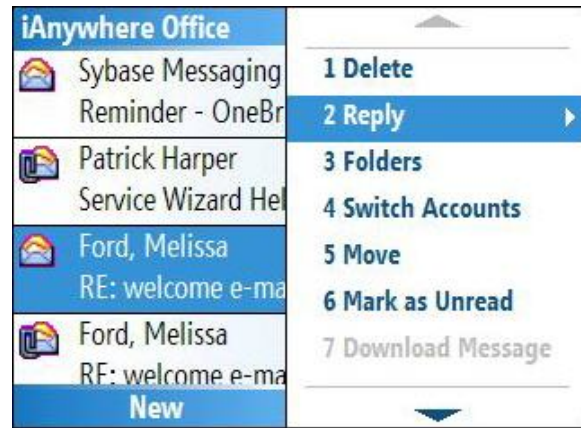
Reading email

Your corporate mail server will deliver your incoming Lotus Domino email automatically to your mobile device within seconds of receipt.

*Note: Your device will notify you of incoming mail, as well as upcoming events. Set your email and event notification options in the **Settings/Sounds** submenu.*

To read your email:

1. In the **Start** menu, select and open **Messaging**.
2. If necessary, select **iAnywhere Office**. A listing of your corporate emails will appear, and any unread emails will be tagged with an unopened envelope icon.
3. Select an email and click **OK** to read the message. The tagging icon will now be an opened envelope.
4. Select **Reply** to respond to the email, or use the messaging menu options for other actions:
 - o Delete the email.
 - o Move the email to another folder.
 - o Mark the email as unread.
5. Use the **Up** and **Down** arrows to scroll through your mail.



*NOTE: Your device can accommodate multiple mail accounts. If you click the **Left** or **Right** arrow while in your iAnywhere Mobile Office email listing, you will be shifted into another mail account. To return to iAnywhere Mobile Office, click the **Left** or **Right** arrow again.*

Default folder settings



The messaging application contains a set of default mail folders: *Inbox*, *Outbox*, *Drafts*, *Sent Items*, and *Deleted Items*. If you have created other Lotus Notes folders, such as a *Personal* folder, these folders will also be listed in the **Folders** view. On Windows Mobile Smartphone devices, select **Show All Folders** in the **Menu** in the folders view on to display additional folders.

Using the **Messaging** menu, you can move an email back and forth between folders, leave it in your inbox as either read or unread, or delete it.

Working with corporate and personal contacts

Corporate Directory



Use the iAnywhere Mobile Office Corporate Directory feature to easily find a colleague's contact information. The Corporate Directory links to the mail and contact functions, so that you can immediately phone or email the colleague, or add the individual to your personal Address Book.

To access and browse the Corporate Directory:

1. In the **Start** menu, select **Contacts**.
2. Browse through the **Contacts** menu and select **Corporate Directory**.
3. Enter a text string to initiate the search. For example, enter *schm* and then click **Find** to locate all individuals named *Schmidt* in the corporate directory.
4. When you locate the correct individual, highlight the name, and click **OK** to view the contact information. From this screen, you can phone the individual or send an email, or click **Add Contact** to add the individual to your personal address book.



Personal contacts

When you use iAnywhere Mobile Office, your server Lotus Notes Contacts list and the Contacts list on the mobile device synchronize automatically. From the **Start** menu, use the **Contacts** menu item to add, edit, and delete your own business and personal contacts. Scroll through the Contacts **Menu** to view all available options.

To add a new contact:

1. Select Contacts and click **New**.
2. Enter data for the contact, scrolling down through the screen to enter the information you wish to capture.
3. When you are finished, click **Done** to save the information.

The contact information will be automatically saved on your server.

Working with calendars



With iAnywhere Mobile Office, you can view your Lotus Notes calendar in various views, and easily check your daily agenda.

iAnywhere Mobile Office supports Lotus Notes calendar entries, and allows you to enter new calendar information and respond to meeting requests.

To use the **Calendar** options:

1. Press the left soft key to scroll through the agenda views. In any view, you can select a scheduled appointment and click **OK** for details.
2. Use the Calendar **Menu** to create or delete appointments, and to select calendar views.
3. Select **Options** in the **Menu** to establish your personal preferences for calendar views and to set reminder times for events and appointments.

Learn more about iAnywhere Mobile Office

Explore iAnywhere Mobile Office on your mobile device to understand its full capabilities. For additional information about specific operations and functions, refer to the iAnywhere Mobile Office *User's Guide*.