

U S E R ' S G U I D E

iambic Mail



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Welcome to iambic Mail for the Palm Computing[®] Platform

This guide describes *iambic Software's* iambic Mail for the Palm Computing Platform. This software is designed to let you create, send and receive e-mail and SMS messages directly from your Palm OS device using a mobile connections* such as a Palm OS based smartphone, Palm & compatible data enabled mobile phone, Palm Modem[®], Palm V[™] Modem[®], or Omnisky[®]. In addition, iambic Mail will allow you to read and compose e-mail on your Palm OS device. Through the use of the iambic Mail conduit, you can synchronize your e-mail with supported desktop applications

Now you can truly maximize the utility of your Palm OS device. iambic Mail is a snap to set up and once installed, is a breeze to use to send and receive e-mails from anywhere in the world.

iambic Inc. is committed to making the best Palm OS device e-mail application available today. We welcome your suggestions and comments. Please e-mail them to support@iambic.com.

Finally, if you enjoy the program, then by all means please tell your friends and associates and make sure to beam it to them.

**Note: The sending and receiving directly from iambic Mail is not compatible with the Palm VII or i700 series. However the synchronization mail capabilities are compatible with these models.*

Why iambic Mail?

In today's increasingly mobile society, people are spending more and more time away from their desks while working at client sites, professional conferences, or out on the road. While out of the office performing these tasks, people simply can not afford to be "out-of-touch".

With iambic's iambic Mail all of your important business and personal e-mail is readily accessible. iambic Mail enhances the Palm Operating System to let you send and receive e-mails anywhere in the world, using a cell phone, wired or wireless modem, or synchronizing with a desktop e-mail application.

Imagine sending an e-mail from anywhere in the world that contains the latest sales report for that important sales conference, or retrieving an important contract for review at the client's office, or just sending an confirmation e-mail for dinner-this is all now possible with iambic Mail!

With a Palm OS device, Palm Modem, connector cable and cell phone- you can quickly and efficiently receive and send your e-mail.



iambic Mail lets you set preferences to add comments to your e-mail, add a signature, prioritize e-mails, set fonts, or download only headers instead of the complete e-mail.

iambic Mail can also send and receive e-mail through a phone line and synchronize e-mails with supported desktop e-mail applications.

Figure 1. iambic Mail on a Palm V with Ericsson Cell Phone

Installation

System Requirements

Palm OS 3.1 or higher and 202kb free on Palm device.

To send and receive email directly from the palm, iambic Mail requires with the appropriate mobile connection hardware such as a Palm Modem, wireless modem, Palm OS based Smartphone or mobile phone with IR or Bluetooth capability and data services connected to a Palm OS Organizer using IR or bluetooth.

Note: For SMS functionality of iambic Mail to be available you need Palm OS 4.1 or higher with Telephony support or Treo or VisorPhone.

Note: In order to send or receive attachments directly from your Palm device, VFS support such as SD or Memory Stick capability and compatible media are required.

Synchronization System Requirements

To synchronize email with a desktop computer, iambic Mail requires a PC running Microsoft Windows 95 or higher with the Palm Desktop and Palm Mail conduit installed.

Supported desktop e-mail applications:

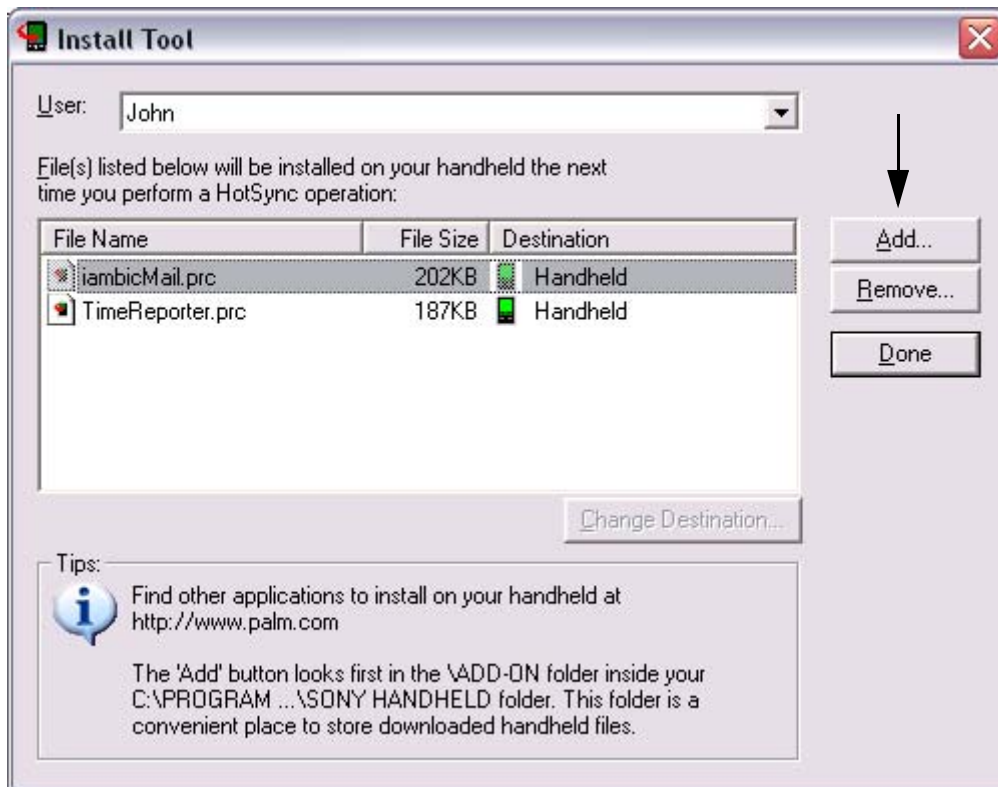
Palm Desktop 3.x users: Exchange 4.0 or higher, Windows Messaging 4.0, Outlook, Outlook Express, Eudora 3.03 or higher, and Lotus Mail 2.5, 6.0 and 7.0.

Palm Desktop 4.x users: Eudora 3.01 or higher, Lotus cc: Mail 6.0 or higher, Microsoft Exchange 5.0 or higher, Microsoft Outlook 97 or higher, Microsoft Outlook Express, and Netscape Communicator 4.5 or higher.

Note: For automatic synchronization of MS Word attachments to FastWriter is required (sold separately or as part of iambic Office bundle). For automatic synchronization of MS Excel attachments to FastWriter is required (sold separately or as part of iambic Office bundle). For information on installing and configuring the iambic Mail PC Synchronization, please see page 7.

Installing just the Palm portion of iambic Mail using a Windows PC

1. *Download* the iambic Mail application from the iambic website at: <http://www.iambic.com/download/pilot/mail/iambicMail.zip>. This file has been compressed using the zip format and will need to be unzipped using winzip or a similar application. Once unzipped you will see two files; the iambic-Mail.prc and a Readme file. Double click on the prc, or launch the Palm Desktop Install Tool in the Windows Program List by tapping Start | Programs | Palm Desktop | Install Tool.
2. *Choose* your Palm OS device User name from the drop down list within Install tool. The Install tool will queue the application for installation to your handheld device on the next Hotsync[®]. If you are not sure of your Palm OS device User name, tap the HotSync[®] icon on your Palm OS device. A screen will appear which says, "Welcome, 'name'". This is the name which must appear in the User Name field of the Install Tool. If the correct name is not one of the choices on the drop down list, then you will need to first synchronize the handheld device to establish the name on the User Name list.
3. *Add* the iambic Mail file for installation if you were unable to install the prc by double clicking on it. Use the Add button in the install tool to locate the iambic Mail file on the CDROM or your PC. Once located, tap Open. On the next synchronization, iambic Mail will be installed on your Palm OS device.



Open the Palm Install Tool to queue the iambic Mail file for installation on your Palm OS device. To do this, select Start | Programs | Palm Desktop | Install Tool. Tap the Add button and navigate through your PC until you find the iambic Mail file (iambic Mail.prc). After you locate it, select it for installation with your next synchronization.

Figure 2. Install Tool

- Place your Palm OS device in the cradle and press the HotSync[®] button to synchronize.
- Tap the Applications Button at the bottom of your handheld device after synchronization. You should see the iambic Mail icon in alphabetical order with the other Palm OS applications. You may need to scroll from one screen to the other, to view the iambic Mail icon.



After you have installed iambic Mail, you will see the iambic Mail icon among your other Palm OS device software icons.

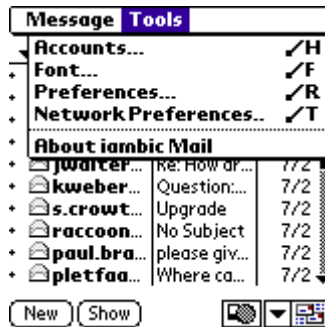
Figure 3. iambic Mail icon

- Open iambic Mail by tapping its icon.
- Enter your Demo License or Unlock code by tapping the menu button (while in iambic Mail) | Options | About | Purchasing | Enter License - You will be able to run iambic Mail without a license for three days. At the end of three days, you will need to enter either a new demo license (for 30 days) or a unlock code. To obtain a demo license, please access the iambic web site at <http://www.iambic.com/demo.htm>. To purchase the software, access the iambic Store web site at <http://www.iambicstore.com>.

Installing just the Palm portion of iambic Mail using a Macintosh

1. *Open* HotSync[®] Manager.
2. *Select* Install from the HotSync[®] Menu.
3. *Locate* the iambic Mail file (iambicMail.prc) using the Add to List button.
4. *Select* open, once you locate iambic Mail file.
5. *Synchronize* your Palm Computing connected organizer.
6. *Tap* the Applications Button at the bottom of your handheld device (to the left of the graffiti writing area). You should see the iambic Mail icons in alphabetical order with the other Palm applications.
7. *Open* iambic Mail on the handheld device by tapping its icon.
8. *Enter* your Demo License or Unlock code by tapping the menu button (while in iambic Mail) | Options | About | Purchasing | Enter License - You will be able to run iambic Mail without a license for three days. At the end of three days, you will need to enter either a new demo license (for 30 days) or a permanent unlock code. To obtain a demo license, please access the iambic web site at <http://www.iambic.com/demo.htm>. To purchase the software, access the iambic Store web site at <http://www.iambicstore.com>.

Obtain an Unlock Code



When you purchase iambic Mail, you will receive a certificate number. Log onto the iambic Customer Service Website at <http://customerservice.iambic.com> using the user name and password that was sent to you (If you have not received this, or lost your user name and password, you can have it resent). Once you have logged into the customer service website you will see an icon announcing that you have new unused certificates. Click on the link, and then enter the device ID which is found by tapping the menu button | About | Purchasing. Now, click on the register button and the system will generate you a unlock code. Enter this code into the device.

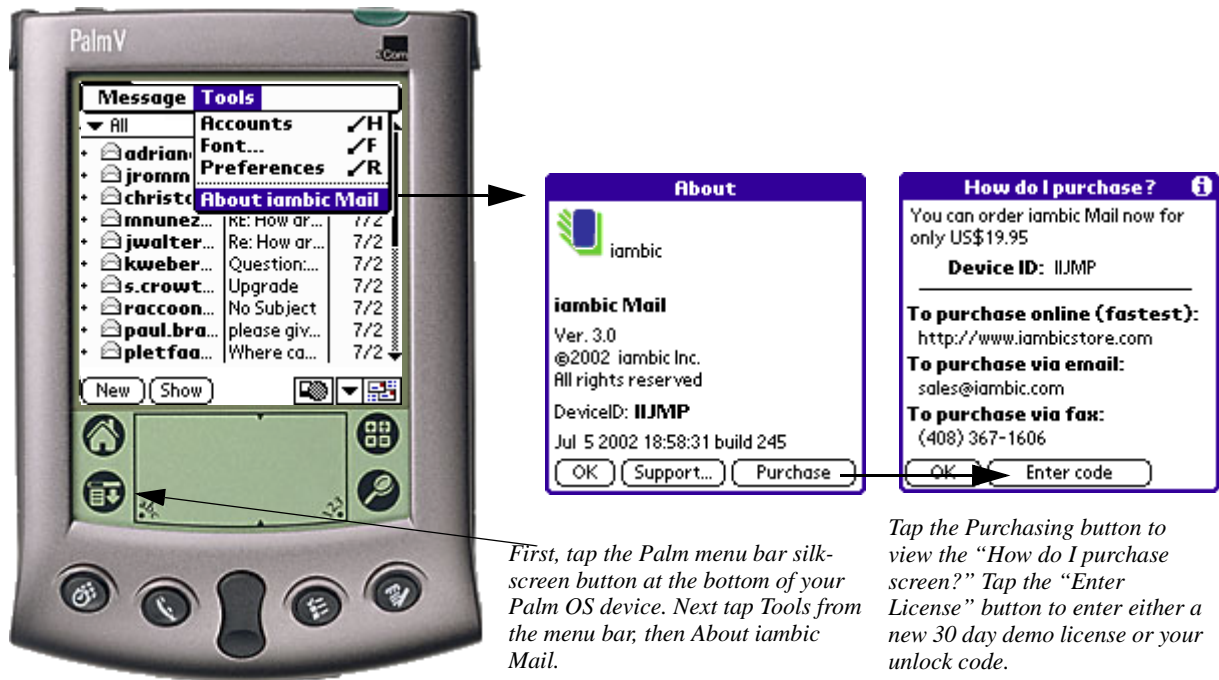


Figure 4. Entering your demo or unlock code.

iambic Mail Desktop Synchronization

System Requirements

PC running Microsoft Windows 95 or higher with Palm Desktop 3.0 or higher installed.

Supported desktop e-mail application: For users running Palm Desktop 3.x; Exchange 4.0 or higher, Windows Messaging 4.0, Outlook, Outlook Express, Eudora 3.03 or higher, and Lotus Mail 2.5, 6.0 and 7.0. For users running Palm Desktop 4.x; Eudora 3.01 or higher, Lotus cc: Mail 6.0 or higher, Microsoft Exchange 5.0 or higher, Microsoft Outlook 97 or higher, Microsoft Outlook Express, and Netscape Communicator 4.5 or higher.

Installation

Step 1. Run the iambic Mail Setup which is on the CD you purchased or can be downloaded from <http://www.iambic.com>

Step 2. When prompted select the name of the Palm to install the software to then click OK then click DONE. After installation is complete, hotsync your Palm Device.

Step 3. After hotsync is complete, on your PC click on the hotsync icon in the lower right cor-



ner of the screen and select Custom. Then select iambic Mail and click change, verify that the HotSync Action is set to Synchronize the Files and check the Set as Default box. Then confirm that the default settings for your desktop email software are correct if not please edit them.

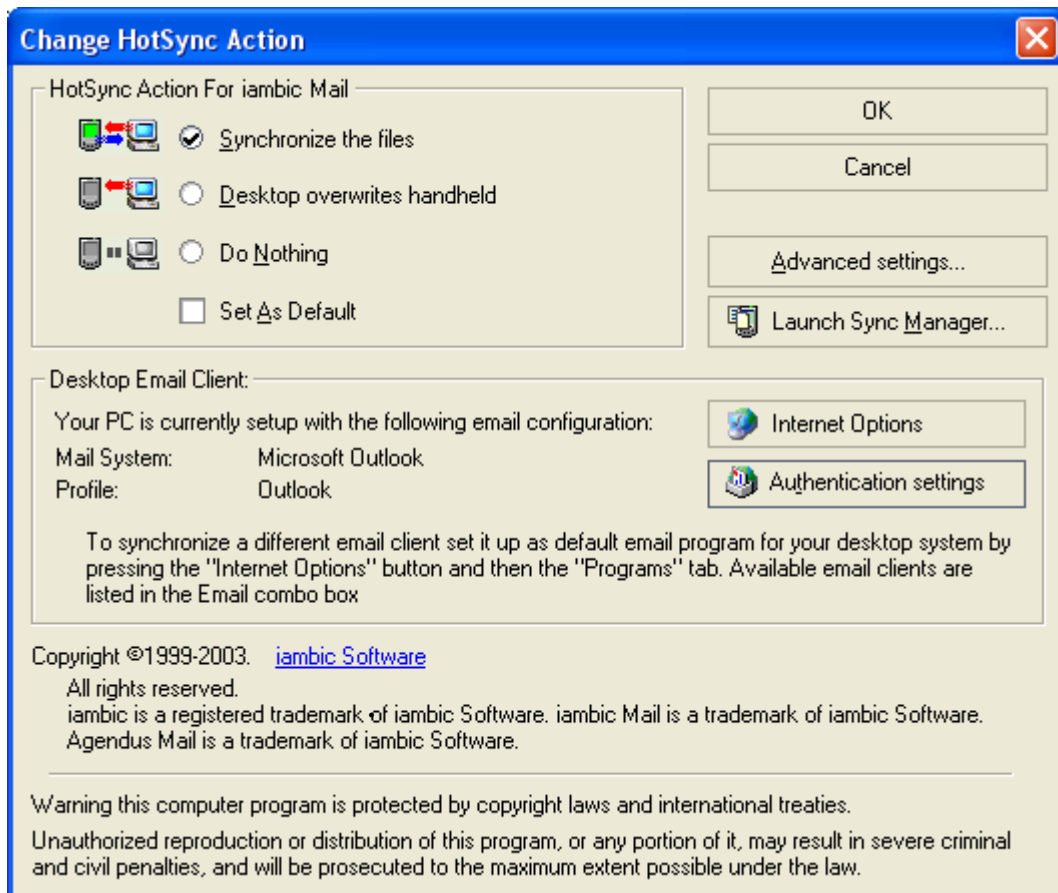


Figure 5. Change HotSync Action

-
- To change the Desktop email program click on Internet Options and in the Programs tab you can select the appropriate email application then click Apply. *Note: If using Outlook Express then you may get a warning message during synchronization that a program is attempting to send the following message on your behalf. To keep these security messages from popping up go to Outlook Express Options Security screen and uncheck “Warn me when other applications are trying to send mail as me.”*
 - To change from the default Profile of that email application click Authentication Settings and uncheck the box for default Profile/User and enter the Profile or Username.



Step 4. Hotsync your Palm again and verify that your email is now on in iambic Mail. Using the iambic Mail Conduit

The iambic Mail conduit provides synchronization between the iambic Mail application on the Palm OS device with a supported e-mail application on your Windows desktop. This is great for taking existing e-mail messages that you have already downloaded on your desktop and answering them on the go or creating new e-mail messages that you can upload and send from your desktop.

Synchronizing Configuration

When synchronizing iambic Mail for the first time, the conduit will add any messages that are in the in box on the desktop. In addition, it will add any messages that are in the iambic Mail in and out boxes, but are not currently on the desktop. Once this has been done there are rules that the conduit follows when changes are made either on the desktop, or in iambic Mail.

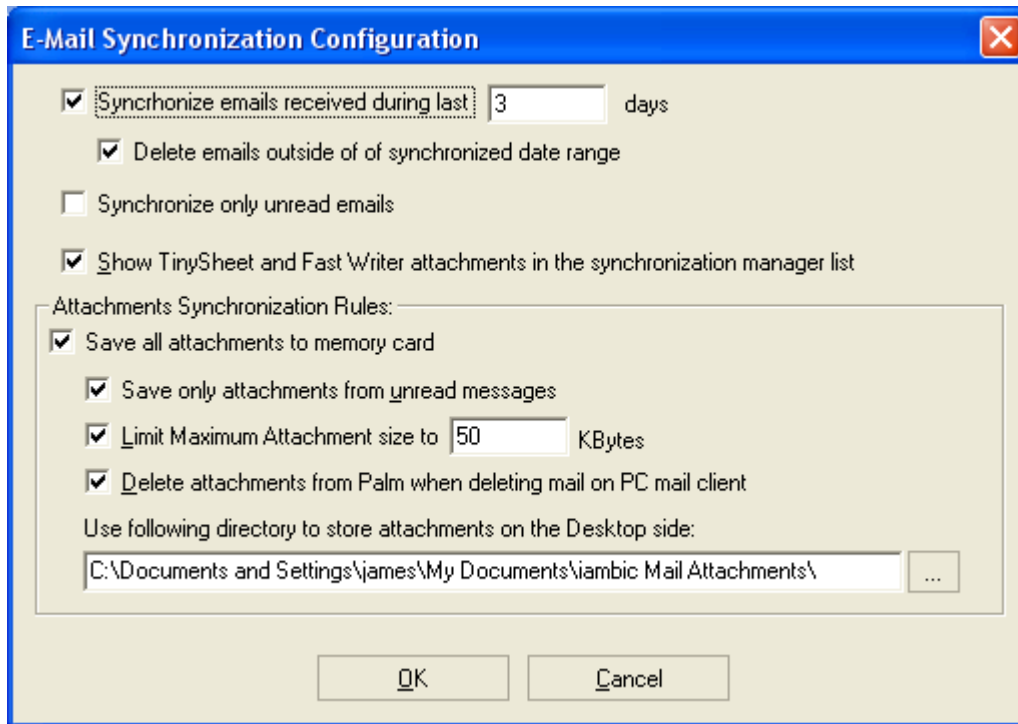


Figure 6. Email Synchronization Configuration

Creating

Each time a new e-mail message is created in iambic Mail and the done button is tapped, the message is placed in the out box. When synchronizing, this message will be placed in the out box in the desktop e-mail application.

Deleting

When an e-mail message is removed from the in or out box in iambic Mail and then synchronized, it will be deleted from the corresponding box on the desktop. The reverse of this is true as well, in that if an e-mail message is remove from the in or out box on the desktop and then synchronized, it will be deleted from the corresponding box in iambic Mail.

Sent Messages

When using a mobile connection device as mentioned above, sent messages will not be uploaded to the desktop e-mail application when synchronizing.

Mail Screen

When you open iambic Mail on your Palm OS device, you will see the Mail view. The screen will be blank the first time you open it. As you create e-mail messages, they will start to appear on a list in this view. At the bottom of the view are four buttons: New, Show, Connect, and Send/Recv.

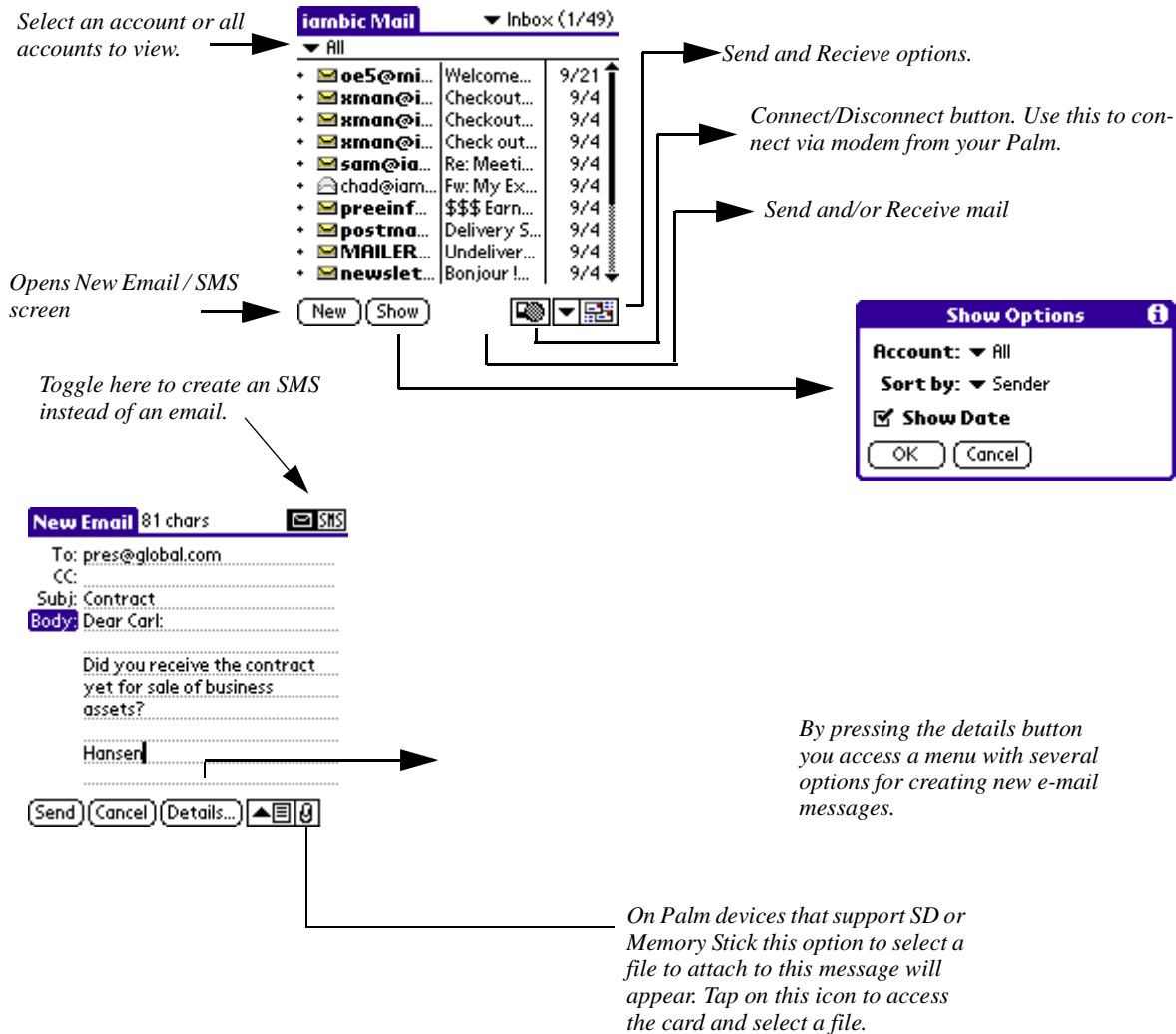


Figure 7. iambic Mail screen view.

New Email and SMS

Tapping the New button will open a New Email screen, to create a new SMS (short message service) message tap on the SMS icon in the upper right corner of the screen. This SMS option will only be available if your Palm device has support for this functionality. SMS messages are very useful for sending short messages up to 160 characters in length between users of mobile devices. In this screen, you write the headers for the e-mail, the subject line and the body. Tap the Details button to open the Message Details dialog box. In this dialog box, you can set a priority for the message, add a bcc (blind carbon copy), and signature.

Show Button

Tapping the Show button will open the Show Options dialog box. If you have several e-mail messages ready to send in the Mail message screen, you can sort them by date, sender, and subject. Just select either date, sender or subject in this dialog box.

Connect/Disconnect Button

The Connect button will initiate or terminate a service connection between your Palm OS device and you internet service provider.

Important: Only after setting up both your Modem and Network preferences on your Palm (see page 12) and then creating your iambic Mail accounts (see page 13), will you be able to connect to the internet and send or receive e-mails.

Send/Receive Button

Tap the Send/Receive button to open a pop-up where you can choose to send and/or receive email for the account currently selected in the upper left corner of the screen. If currently viewing mail for "ALL" accounts then only the accounts with a check next to the account name in the account list (Menu | Options | Accounts) will be checked for new messages.

Note: You can create separate accounts that contain e-mail messages that can be sent. After creating these separate accounts, the account name will be listed in the account list in the upper left corner of the screen. For additional information on setting up different iambic Mail accounts and selected accounts, please refer to page 12.

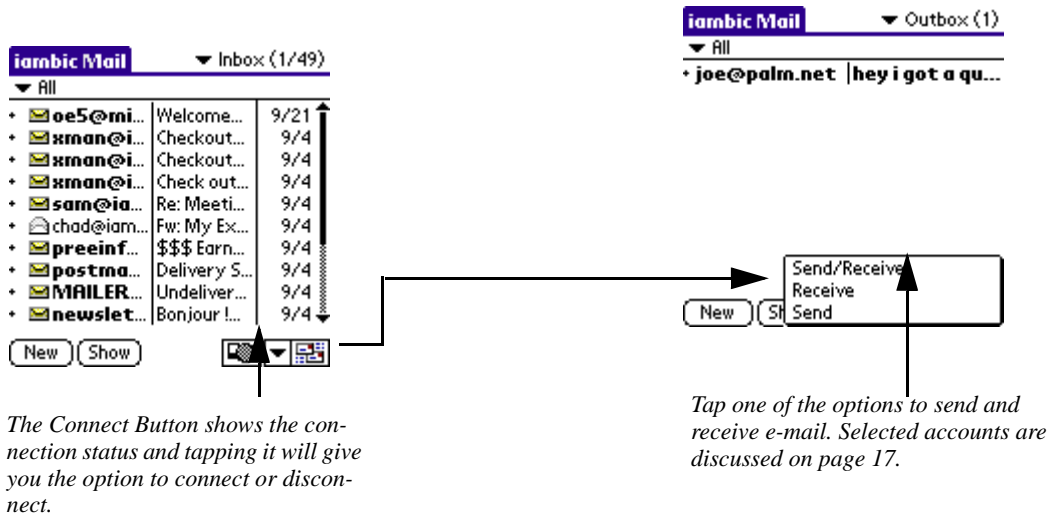


Figure 8. Send/Recv Button

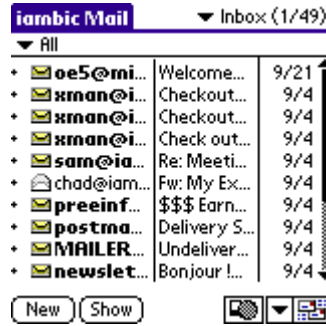
E-mail Folders

At the top of the iambic Mail screen is a downward pointing arrow next to Inbox. By tapping the downward pointing arrow, you will see a list of different e-mail folders that contain different types of e-mail (Inbox, Outbox, Deleted, Filed, Drafted, Sent Items). Tap an e-mail folder from the list to see the e-mails in that folder.

Setting the Palm OS device Preferences



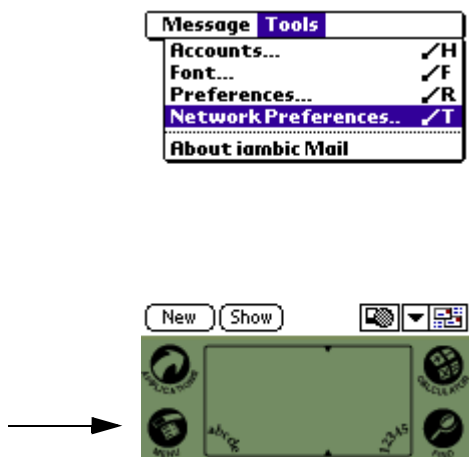
Tap the downward pointing arrow at the upper right to view the different e-mail folders.



e-mail messages will appear with the address, subject, followed by the date of the e-mail

Figure 9. Viewing different e-mail folders

Prior to being able to send and receive e-mails with iambic Mail, you will need to tell your Palm how to connect to your internet service provider. To do this, in iambic Mail tap Menu | Tools | Network Preferences.



Tap Menu | Tools | Network Preferences



Select your service and configure your username, password and dialup number.

Figure 10. Setting Palm OS device Prefs

Next, access select **Network** from the drop-down list. Configure the Network Preferences that will enable you to use the TCP/IP (Transfer Control Protocol/Internet Protocol) software included in the Palm Operating System to send and receive e-mails over the internet.

Please refer to your Palm OS device documentation for configuring these settings.

Important: You will not be able to send e-mail with iambic Mail without first properly configuring these settings.

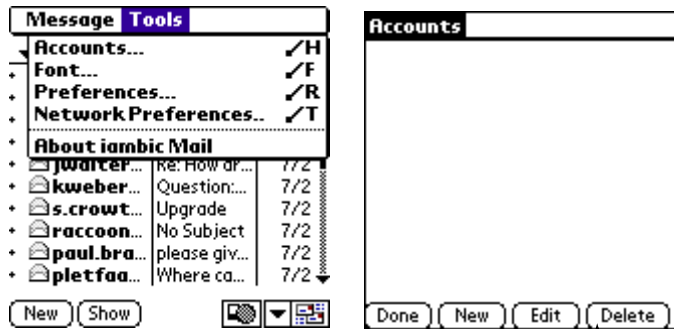
Setting up Mail and SMS Accounts

If your Palm OS Device includes SMS support you will see an SMS Account by default, no configuration for this account is necessary.

To set up an Account preference, in the iambic Mail screen tap the Palm OS device silkscreen menu bar button (lower left of Palm OS device, next to graffiti writing area). From the menu bar that appears, select Tools | Accounts (or use the Palm short cut command, “/H”).

You will need to create an Account in the Accounts screen to send a iambic Mail e-mail. You can create several different accounts (Work, Personal, My Family, etc.) and populate each account with specific e-mails. After creating an account and properly configuring it, you can send and receive e-mail by tapping the Send/Receive button on the previous screen.

From the menu bar, select Tools
| Accounts to set up iambic
Mail.



A blank Accounts screen, you will be able to set
up various iambic Mail e-mail accounts and
send e-mails from each separate account.
Select New to begin.

Figure 11. Setting up iambic Mail Account Preferences

Info Tab

You will need to enter data on each line within the Info tab. Enter the name of the specific account on the Label line. Enter your name on the Name line. Enter your return e-mail address on the e-mail Address line.

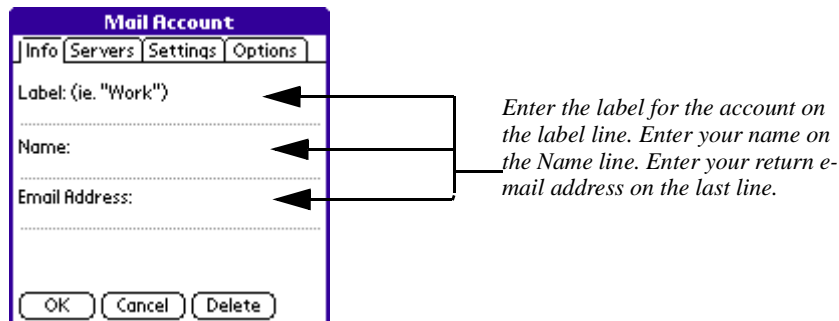


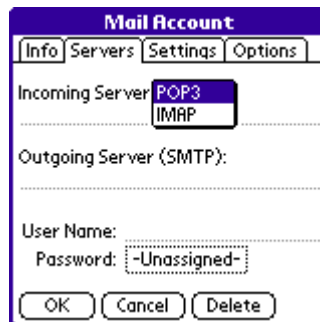
Figure 12. Entering the Info data.

Servers Tab

In the Settings tab, you will need to enter the address for the incoming server (POP 3 or IMAP), the outgoing server (SMTP), your user name and a password.

Note: POP3 and IMAP two of the most widely-deployed e-mail receiving protocol and SMTP (Simple Mail Transfer Protocol) is a protocol used for sending e-mails over the internet.

Tip: If you are unsure of what server names to enter on these lines, ask you System Administrator or contact your ISP (Internet Service Provider)

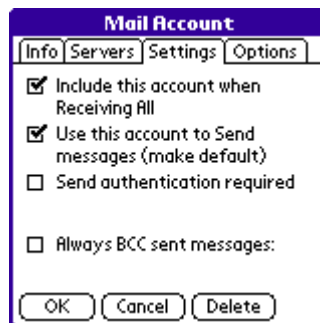


Settings Tab

“Include this account when Recieving All”, if checked then email from this account will be down-loaded when you select “Receive all selected” from the Send/Recieve popup menu.

“Use this account to Send messages (make default)” sets this mail account to be the default mail account used and all messages will be sent out through this account.

“Always BCC sent messages”, sends a blind carbon copy to the email address specified on the line below.



Options Tab

In the Options tab, you can “fine-tune” your iambic Mail account.

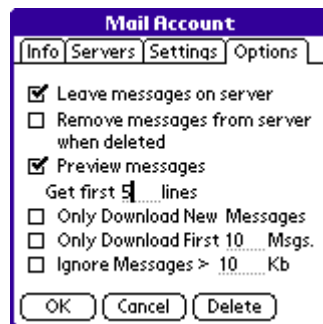
By checking the Include in Receive All box, each time you select "Send/Recv All Selected" or “Receive All Selected” from the Send/Recv pop-up, any e-mails sent to this account will be automatically forwarded to iambic Mail on your Palm OS device.

By checking Delete Messages from Server, any e-mails that have been sent to this account from your incoming server will then be automatically deleted from your server.

By checking Retrieve Headers only, only the subject line of an e-mail sent to this account will be forwarded from your incoming server to iambic Mail on your Palm OS device.

Note: After reading the header and determining that you want to download and read the entire message, you can just tap the line on the mail screen that represents the e-mail. You will then be prompted as to whether you want to download the entire message. Tap the Yes button and the entire message will then be downloaded to iambic Mail.

Finally, by checking Use this account to Send messages (make default), this account will become the one account that sends out e-mail messages via iambic Mail. The name and e-mail address of this account will be sent with each e-mail sent out via iambic Mail.

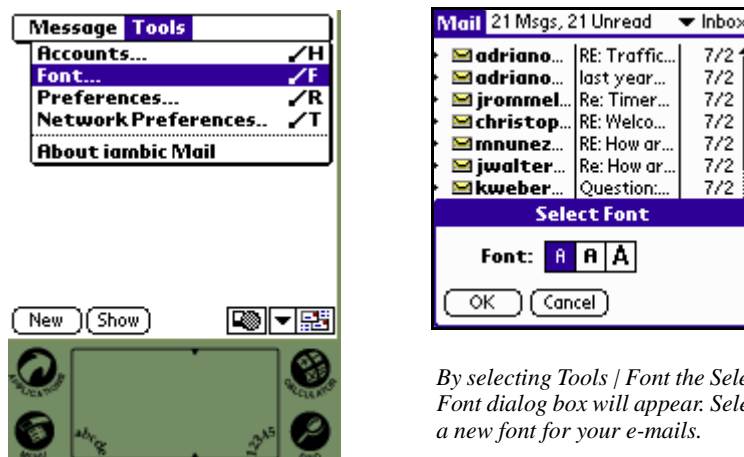


Fine tune your iambic Mail account. Options include Leave messages on server, Remove Messages from Server when deleted, and Preview first x lines of message.

Figure 13. Entering the Options data

Fonts

To change the Font that messages are displayed in go to Menu | Tools | Fonts as shown below



By selecting Tools | Font the Select Font dialog box will appear. Select a new font for your e-mails.

↑
Menu commands from the Tools menu bar. To the immediate right of the commands are the Palm Shortcuts.

Sending and Receiving iambic Mail Messages

After setting up your iambic Mail Accounts, you are now ready to start sending and receiving e-mail messages.

Tap the New button on the Mail screen and a New Message screen will appear. Enter the e-mail address, cc (carbon copy), subject and body of the e-mail. Tap the Details button to add a priority to the e-mail, bcc (for blind carbon copy), signature, confirm read (to receive an e-mail back confirming that the e-mail was read), confirm delivery (to receive an e-mail back when the e-mail is delivered).

After setting up your Accounts, tap the Done button. In the Mail screen, tap New and a blank New Message screen will appear. Fill in the fields to create an e-mail.



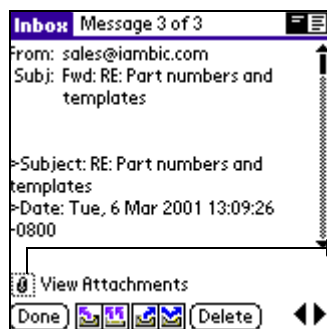
After creating your e-mails, they will be filed by default in the Outbox. To send the e-mails and receive any incoming e-mails from the incoming server that you previously designated, tap the Service Connection button between the show and Send/Recv buttons. After iambic Mail successfully establishes a connection, the icon will change.

Figure 14. Sending and receiving iambic Mail messages.

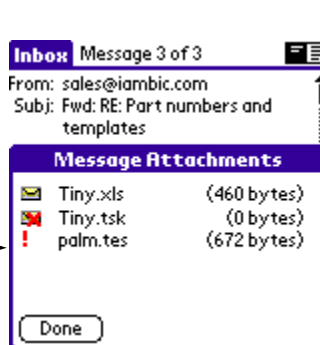
Receiving Attachments

Receiving attachments via synchronization

iambic Mail has the ability to get your email messages from your desktop email application during hotsync. If there are attachments in Excel or Word format and TinySheet or FastWriter are installed then the attachments will be automatically converted to TinySheet and FastWriter useable files and added to your palm so that when you tap on the attachment it will be shown to you in TinySheet or FastWriter (see fig. 15).



Tap the paperclip icon to view the file attachment list.



This dialog box shows the attached files.

This icon shows that the file can be opened by tapping on it.

File has been deleted or was not synchronized to your Palm

Application which opens this file type is missing

Figure 15. Receiving Attachments

Receiving attachments via download

If you have setup an account in iambic Mail, have a VFS capable (OS 4.x or higher or Sony Clie device with a memory card slot and memory card inserted), and can access your email account directly from your Palm device via modem, wireless modem, or IR, Bluetooth or cable connection to a mobile phone with data connectivity capability then you can download mail and have the attachments saved to the memory card. **Important: The capability to download attachments requires a memory card due to Palm OS limitations.**

Selected Accounts

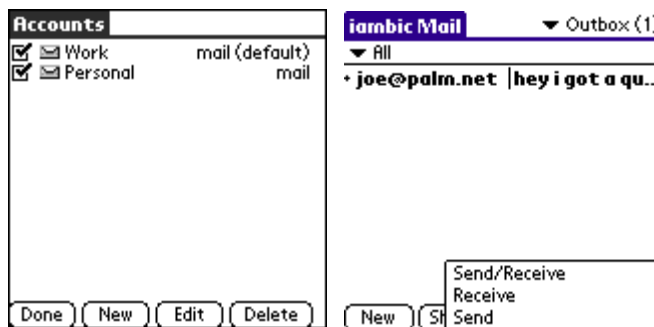
As stated previously, you can create several accounts within iambic Mail. For example, you can create a work account, personal account, family account, etc. Each account can have a different e-mail address, incoming server, outgoing server, etc.

Your default account (the only iambic Mail account that sends out e-mails) will have “default” in parenthesis next to its name in the Accounts view. By checking the box next to the account name, you also make the account a selected account.

Selected accounts are important when you send and receive e-mails. To send and/or receive e-mails, you need to tap the Send/Recv button in the Mail view. This will open a pop-up that lists the following options.

- Send/Recv All Selected** - This option will first send all messages in your Outbox using the default account. It will then receive any new messages for all the accounts that have been selected (checked) in the account list view.
- Receive All Selected** - This option will receive any new messages for all the accounts that have been selected.
- Send** - This option will send all messages in your Out box using the default account.

You can create several e-mail accounts in iambic Mail. By checking the box next to the name, you make the e-mail account a 'selected account'.



To send and receive e-mails associated with the selected accounts, tap Send/Recv All Selected. To receive all e-mail from all selected accounts, tap Receive All Selected. Tap Send to send all e-mails from both selected and non-selected iambic Mail accounts. Finally, tap the individual accounts by name to just send and receive e-mail from that specific

Figure 16. List of Selected Accounts

iambic Mail Menu bar

Message Menu

By tapping the Menu silkscreen button, you can access the iambic Mail menu bar. Select Message | New to open a blank New Message screen and write an e-mail. Select Message | Purge Deleted to purge all e-mails that you deleted. Select Purge | Sent to only purge e-mails that you have sent.

On the far left side of each message will be a check or a plus sign. This will indicate whether or not the message has been selected. The following commands are available for selecting messages. Select Message | File All Selected will move all selected to the File folder. Select Message | Delete All Selected to delete all selected messages. Select Message | Select All to mark all messages in the current folder to be selected.

Also, to the right of the commands are the Palm shortcuts. Instead of tapping a command from the drop-down list, if you enter the forward stroke and the specific letter the command will be initiated.

Tools

Select Tools | Accounts to view the Accounts screen. Tap an Account on the screen to edit or delete it. Tap Fonts to view the Select Font pop-up. Select a font and any e-mails that you receive and send will be in that font. Tap Preferences to set additional preferences (handling, replies, signature) for your e-mails. Tap About iambic Mail to view the version of iambic Mail and to enter your permanent or 30 day demo license. Technical Support contact information is also accessible here.



Message commands from the Mail menu bar. To the immediate right of the commands are the Palm Shortcuts.

Preferences

iambic Mail Preferences include Handling, Replies and Signature.

Handling

Check the Confirm deleted message box, if you want to be prompted with a Delete message prior to deleting any e-mail.

Check the delete attachment box, if you want attachments deleted when you delete the message

Check the Save copies of sent messages... box, if you want to save any e-mail messages that you sent.

Check the “Automatically disconnect after sending/receiving messages” box to automatically disconnect once your messages have been sent or downloaded.

The Time Zone option lets you set your time zone. Any e-mail that you receive will be converted to Greenwich Mean Time (GMT) and then offset to the set time zone here. This is so you can tell (relative to your time zone) when the e-mail was received.

Replies

The “When replying to a message” option lets you include the original e-mail message in a reply. You can also comment the original e-mail message (add “>” to each line).

The “When forwarding a message” option lets you either include the original e-mail message or comment the original e-mail message.

The “Comment each line with:” option lets you add a marker or symbol to the beginning of each line.

Signature

The Signature tab lets you add a Signature text to the end of each e-mail that you send. You can enter your name, physical address, telephone number, a salutation, or any additional comments in this tab. To make sure that you signature is include, tap the Details button in the individual e-mail. In the Message Details dialog box, make sure the Signature box is checked.

Settings

Enter the domain name to add to unqualified email addresses. Entering the domain name you send email to most often will save you typing of that repetitive name. For example, if you send a lot of email to people at “mycompany.com” and enter mycompany.com in this field then you’ll only have to enter the beginning of the email address when writing to them so you can just write “jsmith” instead of writing out “jsmith@mycompany.com”

Tip: Any changes made to the settings in the Message Details dialog box will become the preference for future e-mails. So, if after you create your first e-mail, you check off Signature, Confirm Read and Confirm Delivery-then any future e-mails will have these preferences. To change the preferences, just tap the Details button and create new ones.

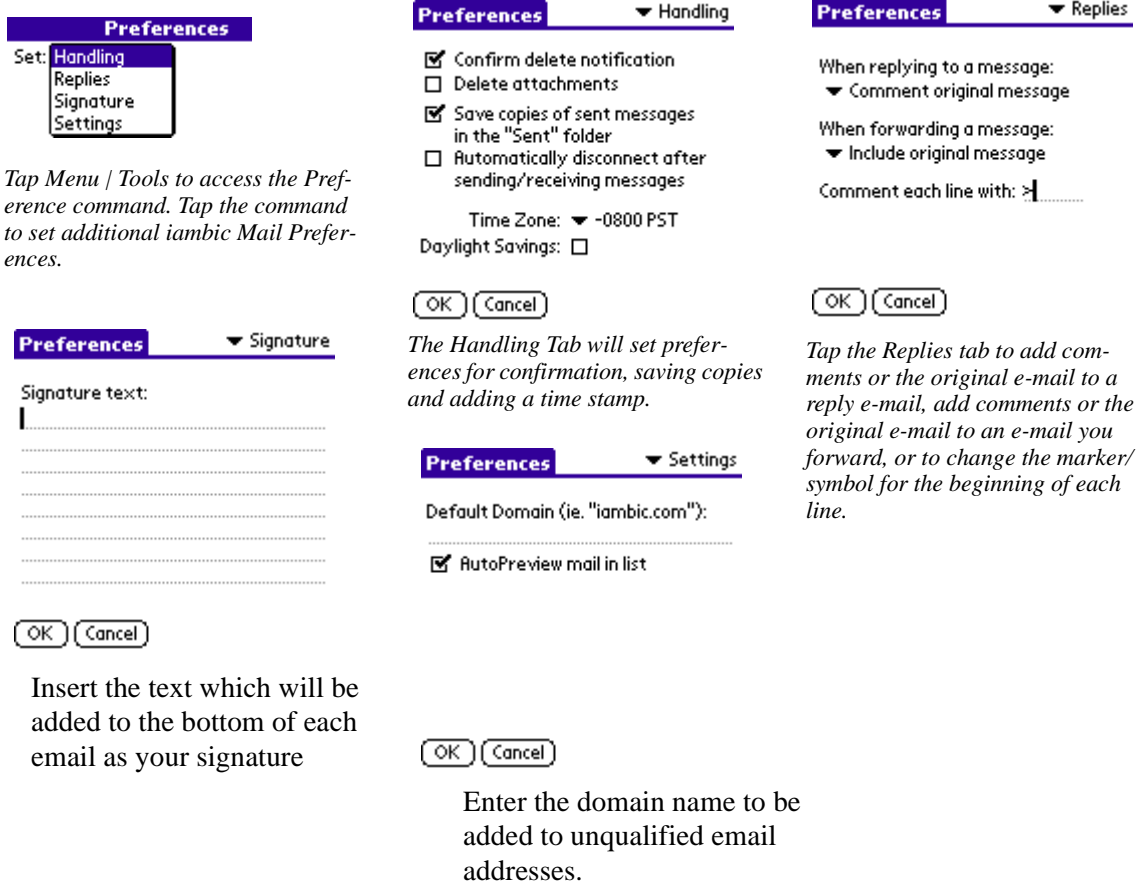


Figure 17. iambic Mail Preferences

New Message (Editing)

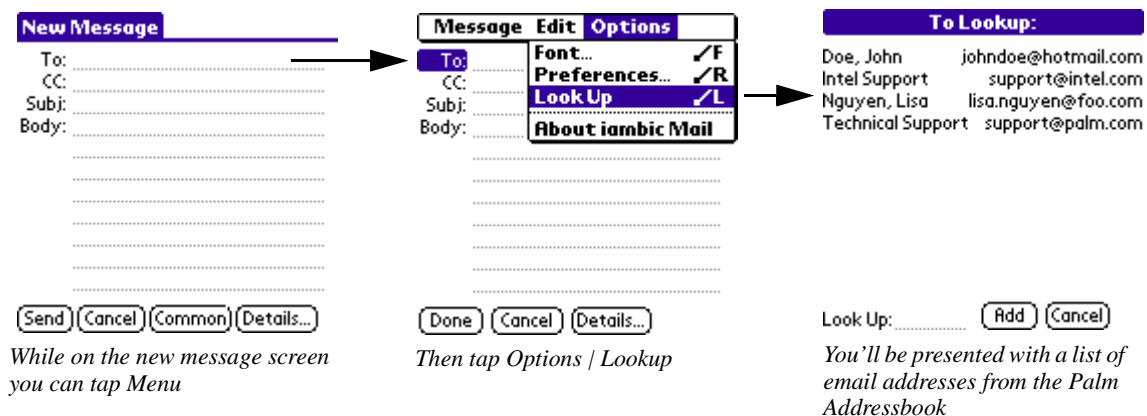


Figure 18. New Message

When editing an e-mail in the New Message screen, you can also tap on the menu bar to access several important commands.

Message

Select the Save Draft command to save a copy of the e-mail to the Draft folder. You can open this folder up at a later time, finish writing, and then send it out.

Select the Purge Deleted command to purge any e-mails from your Deleted folder. There is no undo for a purge.

Purge Sent command will purge any e-mails from your Sent folder. There is no undo for a purge.

Edit

The commands for Edit are standard Palm OS device commands. You can also access a Keyboard and Graffiti Help from this menu bar option.

Options

Tap Fonts to view the Select Font pop-up. Select a font and any e-mails that you receive and send will be in that font. Tap Preferences to set additional preferences (handling, replies, signature) for your e-mails. Tap Look Up to view a list of your address names and their e-mail addresses. Tap About iambic Mail to view the version of iambic Mail and to enter your unlock code or 30 day demo license. Technical Support contact information is also accessible here



Tap Message to access the following iambic Mail commands. Save Draft will save the e-mail to your Save folder; Purge Deleted will purge any e-mails in your Deleted folder; Purge Sent will Purge any e-mails in your Sent folder. The Palm shortcut commands are to the immediate right.



Tap Edit to access your standard Palm OS device commands. These commands are very useful in working with the actual text of your e-mails. The Palm shortcut commands are to the immediate right.



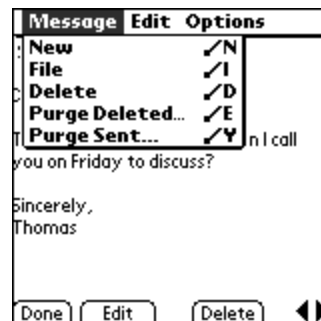
Tap Options to access a dialog box to change fonts, to access the Preferences screen, to access your Lookup list. This is a great way to quickly access someone's e-mail address. Finally, tap About iambic Mail to view the version of software or to enter your demo or permanent license.

Figure 19. New Message Menu bar commands

Viewing e-mail Menu bar

When viewing an e-mail in any of your e-mail folders, by tapping the Palm OS device menu silk-screen bar button you can access important menu bar commands.

When viewing e-mails in any of your folders-you can access a menu bar with various commands.



Menu bar with New File, Delete, Purge Delete, Purge Sent commands. Note the Palm Shortcuts to the right.

Figure 20. Message menu bar

Message

Select New to open a blank new iambic Mail e-mail. Select File to move the e-mail to the Filed folder. Select Purge Deleted to purge any e-mails in the Deleted folder. There is no undo for a purge. Select Purge Sent to purge any e-mails in the Sent folder.

Edit

Copy will copy any highlighted text. This is very helpful for moving text from the body of one e-mail to another. Tap Select All to highlight all the text in the header and body of the e-mail.

Reading your e-mail

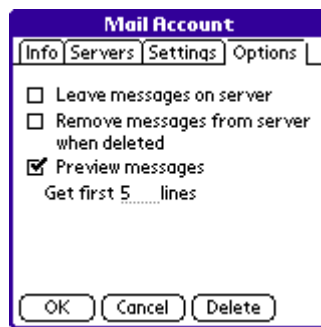
E-mail that has been sent to you is readily accessible in your iambic Mail Inbox. To view a list of your current e-mails, tap the downward pointing arrow at the upper right and select Inbox. An Inbox screen view will then appear containing a list of all e-mails that were sent to you. Each line on the list represents an e-mail. Tap the line to open and view the e-mail.

At the far left of each line is an icon that represents whether the e-mail has been opened (open envelope icon) or not (closed envelope icon). The next item on the line is the e-mail address, followed by the subject line, followed by the day the e-mail was received.

To open an e-mail, just tap a line. If you set a iambic Mail Preference to receive headers only (when setting up the Mail Account, in the Options Tab), then you will be prompted to download the body of the e-mail after you tap a line.



From the Mail Inbox view, tap a line to open and read an e-mail. Note the icons at the far left indicating whether an e-mail has already been opened.



If the Preview Messages box is checked in the Options tab when setting up an Account, only the header will be retrieved.



When you have the "Retrieve Headers Only" option selected a button will appear at the bottom left of the screen. Tap on the button to get the message body.

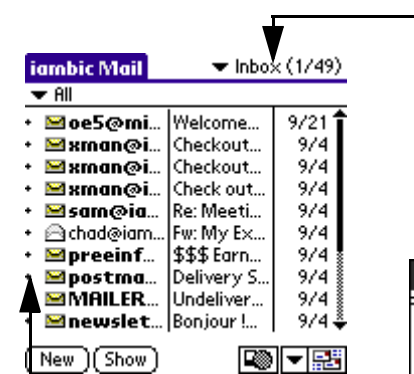
Figure 21. Retrieving Messages

Inbox Screen

After opening an e-mail to read, you will view the Inbox screen. At the beginning of the e-mail will be the address from who the e-mail is from and the subject matter of the e-mail.

At the upper right of the Inbox screen are two box icons. By tapping the second box, additional header information will appear in the e-mail (date and time or receipt).

The body of the e-mail is next. If the e-mail content cannot all be viewed in one screen, then scroll bars will appear.



At the far left will be either check mark or +. A check mark indicates the e-mail message is selected and a plus indicates it has not been selected. Next is a closed or open envelope. If you have read the e-mail message, the icon will be an open envelope. The e-mail address appears next, followed by the subject line and the date the e-mail was received.

Tap the downward pointing arrow at the upper right and select mailbox you wish to view. The numbers to the right are the unread and total messages in that mailbox.



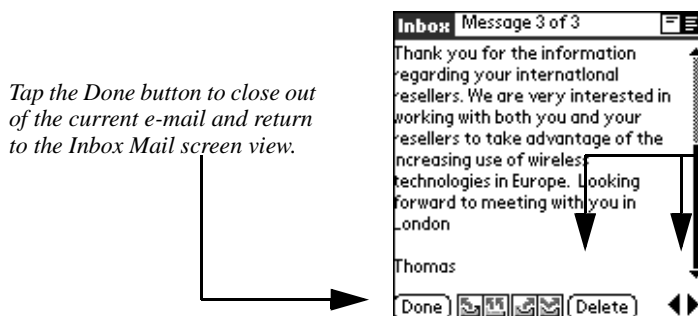
Tap a line on the Inbox list to open that specific e-mail. At the top right of the e-mail are two boxes. Tap the box to the right to view additional header information (date of receipt of e-mail). If the e-mail content cannot fit in one screen view, scroll bars will appear.



Figure 22. iambic Mail Inbox

At the bottom of the Inbox screen are a series of buttons. Tap the Done Button to close the e-mail and return to the Mail view. Tap the Delete button to move the e-mail from the Inbox folder to the Delete folder. Until you purge the e-mails, they will remain on your Palm OS device in the Delete folder.

The arrow icons at the bottom right of screen will move from the current e-mail to the next one on your list. If you have set your Option Preference to just retrieve e-mail headers, then you will be prompted as to whether you want to retrieve the body of this e-mail. If you choose not to, then the next e-mail that you view will just contain the header and subject matter line, with the message <Message Body not retrieved>.



Tap the Done button to close out of the current e-mail and return to the Inbox Mail screen view.

Tap the Delete button to move the e-mail from the Inbox to the Delete box. Until you purge the e-mail, it will remain in your Delete folder in iambic Mail. Tap the arrows to move to your next e-mail on your list or back to the previous e-mail.

Figure 23. Inbox e-mail Buttons

Reply, Reply to All, Forward, Redirect

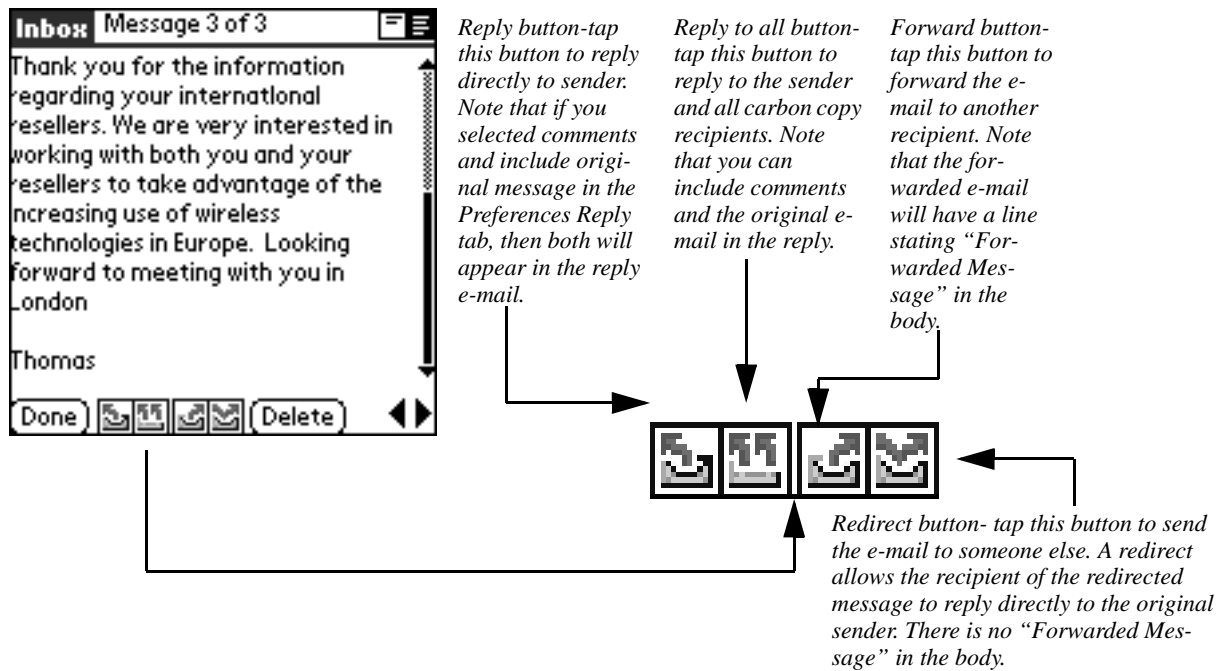


Figure 24. Reply, Forward and Redirect

Inbox Menu

By accessing the Inbox menu bars, you can quickly work with an open e-mail. By selecting Message from the menu bar, you can create a new e-mail, file the current e-mail in the Filed folder, file the current e-mail in the Deleted folder, purge e-mails from the Deleted folder or Purge e-mails from the Sent folder.

By selecting Edit from the menu bar, you can copy any text or all the text from the e-mail. This is very helpful when you need to copy specific data from one e-mail to another e-mail for sending.

Finally, by selecting Options from the menu bar, you can open the Select Font dialog box, to change the font. You can select Preferences to view the Preferences screen to set Handling, Replies, and Signature preferences. By selecting About iambic Mail, you can view the version that you have and input either a 30 day demo license or permanent license to run the application

Leveraging your Palm OS device

The Palm Computing® connected organizer includes capabilities that are so useful in increasing your productivity that we have to mention them below.

Mapping the iambic Mail Application to the Todo (or other) Button

The four tactile buttons at the base of the handheld device, as well as the silk-screened calculator button can be customized to map to the application of your choice. If you find that you use the iambic Mail application more often than the one of the other applications, consider selecting iambic Mail as the application that will launch when you press the todo or other tactile buttons.

To customize the buttons, you simply open the "prefs" application from the Application Picker and select "Buttons" from the top right drop-down list. Each button that can be re-mapped has a drop-down list from which you can select any other application, which resides on your handheld device. If

you choose to customize a button, the original application will still be available from the Application Launcher.

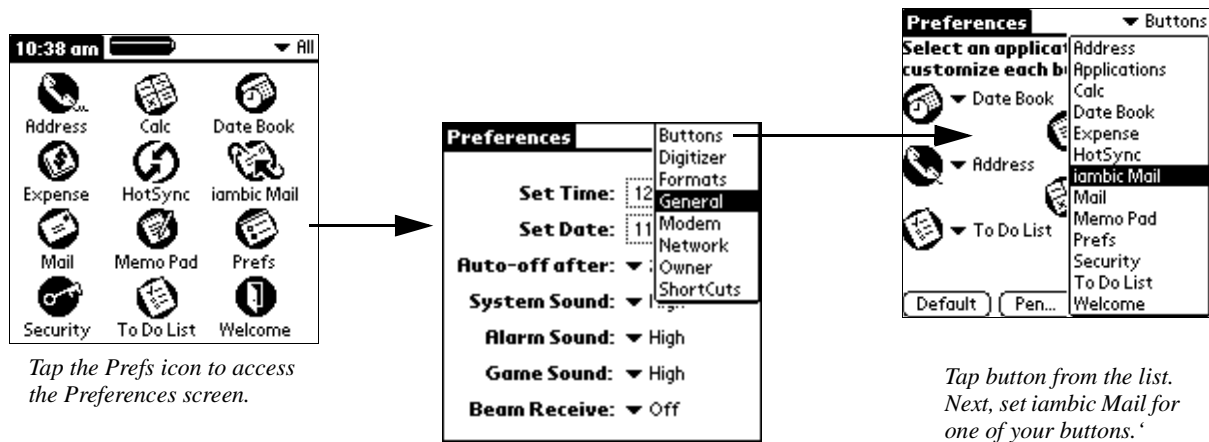


Figure 25. Mapping a iambic Mail button

Try customizing the buttons. You can always restore them to their original configuration if you find this doesn't work for you.

Technical Support:

If you have questions or problems...

The **quickest** way to obtain **immediate** support is to access our iambic Software Technical Support web page (<http://support.iambic.com>). In order to serve you better when reporting a problem, please include the following information:

Version of iambic Mail that you are running.

PC operating system, e.g. Windows 95, Windows 98, Windows Me Windows NT 4.0 Workstation, etc.

Version of the Palm OS running on your Palm Computing connected organizer.

Memory configuration of your Palm OS Device (2MB, 8 MB, etc.).

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