SONY

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CLIÉ Mail *Version 1.4*

Operating Instructions

CLIé

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Table of contents

What you can do with CLIÉ Mail

CLIÉ Mail is an e-mail client application for the CLIÉ handheld.

Receive and read e-mails anytime, anywhere

You can receive and read new e-mails anytime and anywhere by connecting your CLIÉ handheld directly to the network.

Manage multiple mail accounts

If you have several e-mail accounts, you can receive and send messages using any account simply by switching the account setting.

Manage your e-mails by category

You can manage your e-mail not only by standard categories such as Inbox or Send, but also categories you have created yourself, such as Private or Business.

Attach data to your e-mail messages

You can attach the following data to your e-mail message.

- Applications and data on your CLIÉ handheld
- Address Book entries
- Memo Pad memos
- PGP-format and DCF-format image files

Note

The CLIÉ Mail application can display up to 30,000 characters for each e-mail message.

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Requirement for network connection

You can enter e-mail accounts to connect your CLIÉ handheld directly to the Internet. You can enter up to 8 accounts to use with the CLIÉ Mail application.

Refer to the settings you have made with your Internet Service Provider to enter the required information for the e-mail account that you are going to use with the CLIÉ Mail application.

Notes

- Your CLIÉ handheld needs an additional accessory (such as Bluetooth portable telephone) to directly exchange e-mails via the Internet.
- Before making any settings on the CLIÉ handheld, you need to acquire an e-mail address from an Internet Service Provider.

1 On your CLIÉ handheld, start the CLIÉ Mail application (see page 6).

2 Tap Menu 📑 , Options, and then Accounts.

The Accounts screen appears.

3 Tap New.

The New Account screen for entering your name appears.

4 Enter your name and tap Next.

The screen for entering your e-mail address appears.

5 Enter your e-mail address and tap Next.

The screen for entering the e-mail server names appears.

6 Enter the e-mail server names of incoming and outgoing mail servers and tap Next.

The screen for entering the Internet and mail logon settings appears.

7 Enter the account name and password, and tap Next.

The screen for entering the network setting appears.

8 Tap Blank to select the network setting.

The Network Preferences screen appears. For details on settings, refer to the Operating Instructions manual supplied to your CLIÉ handheld.

9 Tap Done.

The screen returns to the New Account screen.

10 Tap Next, and then tap Finish.

A new e-mail account is entered on your CLIÉ handheld.

Sending and receiving e-mail

Writing and sending e-mail

To familiarize yourself with the CLIÉ Mail application, write and send a test e-mail message.

Note

If your CLIÉ handheld is not connected to a network, you cannot directly send e-mails from your CLIÉ handheld but must perform a HotSync operation to transfer e-mails to your computer for sending.

1 On the Application Launcher screen, rotate the Jog Dial navigator to select CLIÉ Mail, and press the Jog Dial navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap .

The e-mail edit screen appears.

3 Enter an e-mail address, a subject and body text.

You can use the e-mail address you registered in your CLIÉ handheld's Address Book. For details, see page 8.

4 Tap Send.

A menu appears.

5 If you want to send the e-mail immediately, tap Send Now, otherwise tap Send Later.

• **Send Now:** Sends the e-mail immediately.

• **Send Later:** Stores the e-mail in the Outbox category. You can send an e-mail stored in the Outbox category by tapping . When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right corner of the screen, and then tap Outbox.

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Sending and receiving e-mail

Saving an unfinished message

Tap Draft instead of tapping Send (see step 4 on page 7).

To view your saved drafts, tap the arrow ▼ in the top right corner of the screen, and select Draft.

Sending mail later from the Outbox

Tap ![icon] or ![icon].

All e-mail messages stored in the Outbox category are sent at once.

Choosing an e-mail address from the Address Book

When you tap To, CC, or BCC on the e-mail edit screen, the address screen appears.

You can use the address reference function by tapping Lookup.

For details on the Lookup function, refer to the Operating Instructions manual supplied to your CLIÉ handheld.

When you cannot send your e-mail

You may not be able to send e-mails depending on the setting for your Internet Service Provider server. Follow the steps below to change the server setting to one that is appropriate for your Internet Service Provider.

1 Tap Menu ![icon] , Options, and then Accounts.

The Accounts screen appears.

2 Tap and select an account name indicated (Outgoing).

The selected account name is highlighted.

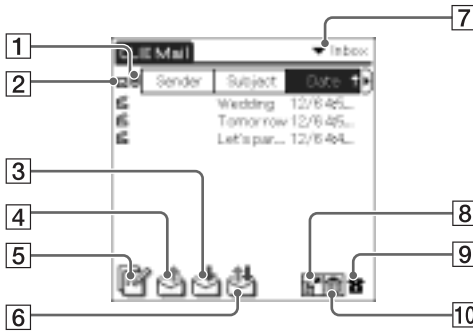**3** Tap Edit, and then tap More.

The Details screen appears.

4 Tap the arrow ▼ next to None under SMTP and select SMTP AUTH or POP before SMTP.

5 Tap OK.

Try sending your e-mail again.

Sending and receiving e-mail

Elements of the CLIÉ Mail screen

1 **Attachment icon**

If a file is attached to an e-mail message, the attachment icon appears to the left of the Sender column.

2 **Read/unread display**

This icon indicates whether you have viewed the indicated e-mail message.

3 ⬇ **(Receive) button**

Downloads new e-mails.

4 ⬆ **(Send) button**

Sends e-mails stored in the Outbox category.

5 📝 **(New mail) button**

Displays the New Mail edit screen.

6 ⬆⬇ **(Send and Receive) button**

Sends e-mails stored in the Outbox category and downloads new e-mails at the same time.

7 **Categories list**

Switches the category that is currently displayed on your CLIÉ handheld. To switch the category, tap the arrow ▼, and select the desired category.

8 ▣(Move) button

Displays the E-mail Move screen. For details, see page 23.

9 ☎ (Telephone) icon

Displays the online status. You can also switch between online and offline modes.

• ☎ : Your CLIÉ handheld is connected to the Internet (online).

• ☎ : Your CLIÉ handheld is not connected to the Internet (offline).

10 🗑(Delete) button

Displays the E-mail Delete screen. For details, see page 20.

Sending and receiving e-mail

Receiving e-mail

Download the e-mail you sent on page 6 with the CLIÉ Mail application.

Note

If your CLIÉ handheld is not connected to a network, you cannot directly receive e-mails with your CLIÉ handheld but must transfer received e-mails from your computer by a HotSync operation.

1 On the Application Launcher screen, rotate the Jog Dial navigator to select CLIÉ Mail, and press the Jog Dial navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap ✉.

Your CLIÉ handheld connects to the Internet and downloads any new e-mails.

The new e-mail appears in the e-mail list screen.

3 Rotate the Jog Dial navigator to select the e-mail you want to read, and then press the Jog Dial navigator.

You can also read the mail by tapping it directly.

The message is displayed.

If the text of the message extends beyond the screen

Rotate the JogDial navigator to scroll the screen, or tap the scroll bar.

Reading and writing e-mail

Replying to an e-mail message

Note

If your CLIÉ handheld is not connected to a network, you cannot directly send e-mails from your CLIÉ handheld but must perform a HotSync operation to transfer e-mails to your computer for sending.

1 On the Application Launcher screen, rotate the Jog Dial navigator to select CLIÉ Mail, and press the Jog Dial navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap the arrow ▼ in the top right corner of the screen, and then tap Inbox.

The Inbox e-mail list screen appears.

3 Rotate the Jog Dial navigator to select the e-mail you want to answer, and then press the Jog Dial navigator.

You can also open the e-mail by tapping it directly.

The message is displayed.

4 Tap Reply.

The e-mail edit screen appears with "Re:" inserted at the head of the subject.

5 Enter your message.

When adding more recipients to your message, you can use the e-mail address you registered in your CLIÉ handheld's Address Book. For details, see page 8.

6 Tap Send.

A menu appears.

7 If you want to send the e-mail immediately, tap Send Now, otherwise tap Send Later.

- **Send Now:** Sends the e-mail immediately.
- **Send Later:** Stores the e-mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping 🖂. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right corner of the screen and then tap Outbox.

Saving an unfinished message

Tap Draft instead of tapping Send (see step 6 above).

To view your saved drafts, tap the arrow ▼ in the top right corner of the screen, and select Draft.

Sending e-mail later from the Outbox

Tap 🖂 or 🖂.

All e-mail messages stored in the Outbox category are sent at once.

Reading and writing e-mail

Editing and sending draft e-mail

Note

If your CLIÉ handheld is not connected to a network, you cannot directly send e-mails
from your CLIÉ handheld but must perform a HotSync operation to transfer e-mails to
your computer for sending.

1 On the Application Launcher screen, rotate the Jog Dial
navigator to select CLIÉ Mail, and press the Jog Dial
navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap the arrow ▼ in the top right corner of the screen, and
then tap Draft.

The Draft e-mail list screen appears.

3 Rotate the Jog Dial navigator to select the e-mail message
you want to rewrite and send, and then press the Jog Dial
navigator.

You can also open the mail by tapping it directly.

The message is displayed.

4 Tap Edit.

5 Rewrite the text.

6 Tap Send.

A menu appears.

Reading and writing e-mail

7 If you want to send the e-mail immediately, tap Send Now, otherwise tap Send Later.
- **Send Now:** Sends the e-mail immediately.
- **Send Later:** Stores the e-mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping ⊠. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right corner of the screen, and then tap Outbox.

Saving an unfinished message

Tap Draft instead of tapping Send (see step 6 on page 14).

To view your saved drafts, tap the arrow ▼ in the top right corner of the screen, and then select Draft.

Sending e-mail later from the Outbox

Tap ⊠ or ⊠.

All e-mail messages stored in the Outbox category are sent at once.

Forwarding an e-mail

1 Perform steps 1 and 2 of "Replying to an e-mail message" on page 12.

2 Rotate the Jog Dial navigator to select the e-mail message you want to forward, and then press the Jog Dial navigator.

You can also open the e-mail by tapping it directly.

The message is displayed.

3 Tap Forward.

The e-mail edit screen appears with "Fwd:" inserted at the beginning of the subject.

4 Enter the e-mail address to which you want to forward the message.

You can use the e-mail address you registered in your CLIÉ handheld's Address Book. For details, see page 8.

5 Tap Send.

A menu appears.

6 If you want to send the e-mail immediately, tap Send Now, otherwise tap Send Later.

• **Send Now:** Sends the e-mail immediately.

• **Send Later:** Stores the e-mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping 🖹. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right corner of the screen, and then tap Outbox.

Saving an unfinished message

Tap Draft instead of tapping Send (see step 5 above).

To view your saved drafts, tap the arrow ▼ in the top right corner of the screen, and select Draft.

Sending e-mail later from the Outbox

Tap 🖹 or 🖹.

All e-mail messages stored in the Outbox category are sent at once.

Reading and writing e-mail

Sending and receiving attachments

You can send or receive e-mail messages with documents, applications, or images attached using the CLIÉ Mail application.

Attaching documents, applications, or images to your e-mail

Tip

You can convert PGP (PictureGear Pocket)-format images to DCF-format before attaching it to your e-mail. This enables the attached images to be viewed on a computer with viewers other than the PictureGear Lite software. To convert image files, save the images in DCF-format when exporting it to Memory Stick media using the PictureGear Pocket application. See the Add-on Application Guide manual supplied to your CLIÉ handheld for details.

1 Write an e-mail message.

2 Tap Attach.
The Attachments screen appears.

3 Tap the arrow ▼ and tap the type of data you want to attach.
- **PG Pocket:** PictureGear Pocket image files stored on your CLIÉ handheld.
- **Address:** Address entries from the Address Book.
- **Memo:** Memos from the Memo Pad.
- **PRC/PDB:** Applications or data installed on your CLIÉ handheld.
- **MS (DCF):** DCF-format image files stored on Memory Stick media.
- **MS (PG Pocket):** PGP (PictureGear Pocket)-format image files stored on Memory Stick media.

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4 Tap the data you want to attach from the displayed list.

5 Tap OK.

The display returns to the e-mail edit screen.

6 Send your message.

Viewing an attached file

When you download an e-mail with an attachment, you can preview the data or its properties.

If appropriate, you can save the attached file to the designated folders of the CLIÉ handheld or the Memory Stick media, thus adding the file to your CLIÉ handheld's Address Book, Memo Pad, or PictureGear Pocket database.

1 Download the e-mail.

For details, see "Receiving e-mail" on page 11.

If you receive an e-mail message with a file attached, the Attachments screen appears.

2 If you want to preview the attachment, tap Preview.

The contents of the attached document appears.

To return to the Attachments screen, tap OK.

3 If you want to save the attached file, tap Save.

The attached file is saved on your CLIÉ handheld. Note, however, that a DCF-format image file* can only be stored on an inserted Memory Stick media.

4 Tap OK.

* To preview or save DCF-format image files, you need a CLIÉ handheld with PictureGear Pocket Ver.2.2 or later.

Notes

• You cannot view nor save JPEG-format image files except those in DCF-format.
• DCF-format image files may take more time to be displayed than PGP-format image files.

Reading and writing e-mail

Reading sent or received e-mail messages

Received or sent e-mail messages are stored on your CLIÉ handheld by the category.

1 On the Application Launcher screen, rotate the Jog Dial navigator to select CLIÉ Mail, and press the Jog Dial navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap the arrow ▼ in the top right corner of the screen, and then tap the category in which the e-mail you want to read is stored.

The e-mail list screen of the selected category appears.

• **Inbox:** A list of all received e-mails

• **Outbox:** A list of e-mails to be sent when you tap 🖺 or 🖺.

• **Trash:** A list of e-mails to be deleted.

• **Sent:** A list of e-mails that have already been sent.

• **Draft:** A list of e-mails saved as unfinished drafts.

• **Edit Categories:** Select when you want to create a new category to save e-mails. For details, see "Managing your e-mails using personalized categories" (page 22).

3 Rotate the Jog Dial navigator to select the e-mail you want to read, and then press the Jog Dial navigator.

You can also open the mail by tapping it directly.

The message is displayed.

Managing your e-mails

Deleting e-mail

1 On the Application Launcher screen, rotate the Jog Dial navigator to select CLIÉ Mail, and press the Jog Dial navigator.

Or, tap the CLIÉ Mail icon on the Application Launcher screen.

The CLIÉ Mail application starts and the e-mail list screen appears.

2 Tap the arrow ▼ in the top right corner of the screen, and then tap the category in which the e-mail message you want to delete is stored.

3 Tap 🗑.

A check box appears to the left of the e-mail list.

4 Tap to select the check box of the e-mail messages you want to delete.

5 Tap Delete.

E-mail messages you have selected are moved to the Trash category.

6 Tap the arrow ▼ in the top right corner of the screen, and then tap Trash.

The Trash e-mail list screen appears.

Managing your e-mails

7 Tap 🗑.

A check box appears to the left of the e-mail list.

8 Tap to select the check box of the e-mail messages you want to delete.

9 Tap Delete.

The confirmation dialog box appears.

10To delete the selected e-mail messages, tap OK.

E-mail messages you have selected are completely deleted from your CLIÉ handheld.

To cancel

Tap Cancel in step 10 above.

The e-mail messages selected in step 4 are still stored in the Trash category.

If you want to check the e-mail messages in the Trash category, tap the arrow ▼ in the top right corner of the screen and then tap Trash.

Deleting messages using the Empty Trash command

By tapping Menu 📑 , then Mail, and then the Empty Trash command after you perform steps 1 to 5 on page 20, you can delete all of the e-mail messages in the Trash category at once.

Managing your e-mails using personalized categories

You can manage your e-mail messages using personalized categories, such as Private, Business, or New Project. To manage your e-mails using a personalized category, first create the desired category.

Creating personalized categories

1 Tap the arrow ▼ in the top right corner of the screen, and then tap Edit Categories.

The Edit Categories screen appears.

2 Tap New.

The Edit Categories dialog box appears.

3 Enter a new category name, and then tap OK.

Your personalized category is created.

4 Tap OK.

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Managing your e-mails

Managing e-mails using personalized categories

Here is an example of how to manage the e-mails by moving them from the Inbox category to your personalized category.

1 Tap the arrow ▼ in the top right corner of the screen, and then tap Inbox.

The Inbox e-mail list screen appears.

2 Tap 🔳.

A check box appears to the left of the messages in the e-mail list.

3 Tap and select the check box of the e-mail messages you want to move.

4 Tap Move and tap the category to which you want to move your e-mail messages.

The e-mail messages you selected in step 3 are moved to the selected category.

To cancel the move

Tap Cancel in step 4 above.

Automatically categorizing (filtering) e-mail messages as they are downloaded

By setting a filter, you can automatically delete or categorize e-mail messages that meet your specified criteria as you receive them (see page 30).

Filters have a wide range of uses, including automatically deleting e-mail messages from undesired sources and automatically filing all e-mail traffic from a busy mailing list.

Transferring e-mails from your computer

You can transfer e-mails from your computer to your CLIÉ handheld and read them on your CLIÉ handheld's screen. You can also write a reply on your CLIÉ handheld and transfer it to your computer for sending.

Tip

You can have your e-mail fully synchronized between your CLIÉ handheld and computer during a HotSync operation, including:

– Deleting e-mail messages on your computer that you have deleted on your CLIÉ handheld.

– Having those e-mail messages on your computer marked as read that you have opened and saved to the Inbox category on your CLIÉ handheld.

See page 28 for details.

Compatibility with other e-mail software

When you use the following e-mail client software, you can transfer e-mails from your computer and store them on your CLIÉ handheld.

• Microsoft Outlook Express

• Microsoft Outlook 97/98/2000/2002

• Eudora 3.0.3 or later

Note

You can only transfer e-mails in the Inbox and Outbox folders on your computer and those in the Inbox and Outbox categories on your CLIÉ handheld. You cannot transfer e-mails stored in other locations.

Transferring e-mails from your computer

Changing your computer's e-mail client software settings

To transfer an e-mail from your computer to your CLIÉ handheld, follow the procedures below. If you are using Microsoft Outlook as your e-mail client software, you do not need to change any setting here.

When using Microsoft Outlook Express 5.0 or later

1 Click Start from the taskbar, point to Settings, and click Control Panel.

The Control Panel window appears.

If you have the Windows 2000/XP operating system on your computer, skip steps 1 and 2, and double-click the Internet Options icon.

2 Double-click the Internet icon.

The Internet Options dialog box appears.

3 Click the Programs tab.

4 Make sure that Outlook Express is selected in the E-mail drop down list of the Internet programs group.

5 Click OK.

The Internet setting for your computer is set to Microsoft Outlook Express.

6 Change the e-mail transfer setting on your CLIÉ handheld.

① Click the 🌀 icon in the Windows task tray, and then click Custom from the shortcut menu.

② Double-click CLIÉ Mail. Or, click Change after clicking CLIÉ Mail. The CLIÉ Mail window appears.

③ Choose Synchronize the files. Then from the Mail System drop-down list, select Micrsoft Outlook Express.

④ Click to select the Set as Default check box.

⑤ Click OK.

Transferring e-mails from your computer

When using Eudora Pro

1 Start Eudora Pro on your computer, and then click Options from the Tools menu.

The Options window appears.

2 Click MAPI in the left pane.

3 Click Always from Use Eudora MAPI server.

4 Click OK.

The Internet setting for your computer is set to Eudora Pro.

5 Change the e-mail transfer setting on your CLIÉ handheld.

① Click the 🗊 icon in the Windows task tray, and then click Custom from the shortcut menu.

② Double-click CLIÉ Mail. Or, click Change after clicking CLIÉ Mail. The CLIÉ Mail window appears.

③ Choose Synchronize the files. Then from the Mail System drop-down list, select Eudora Pro.

④ Click to select the Set as Default check box.

⑤ Click OK.

Transferring e-mails from your computer

Setting up your computer for HotSync e-mail transfers

Specify the e-mail client software and mail folders for use in the HotSync transfer.

1 Double-click the Palm Desktop for CLIÉ software icon on the Windows® desktop, or click Start, point to Programs (All Programs in Windows®), then Sony Handheld, and click Palm Desktop for CLIÉ.
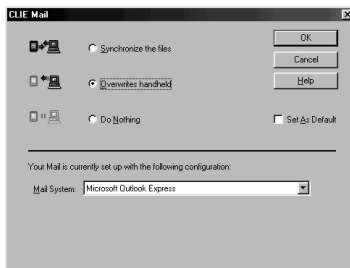The Palm Desktop for CLIÉ software starts.

2 Click Custom from the HotSync menu.

3 Double-click CLIÉ Mail.
Or click Change after clicking CLIÉ Mail.
The CLIÉ Mail window appears.

4 Click Synchronize the files or Overwrites handheld.
   • **Synchronize the files:** Synchronizes e-mails between your computer and CLIÉ handheld. (For detailed settings, see page 28.)
   • **Overwrites handheld:** Overwrites e-mails on the CLIÉ handheld with those on your computer.
   • **Do Nothing:** Does not allow e-mails to be synchronized between your computer and CLIÉ handheld during a HotSync operation.

5 Select the e-mail client software you use from the drop-down list.

6 Click OK.

7 Click Done.

Transferring e-mails from your computer

Setting up your CLIÉ handheld for HotSync e-mail transfers

When you select "Synchronize the files" in step 4 of "Setting up your computer for HotSync e-mail transfers" on page 27, you can specify various settings on transferring e-mails.

Note

Make sure you install the CLIÉ Mail application before following the steps below.

1 Tap Menu 🔢 on the e-mail list screen, and then tap Options, then HotSync Options.

The HotSync Options screen appears.

2 Select the type of e-mails to be transferred.
   • **All:** Transfers and synchronizes all e-mail messages on your computer and on your CLIÉ handheld. You can also specify how many day's worth of mail should be transferred.
   • **Send only:** Transfers e-mail messages in the Outbox category on your CLIÉ handheld to the Outbox folder of the e-mail client software on your computer.
   • **Filter:** Transfers e-mail messages that matches specific conditions. Specify the conditions under which messages are to be transferred, or not transferred.
   • **Unread:** Transfers unread e-mail messages on your computer to your CLIÉ handheld. You can also specify how many day's worth of mail should be transferred.

3 Tap OK.

Transferring e-mails from your computer

Transferring an e-mail

Place your CLIÉ handheld in the cradle, and then press the HotSync button on the cradle.

The HotSync operation starts and synchronizes your e-mail.

Advanced operations for CLIÉ Mail

Sorting e-mails according to specific conditions (filtering e-mail)

You can specify filters to automatically sort newly arrived mail into specific categories.

By setting a filter, you can refuse e-mail messages which meet specific conditions or sort e-mail messages, automatically sending them to a specific category.

1 Tap Menu 🔳 on the e-mail list screen, tap Options, and then tap Filters.

The Filters screen appears.

2 Tap New.

The Filter Editor screen appears.

3 Specify the filter setting.

- **Filter name:** Enter a name for the filter.
- **To:** Specify a trigger for the filter based on text in the e-mail's To, Subject, From, or CC fields.
- **Contains next strings:** Specify a trigger for the filter based on text in the body of the e-mail.
- **Retrieve:** Specify whether the filtered e-mail is to be received or refused.
- **Move to:** Specify the category to which the filtered e-mail is to be moved.

A filter setting for all mail with "CLIÉ" in the subject to be moved to the CLIÉ category when received.

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4 Tap OK.

5 To activate the filter, tap to select the check box of the desired filter.

The selected filter is activated.

6 Tap OK.

The e-mail list screen appears.

To temporarily cancel filtering

Tap to clear the check box of the filter in step 5 above.

To delete the filter

Tap Delete in step 4 above.

Tap OK when the confirmation dialog box appears.

Setting advanced e-mail receiving options

You can choose to receive only the e-mail header, which contains the from, subject, and date items, and just the first few lines of the text. You can then choose to receive the remainder of the e-mail text for messages you want to read the entire text. You can also specify the number of e-mail messages to be downloaded in a single connection.

Using this function, you can reduce telecommunication costs, but still get the messages you need.

1 Tap 📩 or 📩 on the e-mail list screen.

The Receive screen appears.

2 Select the number of text lines you want to receive in one connection.

- **All:** Downloads all of each e-mail message.
- **Headers + Bodies:** Downloads only the header, which contains the from, subject, and date items, and so on, and the beginning of the body text. You can specify the number of text lines you want to receive in one connection.

3 Select the number of e-mail messages you want to receive in one connection.

- **All:** Downloads all of your e-mail messages.
- **Most Recent:** Specifies the number of e-mail messages you want to download each time you connect. If the number of e-mail messages on your mail server is more than the specified number, you will only receive e-mail messages up to the specified number.

4 When you want to use several filters at the same time, tap to check Use Filters for each one.

When using filters together, you receive only the e-mail messages which meet the conditions of all the filters. For details about filtering e-mail messages, see page 30.

5 Tap OK.

If you have chosen to receive only part of an e-mail message

"Retrieve on next connecting" check box appears at the end of the text.
Tap to select this check box to receive the remainder of the message at next receiving.

Creating a signature

You can register a mail signature.

After registering your signature, you can add it automatically when you send e-mail messages.

1 Tap Menu 🔃 on the e-mail list screen, then Options, and then tap Signatures.

The Signatures screen appears.

2 Tap the arrow ▼, and then tap the type of signature.

You can register up to three signatures.

This function is convenient for using different signatures in different situations.

3 Enter the signature, and then tap OK.

The signature is automatically added to your e-mail messages.

To switch the signature

Tap the arrow ▼, and then tap the signature you want on the signature screen.

To cancel the adding of the signature

Tap the arrow ▼, and then tap No Signatures on the signature screen.

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Advanced operations for CLIÉ Mail

Setting display options

Selecting the sort order

In the CLIÉ Mail application, e-mail messages are displayed in order by date and time. You can also display e-mail messages by sender or subject.

Tap the column you want to sort by when displaying e-mail messages on the e-mail list screen.

E-mail messages are displayed in the selected order.

When you tap the same column again, e-mail messages are displayed in the reverse order.

Selecting the items displayed

In the CLIÉ Mail application, the sender, date, and subject are displayed for each e-mail message. However, you can select which items are to be displayed.

1 On the e-mail list screen, tap the arrow ▶ on the right side of the e-mail screen.

Arrow ▶
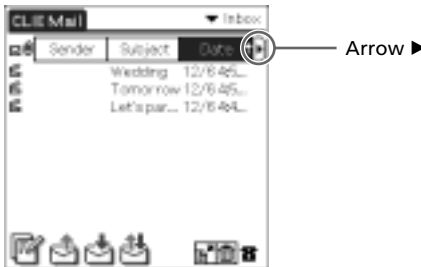
The Show Options dialog box appears.

2 Tap to select the check box next to the items you want to display on the e-mail list screen.

3 Tap OK.

The items you have selected are displayed.

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Advanced operations for CLIÉ Mail

Switching mail accounts

You can switch the mail account you are currently using and receive or send e-mails using up to 8 accounts with the CLIÉ Mail application.

Note

You can receive e-mails from all mail accounts at once, but you can only send e-mails from one account at a time. If you want to send an e-mail message from different account, switch to the account you want to use, and then send the e-mail message.

1 Tap Menu ▥ on the e-mail list screen, then Options, and then tap Accounts.

The Accounts screen appears.

2 Tap to select the check box of the account you want to activate.

3 To switch to the e-mail account you want to use to send a message, tap the desired account, and then tap Set to Outgoing Server.

The Outgoing server changes to that of the selected account.

4 Tap OK.

CLIÉ Mail menu items

The following items appear when you tap the MENU icon.

This section describes the menu commands specific to the CLIÉ Mail application. For the Edit menu, see the Operating Instructions manual supplied to your CLIÉ handheld.

E-mail list screen

Mail menu

Empty Trash
Deletes all e-mail messages stored in the Trash category.

Options menu

Accounts
Shows the Accounts screen.

Preferences
Shows the Preferences screen.

- **Server Timeout:** Specifies the length of the timeout interval to be used when connecting to the mail server.
- **Disconnect after send/receive:** Disconnects the connection immediately after the CLIÉ Mail application sends or receives e-mail messages.
- **Disconnect on Exit:** Disconnects the connection when you exit the CLIÉ Mail application.
- **Redial:** Specifies the number of redial attempts to be used when making a connection.

Signatures
Shows the Signature screen.

For details, see "Creating a signature" on page 33.

CLIÉ Mail menu items

Show Options

Shows the Show Options screen.

You can choose whether or not to display the subject, sender, and date and time. Tap to select the check box of items you want to display.

Filters

Shows the Filters screen.

For details, see "Sorting e-mails according to specific conditions (filtering e-mail)" on page 30.

HotSync Options

Changes the settings to be used for e-mail synchronization.

For details, see "Setting up your CLIÉ handheld for HotSync e-mail transfers" on page 28.

About CLIÉ Mail

Shows version information for the CLIÉ Mail application.

E-mail screen

Options menu

Go to Top

Shows the beginning of the e-mail list.

Go to Bottom

Shows the end of the e-mail list.

Font

Changes the fonts to be used on e-mail screen.

Address edit screen

Options menu

Lookup

Shows the Lookup screen.

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