

# Getting started

September 2008

## Email

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*Mail on the move*



Sony Ericsson

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# Instruction symbols

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## Instruction symbols

Instruction symbols that may appear in this Getting started guide:

	Tip
	Warning
	Note
	Indicates that a service or function is network- or subscription-dependent. Contact your network operator for details
>	Use the selection keys or the navigation key to scroll and select
	Press the navigation key up
	Press the navigation key down
	Press the navigation key left
	Press the navigation key right

# Introduction

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You can use standard email functions and your computer email address in your phone.

- ! Prior to use, please see important warranty information and terms for safe and efficient use separately provided. Please see the full User guide for important information, terms, and conditions regarding your use of this device and the features profiled in this guide.

## Before using email

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To send and receive email messages, you need:

- A phone subscription that supports data transmission. For more information contact your network operator.
- Internet settings in your phone. See the *Using the Internet* Getting started guide.
- An email account (POP3 or IMAP4). If you are going to use an email account included in your subscription, check with your network operator. Otherwise, check with your email service provider.

There are two ways to create an email account in your phone:

- Manually, by entering the settings in your phone
- Automatically, by receiving the settings from your email service provider using remote setup

- ! Your phone may contain email settings when you buy it. If not, make sure you have your network operator or service provider subscription information ready before you start setting up your email.

## Active email account

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You can create several email accounts and select which one is active. If you have more than one email account, a selection prompt appears each time you enter the email application.

### **To select the active email account**

1. From standby select **Menu > Messaging > Email > Settings > Accounts**.
2. Select an account.

## Entering email settings manually

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You can create an email account in your phone by entering the email settings manually. Before using the setup wizard, you need the account and settings information. You can contact your network operator regarding an email account included in your mobile phone subscription. Otherwise you should contact your separate email service provider.

You need the following information:

- Email address – the address that others use to send email messages to you. It always includes the '@' character.
- Email username – the name you use to log in to your email account. Depending on your email account, this may be the same as your email address, or a separate username.
- Email password – the password you use to log in to your email account.
- Incoming email server (POP3 or IMAP4). This identifies the server where your incoming email messages are stored (for example *mail.example.com*).

### **To create a POP3 email account manually**

1. From standby select **Menu > Messaging > Email > Settings > Accounts > Options > New account**.
2. Enter an Account name and select **OK**.
3. Scroll to the account and press **Options > Edit account > OK**.
4. Enter your account information. After you enter each item, select **OK**.
5. After selecting **OK** for port number, select **Back**.
6. Select **POP3** as reception server.
7. Set account options.
8. After selecting **OK** for port number, select **Back**.
9. Select **Yes**.

- ! Your email service provider may use additional settings in their email setup. If so, you need to edit your email account before you can use it. See *To change the email account settings* on page 4.

### **To create an IMAP4 email account manually**

1. From standby select **Menu > Messaging > Email > Settings > Accounts > Options > New account**.
2. Enter an Account name and select **OK**.
3. Scroll to the account and press **Options > Edit account > OK**.
4. Enter your account information. After you enter each item, select **OK**.
5. After selecting **OK** for port number, select **Back**.
6. Select **IMAP4** as reception server.

7. Set account options.
8. After selecting **OK** for port number, select **Back**.
9. Select **Yes**.

! Your email service provider may use additional settings in their email setup. If so, you need to edit your email account before you can use it. See *To change the email account settings* on page 4.

## Receiving email settings using remote setup

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You can create an email account in your phone automatically by remote setup. You can go to your email service provider's Web site or contact their support desk for more information and to request automatic remote setup. If remote setup is possible, you receive the settings in a text message.

### *To create an email account using remote setup*

1. Request remote setup from your email service provider.
2. When you receive the settings in a text message, select **Yes** to install the settings.

! Your email service provider may use additional settings in their email setup. If so, you need to edit your email account before you can use it.

### *To change the email account settings*

1. From standby select **Menu > Messaging > Email > Settings > Accounts**.
2. Scroll to an account and select **Options > Edit account**.

## Using email

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### *To write and send an email message*

1. From standby select **Menu > Messaging > Email > Write new**.
2. Scroll to **To:** and select **Add > Enter email addr**.
3. Enter the email address and select **OK**.
4. Scroll to **Subject** and select **Edit**.
5. Enter a subject and select **OK**.
6. Scroll to the empty editing frame and write your email message.
7. To add attachments, select **Insert** and select an item to add.
8. To send the message, select **Options > Send**.

### *To enter recipients to an email before sending*

1. To add more recipients, scroll to **To:**.
2. Select **Edit > Options** and select to add a recipient, add a recipient in copy or add a recipient in blind copy and select **OK**.
3. Select **Enter email addr**.
4. Enter the email address and select **OK > Done**.

### *To receive and view an email message*

1. From standby select **Menu > Messaging > Email > Inbox > Select**.
2. "No mail. Check for mail on server?" appears. Select **Yes**.
3. Scroll to the message and select **View**.

***To save an email message***

1. From standby select **Menu > Messaging > Email > Inbox**.
2. Scroll to the message and select **View > Options > Save message**.

***To reply to an email message***

1. From standby select **Menu > Messaging > Email > Inbox**.
2. Scroll to the message and select **Options > Reply**.
3. Write the reply and select **Options > Send**.

***To view an attachment in an email message***

- When viewing the message, select **Options > Attachments > Use > View**.

***To save an attachment in an email message***

- When viewing the message, select **Options > Attachments > Use > View > Save**.

***To delete an email***

1. From standby select **Menu > Messaging > Email > Inbox**.
2. Scroll to the message and select **Options > Delete**.

! Marked emails are deleted from the server the next time you connect.

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