

Getting started

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Email

Mail on the move



Sony Ericsson




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Introduction

Instruction symbols


The following instruction symbols appear in this Getting started guide:

	Indicates an important tip.
	Indicates an important note.
	Use a touch option or navigation key to scroll and select.

Before you use email

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

In order to send and receive email messages, you need the following:

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

Create an email account

To create an email account in your phone you can do one of the following:

- use the Setup wizard for email in your phone
- contact your email service provider for remote setup

You can create several email accounts and change which one is active. See *Change active email account* on page 4.

Use the setup wizard for email in your phone

Before you use the setup wizard

You may need the following information to create an email account using the setup wizard. If you are going to use an email account included in your mobile phone subscription, check with your network operator. Otherwise, check with your separate email provider:

- Email address. The address that others use to send email 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 an email account using the setup wizard

1. From standby select **Menu > Messaging > Email > Accounts**.
2. Scroll to **New account > Add**. The setup wizard opens.
3. Enter your name and select **Cont.**
4. Enter your email address and select **Cont.**
5. Enter the incoming server username and select **Cont.**
6. Enter the incoming server password and select **Cont.**
7. Select **Yes** to download settings for your account.
8. If you select not to download the settings, or if the download fails, you also need to do the following:
 - Enter connection type POP3/IMAP4 and select **Cont.**
 - Enter incoming server POP3/IMAP4 and select **Cont.**
 - Enter outgoing server (SMTP) and select **Cont.**

! Your email service provider may require additional settings. You then need to edit your email account before you can use it. See *Change email account settings* on page 3.

Contact your email service provider for remote setup

Check your email service provider's Web site for information or contact their support desk and ask about automatic remote setup of an email account. If remote phone setup is possible, they will send you auto setup via SMS. When you receive the text message, select **Yes** to install the settings for your email account.

Change email account settings

You can change the email account settings. The settings exist under four separate tabs.

To change the email account settings

1. From standby select **Menu > Messaging > Email > Settings**.
2. Scroll to a tab and select a setting to change.
 - **Download**
 - **Inbox size** – set the number of email messages that can be downloaded to the Inbox.
 - **Download S&R** – set how much information is downloaded in an email message, for example, headings only or headings and text.

- **Download limit** – set the maximum size of an email message that can be downloaded to the **Inbox**.
- **Check interval** – select how often to automatically check for new email messages.
- **Save to** – set where email messages should be saved, for example, to **Drafts** or the **Outbox**.
- **Allow connection** – select to automatically receive new email messages.
- **Push email** – select to turn push email on or off.
- **General**
 - **Your name** – set the name to appear in your email messages.
 - **Email address** – set your email address.
 - **Email alert** – set the alert sound for new messages.
 - **Signature** – set your signature, for example, “Best regards”.
 - **Reply-to-address** – set the address you want your email replies sent to.
 - **Account name** – set a name for your email account.
- **Incoming server**
 - **Connection type** – set the connection type for your incoming server, POP3 or IMAP4.
 - **Server address** – set your incoming POP3 or IMAP4 server address.
 - **Username** – set your account username. This is sometimes referred to as mailbox or incoming username.
 - **Password** – set your account password. This is sometimes referred to as mailbox or incoming password.
 - **Encryption** – set the security for your email account.
 - **Port** – set the incoming server port number.
- **Outgoing server**
 - **Server address** – set your outgoing SMTP mail server address.
 - **SMTP authentication** – select to enable SMTP authentication.
 - **Username** – set your outgoing username. Only required if your SMTP mail server requires authentication with a username that is different from the account username.
 - **Password** – set your outgoing password. Only required if your SMTP mail server requires authentication with a password that is different from the account password.
 - **Encryption** – set the security for your email account.
 - **Port** – set the outgoing server port number.

Change active email account

If you have several email accounts, you can change which one is active.


To change the active email account

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

Using email

To write and send an email message

1. From standby select **Menu > Messaging > Email > Write new**.
2. Select **Add > Enter email address**. Enter the email address and select **OK**.
3. Select **Edit** and enter a subject. Select **OK**.
4. Select **Edit** and enter the text. Select **OK**.
5. Select **Add** and select a file to attach.
6. Select **Continue > Send**.

 To enter more recipients, scroll to **To::** and select **Edit**. Scroll to an option and select **Add > Enter email address**. Enter the email address and select **OK**. When you are ready, select **Done**.

To receive and read an email message

1. From standby select **Menu > Messaging > Email > Inbox > Options > Send&rec**.
2. 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 **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 **OK**.
4. Select **Continue > Send**.

To view an attachment in an email message


- When you view the message, select **Options > Attachments > View**.

To save an attachment in an email message

- When you view the message, select **Options > Attachments > View > Save**.

To delete an email (POP3)

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

 Marked emails will be deleted when you next connect to your server.

To delete an email (IMAP4)

1. From standby select **Menu > Messaging > Email > Inbox**.
2. Scroll to the message and select **Options > Mark for deletion**.
3. Select **Options > Clear inbox**.

 Marked email messages will be deleted in the phone and on the server.

Using push email to automatically receive new emails

To use push email and automatically receive new emails you need the following:

- An IMAP4 email account where the email server supports IMAP IDLE. When your phone contacts the email server for the first time to send and receive new messages, your phone also automatically detects if your server supports push email.
- Email settings correctly set up in your phone.

To turn on push email notification

- From standby select **Menu > Messaging > Email > Settings > the Download tab > Push email.**

! When using push email, the phone stays connected to the email server and normal traffic rates apply. Contact your network operator for details.

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This Getting started guide is published by:

Sony Ericsson Mobile Communications AB,
SE-221 88 Lund, Sweden

Phone: +46 46 19 40 00

Fax: +46 46 19 41 00

www.sonyericsson.com

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