



# OneBridge<sup>®</sup> Real Time Server 4.1

## User Guide



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# Welcome to OneBridge<sup>®</sup> Real Time Server

Welcome to OneBridge Real Time Server. This section provides information about:

- **Real Time.** See page 1.
- **This guide.** See page 2.

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## About Real Time

Real Time is a personal information management (PIM) and messaging application that lets mobile business users access and use email and contacts anywhere, at any time.

Real Time fits easily into your organization's existing architecture, is extensible and scalable, and supports both current and future Web-enabled mobile devices.

Real Time lets you:

- Read, move, and delete incoming messages
- Compose and send new messages
- Reply to and forward messages
- Add new contacts to Contacts
- Search and browse for existing contacts

## About this guide

This manual provides you with a comprehensive guide to procedures and requirements for using Real Time:

- **Section 1** (this section) – overview of the Real Time manual
- **Section 2 on page 3** – how to use your device to operate Real Time and how to log in to Real Time
- **Section 3 on page 33** – how to view, compose, send, and organize messages
- **Section 4 on page 45** – how to add contacts, and search for and view contact information
- **Section 7 on page 69** – how to use the auto login and reminder features

# Getting started

This section outlines:

- **How mobile devices differ in functionality and how to use Real Time on them.** Real Time is optimized for each device type. It is important to be familiar with the use of your mobile device before working with Real Time. For simplicity, this manual presents generic instructions for using Real Time.

The following devices are discussed in this section:

- Palm and Palm OS wireless handheld devices on page 4
- Mobile phones that use the UPLink microbrowser on page 8
- Mobile phones that use the Nokia WAP-compliant microbrowser on page 13
- RIM Wireless Handhelds on page 17
- Pocket PC devices on page 21
- Internet Explorer and Netscape Navigator Web browsers on page 26



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**Tip** If you are familiar with your mobile device, you may proceed directly to “Starting Real Time” on page 29.

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- **How to start Real Time from your mobile device.** See “Starting Real Time” on page 29.

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## Palm functions

This section guides you through using Real Time on Palm handheld devices. This section reviews the following operations:

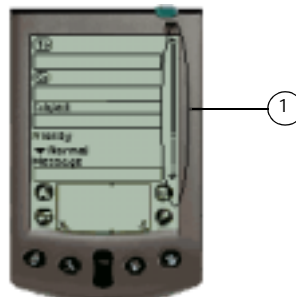
- Navigating Real Time
- Choosing menu items
- Clicking buttons
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

When using a Palm handheld device, you can perform all operations—including choosing options, clicking buttons, and scrolling through menu items—by touching the stylus to the screen of the device (tapping). You can use the stylus to highlight selections, enter text, navigate through menu items, and click buttons.

If all information does not fit on the display screen of the device, a scroll bar appears on the right side of the screen. Some screens in Real Time use scroll bars. Tap the stylus on the scroll bar to view different portions of the screen.

Figure 2-1: Palm handheld device and scrollbar



*1: The scrollbar on a Palm handheld device*

Palm handheld devices let you navigate through screens that you have already viewed in Real Time.




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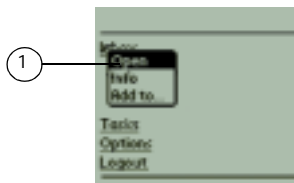
**Note** It is recommended that you use Real Time's navigation to move backward and forward through screens instead of using the leftward and rightward pointing arrows.

---

## Choosing menu items

A menu item appears as underlined text on the screen of your device. Choosing a menu item directs you to another screen in Real Time.

Figure 2-2: Menu items on a Palm handheld device



### 1. A menu item on a Palm handheld device

To choose a menu item

- Tap the menu item > Open.

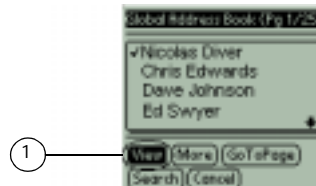
## Clicking buttons

Throughout Real Time, buttons appear at the bottom of the screen. Tapping the stylus on a button is the same as clicking the button. When you click a button, it appears shaded.

To click a button

- Tap a button with the stylus.

Figure 2-3: Buttons on a Palm handheld device



### 1. A clicked button appears highlighted.

## Entering text in text boxes

Text boxes let you enter information in Real Time. When you select a text box, you can enter text or edit its contents.

To enter text in a text box

- 1 Tap a text box.
- 2 Type text.

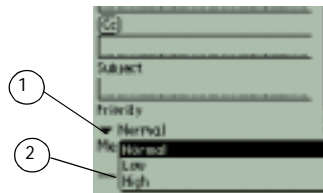
You can enter text using Graffiti handwriting or the keypad. For more information, see <http://www.palm.com/products/input/>.

## Choosing items from list boxes

Palm handheld devices use two types of list boxes:

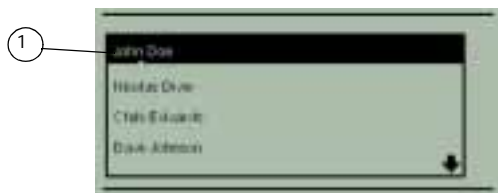
- **Drop-down list boxes** look similar to menu items, but are identifiable by a downward pointing arrow located on the left side. See Figure 2-4 on page 6.
- **List boxes** appear as a list of items. See Figure 2-5 on page 6.

Figure 2-4: Drop-down list boxes on a Palm handheld device



1. Tap a list box.
2. Choose an item.

Figure 2-5: List boxes on a Palm handheld device



1. Tap a list box item.



To choose an item from a drop-down list box

1 **Tap a list box.**

**If all items do not fit on one page, arrows appear at the top and bottom of the list. Click these arrows to navigate the list.**

2 **Tap an item.**

To choose an item from a list box

• **Tap a list box item.**

---

## Mobile phone functions (UP.Link microbrowser)

This section guides you through using Real Time on mobile phones that use the UP.Link microbrowser. This section reviews the following operations:

- Navigating Real Time
- Clicking buttons
- Choosing menu items
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

You navigate Real Time using the arrow keys on your mobile phone.

An arrow on the screen of your device indicates your location within Real Time. You scroll the arrow to a menu item, button, or field by clicking the arrow keys on your keypad. When the arrow points to an item, that item is highlighted. The location of the arrow keys on the keypad may differ depending on the type of mobile phone you have.

Figure 2-6: Mobile phone (UP.Link) arrow keys

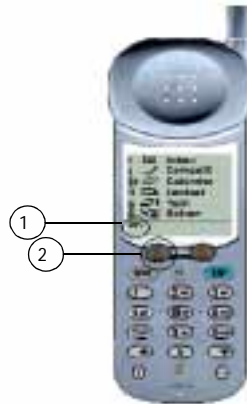


- 1. Numbered menu items with selection arrow*
- 2. Arrow keys*

All fields and menu items on the screen of your mobile phone are numbered. Information on your device screen that is not numbered is for display purposes only. You can use the number keys on your keypad to choose numbered menu items from the list.

**Clicking buttons** Most models of mobile phones have two buttons located directly below the screen. These buttons correspond to the commands located at the bottom of the screen, just above the buttons. When you press a button, Real Time performs the command displayed on the screen above that button.

Figure 2-7: OK button on mobile phones (UPLink)



1. *OK command*
2. *OK button*

Due to the limited size of the display on mobile phones, it is common for only two command buttons to be available at a time. When using a mobile phone, you access most available Real Time commands by clicking the Menu button.

The procedures in this manual are generic for most mobile devices. For example, when completing the following procedure on a mobile phone, you access the To command by clicking the Menu button.

Generic procedure

- 1 From the Main menu, choose Compose.
- 2 Click To.




---

**Note** For Step 2 using a mobile phone, you click the Menu button, choose the To menu item, and click OK.

---

- 3 Add recipients from the Recipient list.

The following table lists some common buttons that you will encounter on the screen of your mobile phone when using Real Time.

Button	This command lets you...
OK	Execute functions, such as choosing items from menus and list boxes. When using a mobile phone, you must press the OK button after every operation you perform.
Edit	Edit the highlighted field or text box
Menu	View available commands, additional fields, buttons, and options



---

**Note** It is not recommended that you use the Back button on mobile phones. Instead, use the Real Time navigation buttons.

---

## Choosing menu items

Menu items look similar to textual displays except, like all commands on an UP.Link microbrowser-enabled mobile phone, they are numbered on the screen of your device. Choosing a menu item directs you to another screen in Real Time.

Figure 2-8: Choosing menu items on a mobile phone (UP.Link)



1. Select a menu item (black triangle).
2. Press OK.

To choose a menu item

- 1 **Highlight a menu item on the screen.**

Scroll using the arrow keys until the arrow appears to the left of the chosen menu item.



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**Tip** You can also use the keypad to type the number corresponding to the menu item.

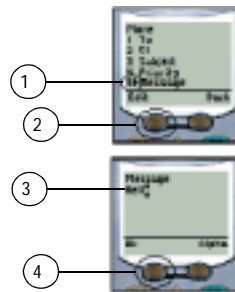
---

- 2 Press the OK button.

## Entering text in text boxes

Text boxes look similar to menu items. Choosing a text box directs you to another screen where you can type a text entry.

Figure 2-9: Entering text on a mobile phone (UP.Link)



1. *Select a menu item (black triangle).*
2. *Press Edit.*
3. *Type the text.*
4. *Press OK.*

To enter text in a text box

- 1 **Highlight a text box on the screen.**
- 2 **Press the Edit button.**
- 3 **Type text using the keypad on your device.**
- 4 **Press the OK button.**

## Choosing items from list boxes

List boxes look similar to text boxes and menu items. When you choose a list box, the items in the list appear on the screen. You can then use the arrow keys to select an item from a list.

Figure 2-10: Using list boxes on a mobile phone (UPLink)



1. *Highlight an item.*
2. *Press OK.*

To choose an item from a list box

- 1 **Highlight the list box.**
- 2 **Press the Edit button.**  
The contents of the list box appear on screen.
- 3 **Highlight an item in the list.**
- 4 **Press the OK button.**



---

**Tip** After you have pressed OK, you can edit your selection by pressing the Edit button.

---

## Mobile phone functions (Nokia microbrowser)

This section guides you through using Real Time on mobile phones that use the Nokia WAP-compliant microbrowser. This section reviews the following operations:

- Navigating Real Time
- Clicking buttons
- Choosing menu items
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

You navigate Real Time using the arrow keys on your mobile phone.

Reverse video (white text on a black background) on the screen of your device indicates your location within Real Time. You scroll the selection to a menu item, button, or field by clicking the arrow keys on your keypad. The current link or item is highlighted. The location of the arrow keys on the keypad depends on the type of mobile phone you have.

### Clicking buttons

Most models of mobile phones have two buttons located directly below the screen. These buttons correspond to the commands located at the bottom of the screen, just above the buttons. When you press a button, Real Time performs the command displayed on the screen above that button.

Due to the limited size of the display on mobile phones, it is common for only two command buttons to be available at a time.

The following table lists some common buttons that you will encounter on the screen of your Nokia mobile phone when using Real Time.

Button	This command lets you...
Link	Go to the selected link. This is how you choose underlined menu items and buttons.
Edit	Edit the highlighted text box on the screen of your device
List	View the contents of a list box
Select	Select the highlighted list item
OK	End text editing or list item selection



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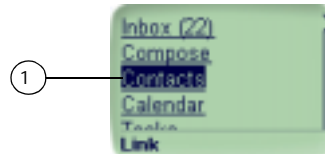
**Note** It is not recommended that you use the Back button on mobile phones. Instead, use the Real Time navigation buttons.

---

## Choosing menu items

A menu item appears as underlined text on the screen of the device. Choosing a menu item directs you to another screen in Real Time.

Figure 2-11: Choosing menu items on a mobile phone (Nokia)



*1. A highlighted menu item on the screen of a Nokia phone*

To choose a menu item

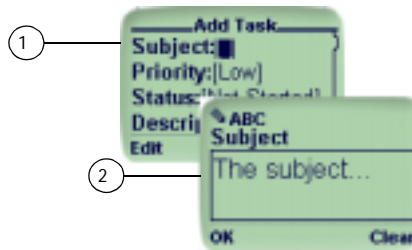
- 1 Use the arrow keys to navigate to a menu item.  
The menu item appears in reverse video, indicating that it is selected.
- 2 Click the Link button.



## Entering text in text boxes

You can identify text boxes by the brackets that surround them. When you select a text box, you can enter text or edit its contents.

Figure 2-12: Entering text on a mobile phone (Nokia)



1. Screen to select a text box: click *Edit*.
2. Screen to edit text.

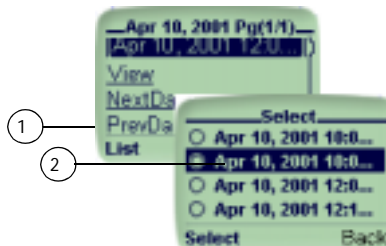
To enter text in a text box

- 1 Use the arrow keys to navigate to a text box.
- 2 Click the *Edit* button.
- 3 Type text using the keypad on your device.
- 4 Press the *OK* button.

## Choosing items from list boxes

A list box is distinguished from a text box by brackets surrounding the list. When the list box is selected, the left phone button changes to *List*. Choosing a list box reveals a list of items.

Figure 2-13: Using list boxes on a mobile phone (Nokia)



1. Screen to select a list box: click *List*
2. Contents of a list box

## Getting started

To choose an item from a list box

- 1 **Use the arrow keys to navigate to a list.**
- 2 **Click the List button.**
- 3 **Click the Select button to select an item in the list.**  
The radio button changes to selected (filled), indicating that item is chosen.
- 4 **Click the OK button.**

---

## RIM device functions

This section guides you through using Real Time on RIM Handheld devices. This section reviews the following operations:

- Navigating Real Time
- Choosing menu items
- Clicking buttons
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

When using a RIM device, use the trackwheel to move between menu items, highlight and select options, and click buttons. The trackwheel is on the right-hand side of your device. You can use it to move the cursor on the screen of your device. When the cursor moves over an menu item, text box or list, a box forms around it, indicating that it is highlighted. You can press the wheel to choose a highlighted item. For the purpose of this manual, pressing the wheel is called *clicking*

Figure 2-14: RIM Handheld devices: trackwheel



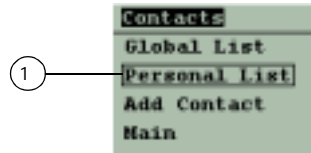
*1. The trackwheel is located on the right side of a RIM device.*

RIM Handheld devices let you navigate screens that you have already viewed in Real Time. To move backward in Real Time, click the trackwheel and choose Back from the list of options. To move forward in Real Time, click the trackwheel and choose Forward from the list of options.

## Choosing menu items

A menu item appears as text on the screen of the device. Choosing a menu item directs you to another screen in Real Time.

Figure 2-15: Choosing menu items on a RIM device



1. A *highlighted menu item on the screen of a RIM device*

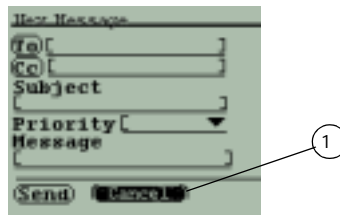
To choose a menu item

- 1 **Highlight a menu item.**  
A box appears around the menu item, indicating that it is highlighted.
- 2 Click the trackwheel to open the menu.
- 3 Select and click the GoToLink menu item.

## Clicking buttons

Buttons may also appear at the bottom of the screen. You must highlight a button to select it. When highlighted, a button appears shaded.

Figure 2-16: Clicking buttons on a RIM device



1. A *highlighted button on the screen of a RIM device*

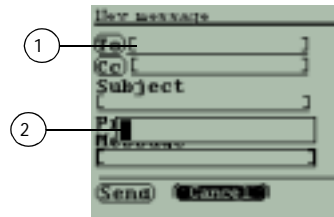
To click a button

- 1 **Highlight a button.**
- 2 Click the trackwheel to open the menu.
- 3 Select and click the GoToLink menu item.

## Entering text in text boxes

Text boxes are identified by the brackets that surround them. When you select a text box, you can enter text or edit its contents

Figure 2-17: Entering text on a mobile phone



1. *Text box*
2. *Editable text box*

To enter text in a text box

- 1 Highlight a text box.
- 2 Start typing using the keypad on your RIM Handheld device.




---

**Tip** You can also click the trackwheel and choose Edit.

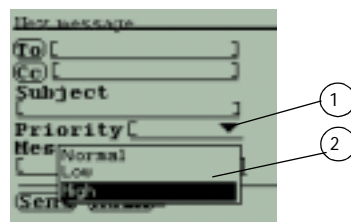
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- 3 Click the trackwheel.

## Choosing items from list boxes

A list box is distinguishable from a text box by a downward pointing arrow located on the right-hand side. Choosing a list box reveals a list of items.

Figure 2-18: Using list boxes on a RIM device



1. *An arrow indicates that a field is a list box.*
2. *Contents of a list box*

## Getting started

To choose an item from a list box

- 1 **Highlight the list.**
- 2 **Click the trackwheel to open the menu.**
- 3 **Select and click the ShowList menu item.**  
The contents of the list appear on screen.
- 4 **Highlight an item in the list.**
- 5 **Click the trackwheel.**

---

## Pocket PC functions

This section guides you through using Real Time on Pocket PC devices. This section reviews the following operations:

- Navigating Real Time
- Choosing menu items
- Clicking buttons
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

When using a Pocket PC device, you perform all operations by touching the screen with a stylus (tapping).

When the page is larger than the screen can display, a scroll bar displays to the right-hand side of the screen. You can move the scroll bar to see the rest of the page.

Figure 2-19: Navigating Real Time

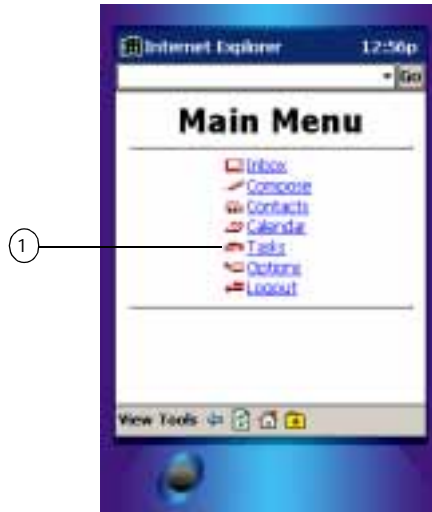


1. A scroll bar on a Pocket PC

## Choosing menu items

A menu item appears as a link in a Web browser. Choosing a menu item follows the link.

Figure 2-20: Choosing menu items on a Pocket PC



### *1. A menu item on a Pocket PC*

To choose a menu item

- Tap the link.



**Clicking buttons** Buttons in the browser on a Pocket PC are similar to those in a Windows desktop application. However, instead of clicking them using a mouse, you tap them using a stylus.

Figure 2-21: Clicking buttons on a Pocket PC



*1. A button on a Pocket PC*

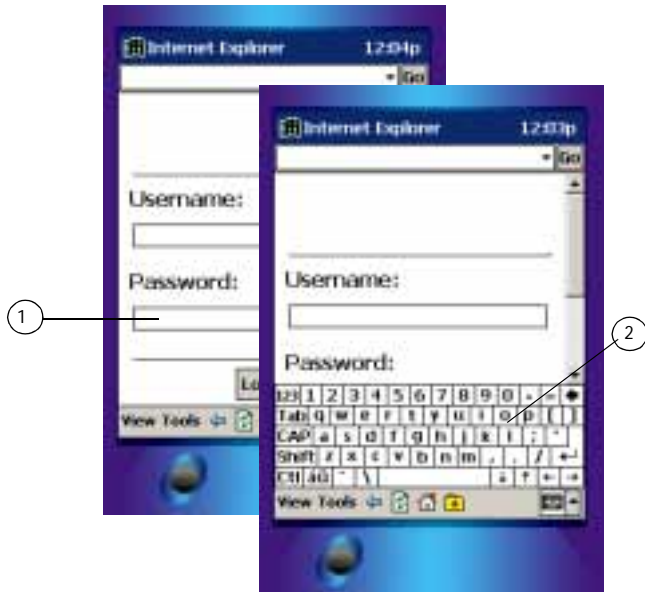
To click a button

- **Tap the button.**

## Entering text in text boxes

Text boxes in a Web browser on a Pocket PC are similar to those in a Windows desktop application. However, a Pocket PC does not have a keyboard, so you must tap the letters on the on-screen keyboard.

Figure 2-22: Entering text in text boxes on a Pocket PC



- 1. Tap the text box.*
- 2. Tap characters on the on-screen keyboard*

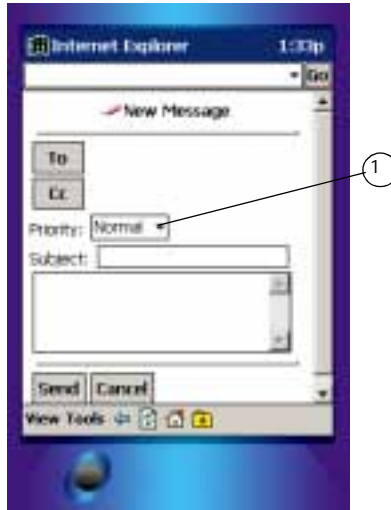
To enter text in a text box

- 1 Tap a text box.
- 2 Tap characters on the on-screen keyboard.

## Choosing items from list boxes

List boxes in a Web browser on a Pocket PC are similar to those in a Windows desktop application. However, instead of clicking them using a mouse, you tap them using a stylus.

Figure 2-23: Choosing items from list boxes on a Pocket PC



### *1. A list box on a Pocket PC*

To choose an item from a list box

- **Tap the list box, and tap a list item.**

---

## Web browser functions

This section guides you through using Real Time on Web browsers, such as Internet Explorer or Netscape Navigator. This section reviews the following operations:

- Navigating Real Time
- Choosing menu items
- Clicking buttons
- Entering text in text boxes
- Choosing items from list boxes

### Navigating Real Time

Web browsers have many advantages over smaller Web-enabled devices, such as RIM handheld devices. These advantages include:

- **Larger screen size.** Most often, you view HTML pages using a Web browser on a desktop PC. Real Time can display more information on the screen of a desktop monitor than on the screen of a smaller Web-enabled device.
- **HTML browsing,** including:
  - **Frame capability.** Real Time displays the Main menu in a toolbar on the side of the screen. This lets you access it at any time.
  - **Single-click.** Unlike many handheld devices, you need only to click list items instead of first choosing, then clicking them.

Figure 2-24: Navigating Real Time in a Web browser



1. The Main menu appears in a toolbar on the side of the screen.

**Choosing menu items** A menu item appears as a link in a Web browser. Choosing a menu item follows the link.

Figure 2-25: Choosing menu items in a Web browser



1. A menu item in a Web browser

**Clicking buttons** Buttons in a Web browser are similar to those in a Windows desktop application.

Figure 2-26: Clicking buttons in a Web browser



1. A button in a Web browser

## Entering text in text boxes

Text boxes in a Web browser are similar to those in a Windows desktop application.

Figure 2-27: Entering text in text boxes in a Web browser



1. A text box in a Web browser

## Choosing items from list boxes

List boxes in a Web browser are similar to those in a Windows desktop application.

Figure 2-28: Choosing items from list boxes in a Web browser



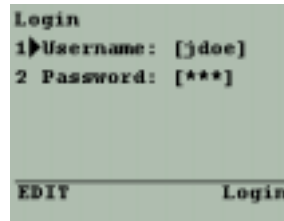
1. A list box in a Web browser

---

## Starting Real Time

Now that you are familiar with Real Time's standard operations, you are ready to start using Real Time.

Figure 2-29: Login screen



Logging in to Real Time takes you to the Main menu. From the Main menu, you can access all other features. When you are finished using Real Time, you must log out to exit.



---

**Note** For Domino, use the Short Name field to specify the username for authentication.

---

To log in to Real Time

- 1 Enter the Real Time URL in your mobile browser.



---

**Tip** If you add a bookmark to the Real Time site in your browser, you do not have to type the URL each time you start Real Time from your device.

---

- 2 From your portal, choose Real Time.
- 3 Type your user name.
- 4 Type your password.  
You can edit your user name and password by clicking Edit.

5 Click Login.

If you have created a user profile, the following screens appear:

- **Profile Password.** The profile contains information about one mail server. This screen appears if you have not specified a password for the profile.

Type your password for the mail server. Real Time authenticates you against the mail server that you specified in the profile.

- **Available Profiles.** User profiles contain information about which mail server to use.

Choose which profile to use. The Profile Password screen appears. Type your password for the mail server, if necessary. Real Time authenticates you against the mail server.

The Main Menu screen appears.

For information about using and managing user profiles, see “User profiles” on page 75.



---

**Note** If you enable the auto login feature, you can start Real Time without logging in. For more information about the auto login feature, see “Auto login” on page 70.

---

To log out of Real Time

- From the Main menu, choose Logout.



## Exchange Username field

Real Time for Exchange allows the user to enter the following information in the Username field:

- **NT Username** - The Exchange Server NT Domain name will be used from the metabase settings or the Params field. Alias value is used from the Params field or is assumed to be the same as the NT Username.
- **NT Domain\NT Username** - The Exchange Server will be used from the metabase settings or the Params field. Alias value is used from the Params field or is assumed to be the same as the NT Username.
- **NT Domain\NT Username\Exchange Alias** - The Exchange Server will be used from the metabase settings or the Params field.
- **NT Domain\NT Username\Exchange Alias\Exchange Server** - All Real Time metabase configuration settings and Params field are ignored.



---

**Note** Values specified in the username field override any metabase settings or parameters that are specified using the Params field.

---

Getting started

# Managing messages

Real Time lets you access many messaging features available in your mail server.

In this section, you will learn how to:

- **View messages.** See “Viewing messages” on page 33.
- **Compose, reply to, forward, and delete messages.** See:
  - “Composing messages” on page 36
  - “Replying to messages” on page 39
  - “Forwarding messages” on page 40
  - “Deleting messages” on page 40
- **Use the recipient list to add recipients to messages.** See “Using the recipient list” on page 41.

---

## Viewing messages

You can:

- **View** messages from your Inbox
- **Sort** messages by either the date received, the person who sent it, or the priority
- **Filter** or **Find** messages to view only the ones that meet certain criteria, such as from a particular person or with a certain priority. Filtering differs from sorting in that it hides the messages that do not meet the criteria.



---

**Note** An exclamation mark (!) is displayed in front the subject of High Priority email messages.

---

The complete message header or message body (with selected headers) appear on two separate screens. You can view either the header or the

message directly from the Inbox list. You can access many operations, such as forwarding and replying to messages, from both the Message Header and the Message Body screens. For more information, see “Replying to messages” on page 39 and “Forwarding messages” on page 40.

To view a message in the Inbox

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Msg (that is, “Message”).

This displays the Message Body screen, which includes selected headers.

If the message contains attachments, the headers include attachments.

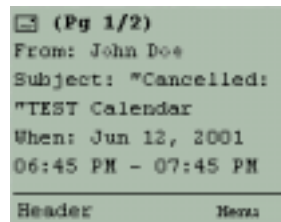


---

**Note** The attachments feature is available only on Pocket PC devices and desktop Web browsers, such as Internet Explorer and Netscape Navigator.

---

Figure 3-1: Message Body screen



---

**Tip** You can go directly to the Message Header screen from the Message Body by clicking Header.

---

To view a message header

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Header.

This displays the Message Header screen.

If the message contains attachments, the headers include attachments.




---

**Note** The attachments feature is available only on desktop Web browsers such as Internet Explorer and Netscape Navigator.

---

Figure 3-2: Message Header screen




---

**Tip** You can go directly to the Message Body screen from the Message Header by clicking Msg.

---

To sort messages

- 1 From the Main menu, choose Inbox.
- 2 Click the Find & Sort button.
- 3 Choose Sort By.
- 4 Click Edit.
- 5 Choose one of the following:
  - Received
  - From
  - Priority

To filter messages

- 1 From the Main menu, choose Inbox.
- 2 Click the Find & Sort button.
- 3 Choose one or more of the following and enter the criteria to sort by:
  - From
  - Subject
  - Priority
- 4 Click Apply.

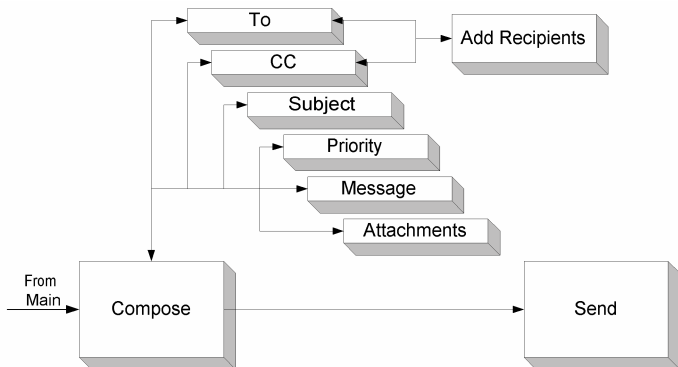
Your Inbox appears with only the messages that match the filter displayed.

---

## Composing messages

Real Time lets you compose and send messages from your mobile device. You can access the compose feature from either the Main menu or the Inbox.

Figure 3-3: Composing messages



To compose a message

- 1 From the Main menu, choose Compose.

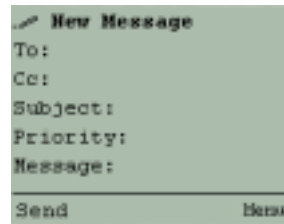



---

**Tip** You can also click Compose from the Inbox.

---

Figure 3-4: Compose screen



- 2 Click To.




---

**Note** You can add To, CC, Subject, Priority, Message, and Attachment information in any order. The order in this procedure is recommended.

---

- 3 Add recipients from the recipient list.  
For information about adding recipients, see “Adding recipients to messages” on page 41
- 4 Click Subject.
- 5 In the Subject text box, type a subject.
- 6 Click Priority.
- 7 Choose one of the following priorities:
  - Low
  - Normal
  - High
- 8 Click Attachment.  
You can add one or more attachments from this screen.  
For more information, see “Adding attachments” on page 38.
- 9 Click Message.
- 10 In the Message box, type text.
- 11 Click Send.

## Adding attachments

If you are sending email from a platform that supports it, you can attach files to your emails.

Currently, adding attachments is supported on Web browsers only; that is, on Netscape Navigator and Internet Explorer.

To add attachments

- 1 From the Main menu, choose Compose.



---

**Tip** You can also click Compose from the Inbox.

---

- 2 Click Attachment.  
The Attachment screen appears.
- 3 In the File text box, type the path to and name of the file you want to attach, or click Browse to choose a file.  
The file name and bite size appear in the Attachments List.
- 4 Click Add.
- 5 Repeat steps 3 and 4 for any additional files you want to attach.
- 6 Click Done.

## Removing attachments

You can remove attachments once you have added them.

To remove attachments

- 1 In the Attachments List, click Remove beside the attachment file name.  
The Remove Attachment confirmation screen appears.
- 2 Click Yes.

## Forwarding attachments to a third party for conversion

You can forward your messages to a third party for conversion.



---

**Note** This feature is supported only on mobile devices, not on PC Web browsers such as Netscape Navigator and Internet Explorer.

---

You must set the email address where you want your email to be forwarded. For more information, see “Attachments” on page 70.



To forward your attachments to a third party for conversion

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Msg or Header.
- 4 Click Attcmts (Attachments).

A status message is returned, indicating the attachments that were forwarded on for processing.

The third-party conversion engine will send the contents of the attachments back to you in an email message.

---

## Replying to messages

You can reply to messages from the Inbox. You can reply to either the sender or all recipients of a message.

To reply to a message

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Msg or Header.
- 4 Click one of the following:
  - **Reply.** The name of the sender automatically populates the recipient list in the new message.
  - **Reply All.** The names of the sender and all recipients automatically populate the recipient list in the new message.
- 5 Follow steps 4-11 from the “To compose a message” procedure on page 37.

## Forwarding messages

You can forward messages from the Inbox.

To forward a message

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Msg or Header.
- 4 Click Forward.
- 5 Follow steps 2-11 from “To compose a message” on page 37.



---

**Note** If you forward a message that has an attachment, the attachment is forwarded as well.

---

---

## Deleting messages

You can delete messages from the Inbox. Deleting a message moves it to the Deleted Items folder in Microsoft Outlook or to the Trash folder in Lotus Notes.

To delete a message

- 1 From the Main menu, choose Inbox.
- 2 Choose a message.
- 3 Click Msg or Header.
- 4 Click Delete.  
A message appears to confirm that you want to delete the message.
- 5 Click Yes.



---

**Note** Web browser interfaces such as Microsoft Internet Explorer and Netscape Communicator allow multiple messages to be deleted at once.

---

---

## Using the recipient list

You can use the recipient list when you are:

- Composing, replying to, and forwarding messages
- Scheduling and editing meetings

The recipient list lets you add any number of recipients from Contacts to your message or meeting request. For information about Contacts, see “Using and managing contacts” on page 45.

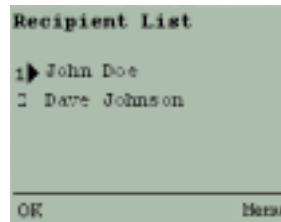



---

**Tip** It is strongly recommended that you keep your recipient list small, as large recipient lists can overload devices, such as certain mobile phones, that have a limited amount of memory.

---

Figure 3-5: Recipient List screen



The recipient list displays the names of all recipients you have attached to your message or meeting request. If there are no recipients, you can add some when composing a new message or forwarding a message. When scheduling meetings and replying to messages, Real Time directs you to the recipient list, where you can view and edit the current recipients.

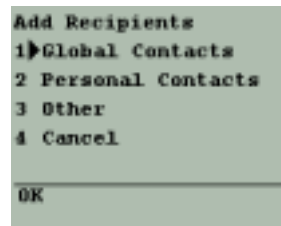
### Adding recipients to messages

You can add recipients to a message from Contacts, or you can add recipients who are not in either contacts list.

To add a recipient from Contacts

- 1 Compose a message.  
See “To compose a message” on page 37.
- 2 In the Recipient List screen, click Add.
- 3 In the Add Recipients screen, choose Contacts.

Figure 3-6: Add Recipients screen



The Search screen appears.

- 4 Type in a first name or last name to search, or click Browse to browse your contacts.



---

**Tip** You can also search by name fragments. For example, entering a “J” in the First Name text box returns all first names beginning with a “J.”

---

- 5 Click OK.  
The name appears in the recipient list.

To add a recipient who is not in Contacts

- 1 **Compose a message.**  
See “To compose a message” on page 37.
- 2 In the Recipient List screen, click Add.
- 3 In the Add Recipients screen, choose Other.  
The Add Other Recipient screen appears.
- 4 Type an email address in the Email box.
- 5 Click OK.  
The email address appears in the recipient list.

## Removing recipients from messages

You can remove any of the recipients from the recipient list before you send a message. The recipient list must contain at least one name to send a message.

To delete a recipient from a message

- 1 **Compose a message.**

See “To compose a message” on page 37.

- 2 **From the recipient list, choose a recipient.**

- 3 **Click Remove.**

A message appears to confirm that you want to delete the recipient from the list.

- 4 **Click Yes.**



# Using and managing contacts

Real Time lets you view lists of contacts and maintain your own list of contacts. A contact list contains information, including names, address, fax and phone numbers, and email addresses.

In this section, you will learn how to:

- **Search and browse Contacts.** See “Searching and browsing contact lists” on page 46.
- **View contact details.** See “Viewing contact details” on page 47.
- **Dial contacts and send email** directly to a contact from Contacts. See “Dialing contacts” on page 48 and “Emailing contacts” on page 49.
- **Add contacts to, edit contacts, and delete contacts from Contacts.** See “Adding contacts” on page 49, “Editing contacts” on page 50, and “Deleting contacts” on page 51.

---

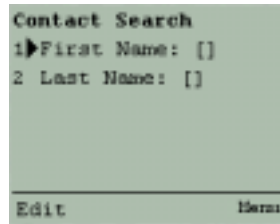
## Searching and browsing contact lists

Real Time lets you search for contacts by first and last name and browse the contents of your Contacts. When you browse a contacts list, you view a list of contact names.

To search Contacts

- 1 From the Main menu, choose contacts.  
The Contact Search screen appears.

Figure 4-1: Searching contacts



- 2 Type one or both of the following:
  - First name
  - Last name
- 3 Click OK.  
The search results appear in the search results list. If no matches are found, a message appears to inform you.



---

**Tip** You can also search by name fragments. For example, entering a “J” in the First Name text box returns all first names beginning with a “J”.

---

To browse Contacts

- 1 From the Main menu, choose Contacts.  
The Contact Search screen appears.
- 2 Click Browse.  
A list of names contained in the contact list appears.



Figure 4-2: Browsing contacts



---

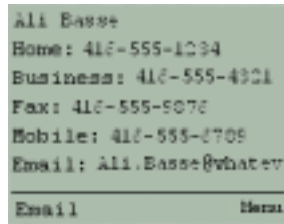
## Viewing contact details

You can view the details of any contact. The contact details can include information such as the name, address, email, phone number, and fax number of the contact.

To view the contact details

- 1 **Search or browse a contact list.**  
See “To search Contacts” on page 46 or “To browse Contacts” on page 46.
- 2 **Click View.**  
The Contact Details screen appears.

Figure 4-3: Viewing contact details



---

**Tip**

After viewing contact details, you can also:

- **Dial** the contact. See “Dialing contacts” on page 48.
  - **Email** the contact. See “Emailing contacts” on page 49.
- 

---

## Dialing contacts

If you are using Real Time on a mobile phone, you can call a contact directly from the contact details.

To call a contact

- 1 **View the contact details.**  
See “To view the contact details” on page 47.
- 2 **Click Call.**  
The phone numbers included in the contact details appear.
- 3 **Choose a phone number from the list.**



---

**Tip**

You can change the phone number before dialing it by clicking Edit and entering a new number.

---

- 4 **Click Dial.**



---

**Note**

This feature is not supported on all mobile phones.

---

---

## Emailing contacts

You can compose an email message to a contact directly from the contact details.

To send an email message to a contact

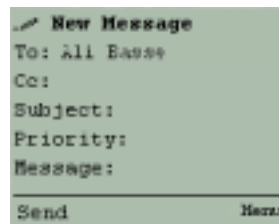
- 1 View the contact details.

See “To view the contact details” on page 47.

- 2 Click Email.

The New Message screen appears. The name of the contact automatically populates the recipient list in the new message.

Figure 4-4: Contact name in the recipient list



- 3 Follow steps 4-11 from “To compose a message” on page 37.

---

## Adding contacts

You can add contact information to Contacts, including:

- First and last name
- Company name
- Email address
- Home phone number
- Business phone number
- Mobile phone number
- Fax number

Figure 4-5: Adding contacts to Contacts



To add a contact

- 1 From the Main menu, choose Contacts.
- 2 Choose Add Contact.  
The Add/Edit screen appears.
- 3 Type text in some or all of the following text boxes:
  - First Name
  - Last Name
  - Company
  - Email
  - Home
  - Business
  - Fax
  - MobileOnly a first, last, or company name is required.
- 4 Click OK.

---

## Editing contacts

Real Time lets you change contact information in your Contacts.

To edit a contact

- 1 View the contact details.  
See “To view the contact details” on page 47.
- 2 Click Edit.  
The Add/Edit screen appears.
- 3 Edit the contact information.
- 4 Click OK.

---

## Deleting contacts

Real Time lets you delete contacts.

To delete a contact

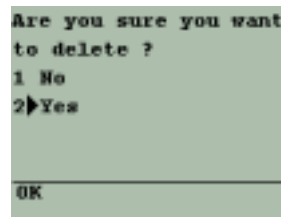
- 1 View the contact details.

See “To view the contact details” on page 47.

- 2 Click Delete.

A message appears confirming that you want to permanently delete the contact from the list.

Figure 4-6: Delete confirmation screen



- 3 Click Yes.
- 4 Click OK.



# Managing meetings

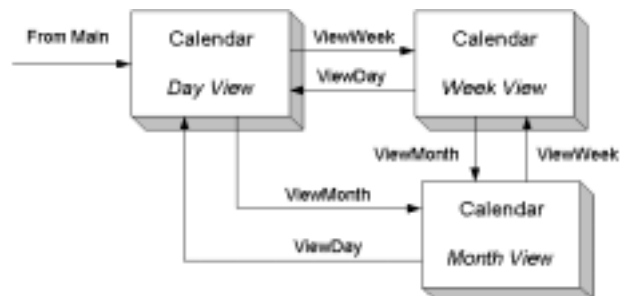
Real Time has a calendar that lets you keep track of all of your meetings. You can schedule meetings in your calendar and change, delete, and send meeting reminders for all meetings that you schedule. You can also schedule meetings with contacts from Global Contacts.

In this section, you will learn how to:

- **View a list of meetings in your calendar.** You can view the list either by days, weeks, or months. See “Viewing Day View” on page 54, “Viewing Week View” on page 55, and “Viewing Month View” on page 56.
- **Schedule meetings** in your calendar or from a list of contacts. See “Scheduling meetings” on page 57.
- **View meeting details.** See “Viewing details of meetings” on page 59.
- **Edit meetings.** See “Editing details of meetings” on page 60.
- **Cancel meetings.** See “Canceling meetings” on page 61.
- **Use the meeting reminder.** See “Enabling meeting reminders” on page 61.

When you view the calendar, a list of meetings for the current date appears. However, you can also view the meetings for the current week or month.

Figure 5-1: Viewing calendars

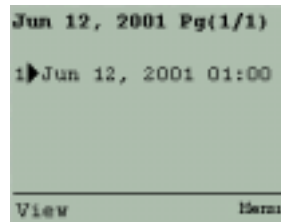


---

## Viewing Day View

When you view the calendar, the Day View appears by default, displaying a list of meetings for the current date. You have the ability to view previous and upcoming meetings on a daily, weekly, or monthly basis.

Figure 5-2: Day View screen



To view the Day View

- From the Main menu, choose Calendar.  
The Day View screen appears, displaying a list of meetings scheduled for the current date. The selected appointment scrolls to reveal the subject.



- 
- Tip** You can also access the Day View by:
- Clicking Today from the Week View and Month View screens to access the Day View for the current date
  - Clicking ViewDay from the Week View and Month View screens to access the Day View for the date of a selected appointment
- 

To view the previous or next day

- 1 View the Day View.
- 2 Click one of the following buttons:
  - NextDay
  - PrevDay

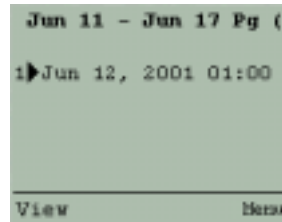


---

## Viewing Week View

The Week View lets you view all meetings scheduled within the span of an entire week. You can also view meetings scheduled in upcoming and previous weeks.

Figure 5-3: Week View screen



To view the Week View

- 1 From the Main menu, choose Calendar.  
The Day View screen appears.
- 2 Click ViewWeek.



---

**Tip** You can also click ViewWeek from the Month View screen.

---

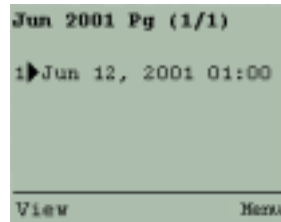
To view the previous or next week

- 1 View the Week View.
- 2 Click one of the following buttons:
  - NextWeek
  - PrevWeek

## Viewing Month View

The Month View lets you view all meetings scheduled within the span of the current month. You can also view meetings scheduled in the upcoming and previous months.

Figure 5-4: Month View screen



To view the Month View

- 1 From the Main menu, choose Calendar.  
The Day View screen appears.
- 2 Click ViewMonth.



---

**Tip** You can also click ViewMonth from the Week View screen.

---

To view the previous or next month

- 1 View the Month View.
- 2 Click one of the following buttons:
  - NextMonth
  - PrevMonth

---

## Scheduling meetings

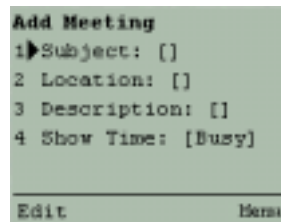
Real Time lets you schedule meetings and add them to your calendar. You can specify the details of a meeting, including the date, subject, location, start time, duration, and attendees.

You can schedule a meeting with a contact directly from the contact detail in Global or Personal Contacts. The contact is automatically added to the recipient list, but you can also add additional attendees. When you schedule a meeting, email meeting requests are sent to all recipients.

To schedule a meeting

- 1 From the Main menu, choose Calendar.  
The Day View appears.
- 2 Click Add.  
The Add Meeting screen appears.

Figure 5-5: Add Meeting screen

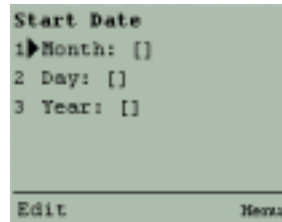


*In the Add Meeting screen, you can edit the Subject, Location, Description, or Show Time fields.*

- 3 Choose a field.
- 4 Click Edit.

- 5 Type text in the following text boxes:
  - Subject
  - Location
  - Description
- 6 Repeat until you have filled in all the fields you want.
- 7 From the Show Time list box, choose one of the following values:
  - Busy
  - Free
  - Out Of Office
  - Tentative
- 8 When you have finished editing, click OK.  
The Start Date screen appears.

Figure 5-6: Start Date screen



- 9 Type text in the following text boxes:
  - Month
  - Day
  - Year
  - Hour
  - Minute
- 10 Click OK.  
The Duration screen appears.
- 11 Type text in the following boxes:
  - Hours
  - Minutes
- 12 Click OK.  
The Add Recipients screen appears.

The Recipient List screen displays a list of meeting attendees. You can add and remove attendees from the recipient list. For more information, see “Using the recipient list” on page 41.

To schedule a meeting with a current contact

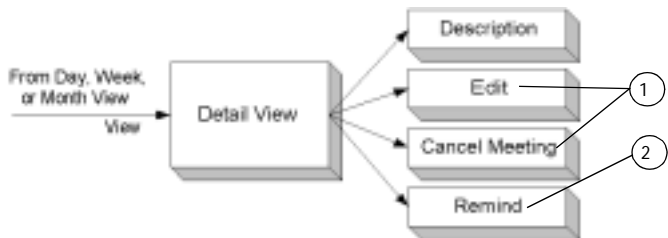
- 1 **View the contact details.**  
See “To view the contact details” on page 47.
- 2 **Click Meet.**  
The Edit Meeting screen appears.
- 3 **Follow steps 3-12 from “To schedule a meeting” on page 57.**

---

## Viewing details of meetings

Real Time lets you view the details of meetings scheduled in your calendar. The details include information such as the date, subject, location, start time, description, duration, and attendees. From the detail view, you can choose to cancel a meeting, set a reminder for a meeting, or edit the details of meetings you have set up.

Figure 5-7: Viewing the details of a meeting



1. *Appears if you are the meeting organizer*
2. *Appears if you have a reminder email address set*

To view the details of a meeting

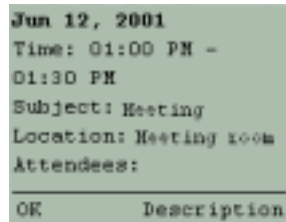
- 1 **From the Main menu, choose Calendar.**  
The Day View appears.
- 2 **Choose a meeting from one of the following:**
  - **Day View.** See “Viewing Day View” on page 54.
  - **Week View.** See “Viewing Week View” on page 55.
  - **Month View.** See “Viewing Month View” on page 56.
- 3 **Click View.**

## Editing details of meetings

Real Time lets you change the details of meetings. These details include the date, subject, location, start time, description, duration, and attendees.

You can only change the details of meetings that you have created.

Figure 5-8: Meeting Detail screen



To edit the details of a meeting

- 1 **View the details of a meeting.**  
See “To view the details of a meeting” on page 59.
- 2 **Click Edit.**
- 3 **Edit the details of the meeting.**  
For more information, see “Scheduling meetings” on page 57.

---

## Canceling meetings

When using Real Time, you can cancel the meetings that you organized in your calendar.



---

**Note** You can cancel only the meetings that you have created.

---

To cancel a meeting

- 1 **View the details of a meeting.**  
See “To view the details of a meeting” on page 59.
- 2 **Click CancelMeeting.**  
This cancels the meeting and notifies all recipients that the meeting has been cancelled.

---

## Enabling meeting reminders

You can set the meeting reminder to trigger a message to remind you of an upcoming meeting. Real Time lets you specify a time prior to the meeting when the meeting reminder will be sent.

Meeting reminders operate only with phones that support text messaging. To determine if you have text messaging capabilities on your mobile phone, contact your cellular service provider.



---

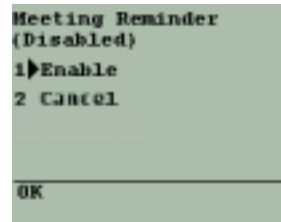
**Note** Before using the meeting reminder, you must configure it. To do this, you must specify the email address to which you want the reminder to be sent.

---

To enable a meeting reminder

- 1 **View the details of a meeting.**  
See “To view the details of a meeting” on page 59.
- 2 **Click Remind.**  
The Meeting Reminder screen appears.

Figure 5-9: Meeting Reminder screen



- 3 Choose Enable.
- 4 Type text in the following text boxes:
  - Hours
  - MinutesThis is the length of time prior to the meeting that the meeting reminder will be sent.
- 5 Click OK.

To disable the meeting reminder

- 1 View the details of a meeting  
See “To view the details of a meeting” on page 59.
- 2 Click Remind.
- 3 Choose Disable.



## Managing tasks

Real Time lets you maintain and update a list of existing tasks and create new tasks from your mobile device. In this section you will learn how to:

- **View task details.** See “Viewing task details” on page 64.
- **Add new tasks.** See “Adding tasks” on page 65.
- **Edit existing tasks.** See “Editing tasks” on page 67.
- **Mark tasks as complete.** See “Marking tasks as complete” on page 68.
- **Remove tasks from your task list.** See “Deleting tasks” on page 68.

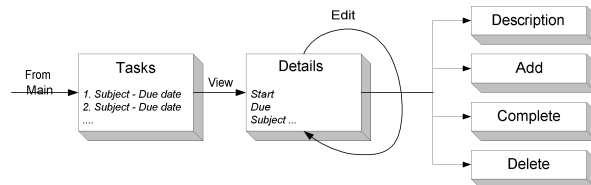


---

**Note** By default, you can see only incomplete tasks in the task list. Your system administrator can change this setting.

---

Figure 6-1: Managing tasks



## Viewing task details

You can view detailed information about existing tasks. This includes the subject, priority, status, description, start date, and due date.

To view the details of a task

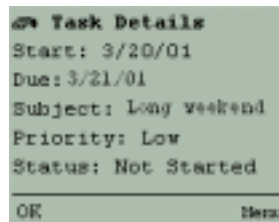
- 1 From the Main menu, choose Tasks.
- 2 Choose a task from the task list.

The selected task scrolls to show the subject, start date, due date, and status.

- 3 Click View.

The Task Detail screen appears.

Figure 6-2: Task Details screen



To view the complete task description

- 1 From the Main menu, choose Tasks.
- 2 From the task list, choose a task.
- 3 Click View.
- 4 Click Description.

## Adding tasks

Real Time lets you add new tasks to the task list. You can specify information—such as the subject, priority, status, and start and due dates—for each task that you create.

Figure 6-3: Adding tasks



To add a task

- 1 From the Main menu, choose Tasks.
- 2 Click Add.  
The Add Task screen appears.

Figure 6-4: Add Task screen

```

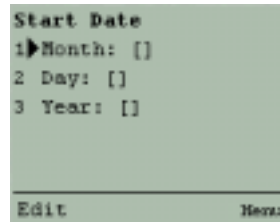
Add Task
1 Subject: []
2 Priority: [Normal]
3 Status: [Not
Started]
4 Description: []
-----
Edit                      10:01
  
```

*In the Add Task screen, you can edit the Subject, Priority, Status, or Description fields.*

- 3 Choose one of these fields.
- 4 Click Edit.
- 5 Type text in the following text boxes:
  - Subject
  - Description

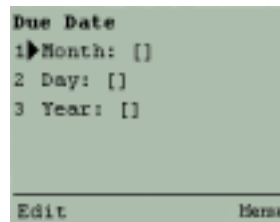
- 6 Choose an item from the following list boxes:
  - Priority
  - Status
- 7 Click Save when you are finished, or click StartDate.
- 8 If you click StartDate, click Edit to add a start date.

Figure 6-5: Start Date screen



- 9 Type text in the following text boxes, using the following formats:
  - Month (MM)
  - Day (DD)
  - Year (YYYY)
- 10 Click Save when you are finished, or click DueDate.  
The Due Date screen appears.
- 11 If you click DueDate, click Edit to add a due date.

Figure 6-6: Due Date screen



- 12 Type text in the following text boxes:
  - Month (MM)
  - Day (DD)
  - Year (YYYY)
- 13 Click Save.  
Your task is saved.

---

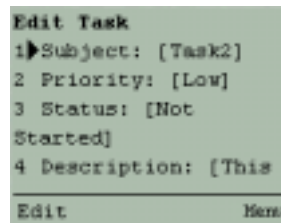
## Editing tasks

Real Time lets you edit the details of any task in your task list. When you edit a task, you can change any or all of its details.

To edit a task

- 1 From the Main menu, choose Tasks.
- 2 From the task list, choose a task.
- 3 Click View.
- 4 Click Edit.

Figure 6-7: Edit Task screen



- 5 Type or modify text in the following text boxes:
  - Subject
  - Description
- 6 Choose an item from the following list boxes:
  - Priority
  - Status

## Marking tasks as complete

When you have accomplished a task, you can mark that task as complete in Real Time. After you mark a task as complete, it no longer appears in your list of uncompleted tasks, by default. This setting can be changed by your system administrator.

To mark a task as complete

- 1 From the Main menu, choose Tasks.
- 2 From the task list, choose a task.
- 3 Click View.
- 4 Click Complete.

---

## Deleting tasks

Deleting a task removes it permanently from the task list.

To delete a task

- 1 From the Main menu, choose Tasks.
- 2 From the task list, choose a task.
- 3 Click View.
- 4 Click Delete.

A message appears to confirm that you want to delete the task.

- 5 Click Yes.

# Setting options

You can set options, such as:

- **Attachments.** Allows you to configure attachments to be forwarded to a third party for conversion.
- **Auto login.** When auto login is enabled, you can access the Real Time Main menu from your portal without entering a user name or password. See “Auto login” on page 70.
- **Signature.** You can add a signature to the bottom of each email that you send from Real Time. See “Signature” on page 72.
- **Startup.** You can set the screen that appears by default once you log in. See “Startup” on page 73.
- **Time Zone.** You can set the time zone your mobile device is currently in. See “Time zone” on page 74.
- **User profiles.** You can manage profiles for each mail server that your system administrator has enabled. See “User profiles” on page 75.

In the Options module, you can also get information about the version of Real Time you are running. For more information, see “About” on page 77.

---

## Attachments

This option allows you to configure the email address of a third party for converting attachments (for example, <http://www.equin.com/>). When viewing messages or headers, you have the option to forward the email to that email address. A separate email for each attachment is returned, converted to text format.

For more information, see “Forwarding attachments to a third party for conversion” on page 38.

To set up the conversion address for attachments

- 1 From the Main menu, choose Options.
- 2 Choose Attachments.
- 3 In the Attachment Conversion Recipient text box, enter the email address of the third-party conversion tool.
- 4 Click OK.

---

## Auto login

When auto login is enabled, you can:

- Start Real Time on your device without entering a user name or password
- Disable it. Disabling auto login means that you must enter a user name and password to start Real Time.

Figure 7-1: Enabling auto login



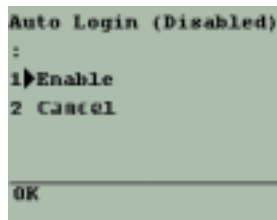
For information about logging in, see “Starting Real Time” on page 29.



To enable auto login

- 1 From the Main menu, choose Options.
- 2 Choose Auto Login.  
The Auto Login screen appears.

Figure 7-2: Auto Login screen



- 3 Choose Enable.  
A security warning appears to inform you that you will no longer need a user name or password to sign on to Real Time.
- 4 Choose Yes.

To disable auto login

- 1 From the Main menu, choose Options.
- 2 Choose Auto Login.  
The Auto Login screen appears.
- 3 Choose Disable.  
A security warning appears to inform you that you will need a user name or password to sign on to Real Time.
- 4 Choose Yes.

---

## Signature

You can configure a signature to add to the bottom of each mail that you send from Real Time.



---

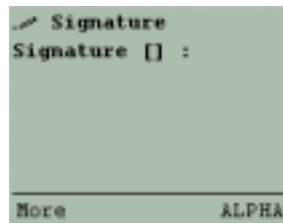
**Note** The signature can be text only.

---

To configure a signature

- 1 From the Main menu, choose Options.
- 2 Choose Signature.  
The Signature screen appears.

Figure 7-3: Signature screen



- 3 Type a signature.

---

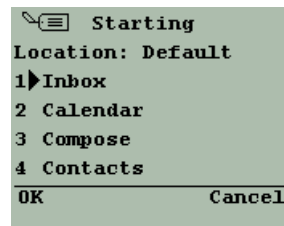
# Startup

You can set your default startup location. This is the location that will appear after you log in to Real Time, either manually or automatically.

To choose your default starting location

- 1 From the Main menu, choose Options.
- 2 Choose Startup.  
The Startup screen appears.

Figure 7-4: Startup Screen



- 3 From the list, choose the location where you want Real Time to start. Your choices are:
  - Inbox
  - Calendar
  - Compose
  - Contacts
  - Tasks
- 4 Click OK.

---

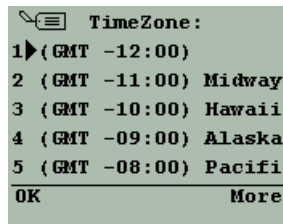
## Time zone

You can set the time zone you are currently in to facilitate appointment, calendar, and other time-based activities on your mobile device.

To set your current time zone

- 1 From the Main menu, choose Options.
- 2 Choose Time Zone.  
The Time Zone screen appears.

Figure 7-5: Time Zone screen



- 3 From the list, choose the current time zone.  
Many cities are listed; choose whichever one is in the current time zone.
- 4 Click OK.

The administrator can edit this list and add or remove time zone entries. For more information, see the *Real Time Administration Guide*.

---

## User profiles

While installing Real Time, the system administrator chooses which mail servers are enabled. For information about mail servers, see the *Real Time Administration Guide*.

You can add, edit, and delete personal profiles for each mail server that the system administrator has enabled. These profiles contain personal information—such as your user name and password—and mail server information—such as its name and domain.



---

**Note** These profiles are for Real Time only; they do not change your profile or account of the mail server.

After creating a profile, you log in to Real Time using it. For information about logging in, see “Starting Real Time” on page 29.

---

Figure 7-6: Managing profiles

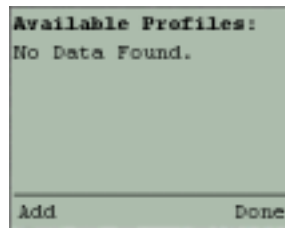


To add a mail provider profile

- 1 From the Main menu, choose Options.
- 2 Choose User Profiles.

The Available Profiles screen, which displays your previously created profiles, appears.

Figure 7-7: Available Profiles screen



- 3 Click Add.
- 4 Choose a mail provider.  
Different mail providers appear depending on the mail providers that your system administrator has enabled.
- 5 Depending on the mail provider, specify values for the following:
  - **Display** – the name of the profile. This is the name that appears in the Available Providers screen.
  - **Username** – the user name you use to log in to the mail server
  - **Password** – the password you use to log in to the mail server
  - **Confirm Password** – you must confirm the password by re-entering it.

To edit a mail provider profile

- 1 From the Main menu, choose Options.
- 2 Choose User Profiles.  
The Available Profiles screen appears.
- 3 Choose a profile.
- 4 Click Edit.
- 5 Follow step 5 from the “To add a mail provider profile” procedure on page 75.

To delete a mail provider profile

- 1 From the Main menu, choose Options.
- 2 Choose User Profiles.  
The Available Profiles screen appears.
- 3 Choose a profile.
- 4 Click Delete.

---

## About

**You can get information about the version of Real Time you are running.**

To get information about Real Time

- 1 **From the Main menu, choose Options.**
- 2 **Choose About.**

Setting options



# Addendum for Lotus Domino and Notes

This short addendum to the User Manual describes slight differences in the user experience if you are using Real Time with Lotus Domino.

---

## Replicating personal address books

The personal address book must be replicated to the mail server so that mobile clients can see it. If the address book resides on the machine that is usually used to access Lotus Notes, there is no way for a mobile client—which has a connection to the mail server only—to view them.

The mail administrator must grant permission to users to replicate their address books to the mail server.

To replicate a Lotus Notes personal address book to the Domino server

- 1 **Start Lotus Notes.**
- 2 **Go to your workspace, and select your local address book.**
- 3 **From the File menu, choose Replication > New Replica.**
- 4 **Select the correct server.**  
**For the file name of your local address book replica that resides on the server, you must use the following convention:**  
`Loginame_pab.nsf` (for example: `fflintstone_pab.nsf`)  
**You must follow this convention for Real Time to use your address book.**
- 5 **From the File menu, choose Mobile > Edit Current Location.**  
**A properties sheet appears.**
- 6 **In the Replication section, enable replication.**

---

## Folder List

When using Real Time with Lotus Notes/Domino, the folder list is not available in a tree view as displayed when using with Microsoft Exchange.

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