

Windows Mobile Quick Reference Guide

Version 2.0

By Chris. De Herrera, Microsoft MVP

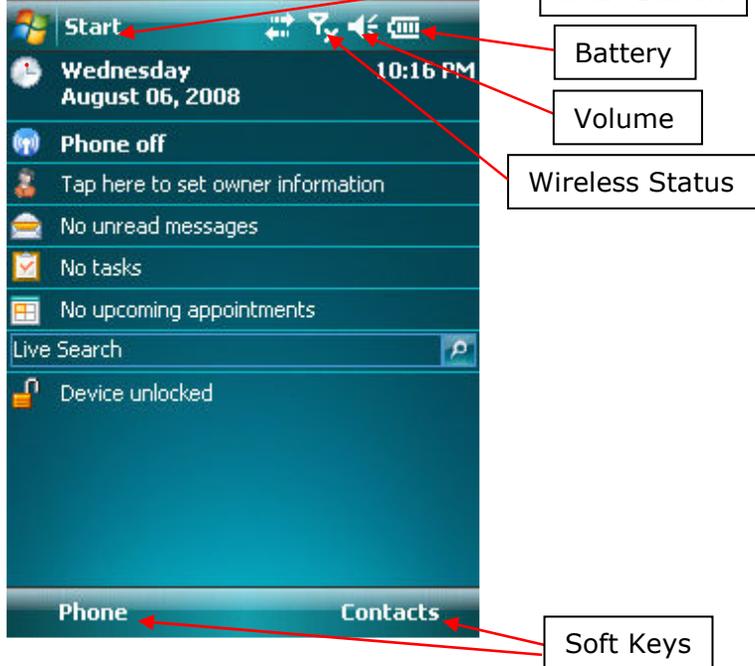
Introducing Microsoft Windows Mobile

There are three different versions of Windows Mobile: Standard (commonly called Smartphone), Classic (commonly called Pocket PC) and Professional (commonly called Pocket PC Phone Edition)

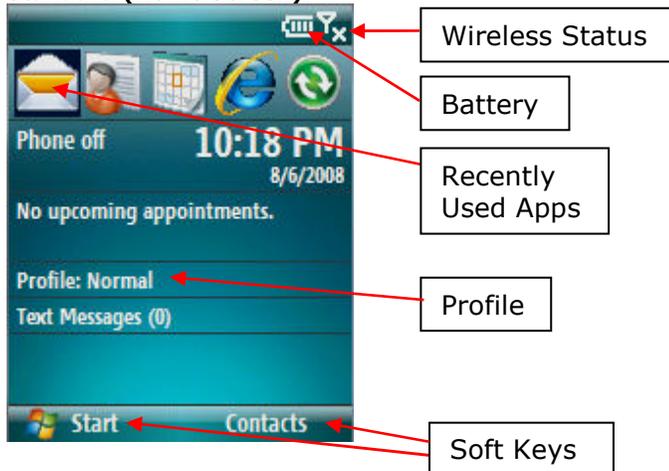
This reference is applicable to Windows Mobile 6.1, 6 and 5.0

Today Screen / Home Screen

Professional / Classic (Today Screen):

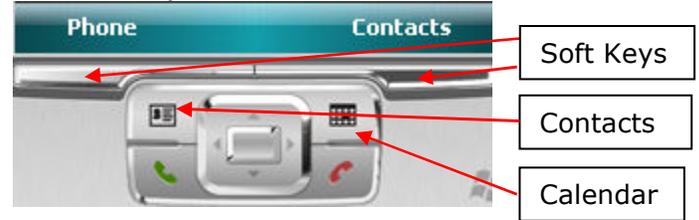


Standard (Home Screen):

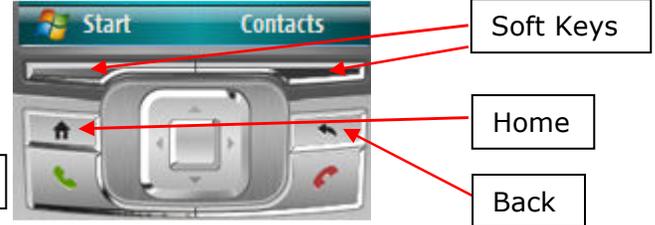


Navigation

Professional / Classic:



Standard:



Two Soft Keys – Selections displayed above keys

Home key – Standard: Home Screen

Back key – Standard: Go Back to prior screen

Up / Down / Left / Right navigation – Directional Pad or keyboard arrows, Professional/Classic: via the touch screen

Green phone – Accept incoming call, Display dialing screen, Dials phone number entered

Red Phone – End call, Return to the Today/Home Screen

Click and hold – Professional/Classic: press the stylus to the screen to display the right click menu

OK / X – Professional/Classic: Hide the window, application runs in background

Standard: All menu items have a number to the left of the option. You can press the corresponding number to quickly select the option.

Professional/Classic: Click on the **Start** button to display the drop down menu of applications. The **Program** folder is where all applications that are installed are displayed unless they are viewable directly on the Start menu.

Notifications

Here are the common notifications users will see:

Home Screen:



In Applications:



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Notification Legend:

	Missed Phone Call		No Cellular Signal
	Voicemail		Cellular Signal Strength
	New E-Mail or Text Message		Cellular Signal Strength, Connected for Data
	Appointment Reminder (Professional / Classic only)		Additional Notifications (Professional / Classic only)



Cellular Network Data Connection available:

GPRS	CDMA
3G - High Speed	Ev - EvDO
E - Edge	1x - 1xRTT
G - GPRS	

	Connected to your PC via ActiveSync or Windows Mobile Device Center		Display Time on all screens (Professional / Classic Only, see Customization)
	Wi-Fi is enabled and the user can select a network		Hide Window (Professional / Classic Only)
	Wi-Fi is connected		Speaker On
	Battery Level		Speaker Off
	Charging Battery		Vibrate
	Bluetooth is enabled		

Customizing

Power On Password - Require a password to access your device after powering it on

Note: If you forget your password you must perform a hard reset and lose all your data.

Professional/Classic: Start - Settings - Lock

Standard: Start - Settings - Security - Device Lock

Today/Home screen - Choose what items are displayed

Professional/Classic: Start - Settings - Today - Items

Standard: Start - Settings - Home Screen

Display Time on All Screens

Professional/Classic: - Start - Settings - System - Clock & Alarms - More

Color Scheme - Choose other color schemes

Professional/Classic: Start - Settings - Today

Standard: Start - Settings - Home Screen - Color Scheme

Buttons - Choose applications to launched when selected buttons are pressed

Professional/Classic: Start - Settings - Buttons

Input - Adjust the input method - Keyboard, Block Recognizer, Letter Recognizer, Symbol Pad, Transcriber, Word Completion, Options

Professional/Classic: Start - Settings - Input

Text Input Settings - Adjust the language dictionary, text prediction, prediction delay

Standard: Start - Settings - Text Input Settings

Profiles (Volume) - Normal, Silent, Vibrate, Outdoor, Automatic

Standard: Start - Settings - Profiles or press the Power button.

Volume - Adjust the volume of device sounds and phone

Professional/Classic: Click on the Speaker in the notification area. Select slider volume or vibrate

Text Size - Adjust the default size of the text on your device
Professional/Classic: Start - Settings - System - Screen - Text size

Standard: Start - Settings - Accessibility

Sounds - Change the default sounds for functions

Professional/Classic: Start - Settings - System - Sounds

Standard: Start - Settings - Sounds

Menus - Choose applications to display in Start Menu

Professional/Classic: Start - Settings - Menu

Power Management - Adjust power settings - display remaining battery, adjust backlight and display timeout

Standard: Start - Settings - Power Management

Power - Display remaining battery, adjust power off timeout on battery and external power

Professional/Classic: Start - Settings - System - Power

Backlight - Adjust the brightness of the display on battery and external power (lower extends battery life)

Professional/Classic: Start - Settings - System - Backlight

Settings - The options you can choose to setup your Windows Mobile device

Professional/Classic: Start - Settings. There are three tabs - Personal, System and Connections.

Standard: Start - All Programs - Settings

Special Applications

Search - The ability to search Contacts, Calendar and files for a specific word or phrase

Professional/Classic: Start - Programs - Search. Enter word or phrase, select items to search

Help - Windows Mobile's Help system

Professional/Classic: Start - Help. This is context sensitive to the application that was open prior to launching Help.

Getting Started - Help on specific topics (6.1 optional)

Professional/Classic: Start - Programs - Getting Started

Standard: Start - All Programs - Getting Started

Install Programs - You can install .CAB files directly in Windows Mobile

Professional/Classic: Start - Programs - File Explorer. Click on .CAB files in File Explorer to install the application. Use either internal or flash storage if available.

Standard: Start - All Programs - File Explorer. Click on .CAB files in File Explorer to install the application. Use either internal or flash storage if available.

Remove Programs - You can remove applications you have installed internally or in flash storage

Professional/Classic: Start - Settings - System - Remove Programs. Select program and choose Uninstall.

Standard: Start - Settings - Remove Programs. Select program and choose Uninstall

Using the Wireless Manager

The Wireless Manager allows you to turn on and off different wireless technologies such as Cellular (GSM and CDMA), Wi-Fi, Bluetooth, and Exchange ActiveSync. Also, this is where you can turn off all wireless access for Flight Mode such as when you travel on an airplane. Not all devices will have all these wireless options.

Professional/Classic: Tap on , then tap on the Wireless Manager link.

Standard: Start - Settings - More - Connections - Wireless Manager.

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The following sections walk through the setup of cellular, Wi-Fi and Bluetooth connections which provide internet access.

Setting up Cellular Data Connections

Activate GSM or CDMA using the Wireless Manager. A cellular data connection is required to access the internet, download mails, sync wirelessly with an Exchange server etc. The Cellular Connection should be already setup by default if you purchased your device from your carrier. However if you need to setup another GSM network you need to have the Username and Password and for GSM the APN.

Professional: Start – Settings – Connections – Connections – Add New Modem Connection. Name the connection and select the Cellular Line (GPRS, 3G) or CDMA.

Standard: Start – Settings – Connections – GPRS or CDMA – New

Follow the wizards and select and enter the username and password and APN as requested. The defaults can be used for the DNS and IP address.

Setting up a Wi-Fi Connection

Activate Wi-Fi using the Wireless Manager.

Professional/Classic: A list of networks will be displayed. Select the SSID for your network and press the first soft key labeled OK. You may be prompted for the passkey depending on whether security is enabled for the Wi-Fi network. A prompt for Internet or Work is displayed. Select Internet.

Standard: You will see a screen with "New wireless networks are available..." Press the first soft key labeled Yes to display the networks. A Networks Detected screen will be displayed where you can use the left/right navigation to select the SSID of your network. Then you can select the Network Type which is Internet or Private/Work Network. For most users Internet is the correct answer. Then press the first soft key labeled Connect. You may be prompted for the passkey depending on whether security is enabled for the Wi-Fi network.

Communicating with Bluetooth devices

Activate Bluetooth using the Wireless Manager. Initially you must pair your Bluetooth device with your Windows Mobile device.

Professional/Classic: Tap on Start, Settings – Connections – Wireless Manager – Settings – Bluetooth – Add new device

Standard: Start – Settings – More – Connections – Wireless Manager – Menu – Bluetooth Settings. Press the soft key Add to add a new device or select the type of device and press the Add soft key.

Continue through the wizard to complete the connection.

Setting up a Email-Account

After you have set up a data or Wi-Fi-connection you may want to start accessing your emails from your mobile device.

Professional: Start – Messaging – Menu – Options – New Account. Enter your Email-Address, your password (that authenticates you at the mail server), tick "store password". Tap Next. Tap Next again to let your device search for the correct server settings automatically. If the settings are found, you are done. If not: Select "Internet E-Mail" from the dropdown list. Enter your name (as you want it to be shown in the "From"-field), the name of the account to be displayed in Messaging. Tap Next. Enter the incoming mail server and chose the account type - PO3 or IMAP. Tap Next. Enter the username and password. Tap Next. Enter the outgoing mail server. If it requires authentication, tap that option, if the account information is different from the incoming mail server, tap the advanced option and enter the correct credentials. Tap Next. Chose how often mail is downloaded (or disable this option) then tap Done.

Standard: Start – Messaging – Setup E-mail – Select. Enter your e-mail account and password. Check the box to save the password. Press Next. Press Next to allow your device to search for the e-mail settings automatically. If the settings are found you are done. If not: Press Next. Select Internet e-mail in the dialog box and press Next. Enter your name as you want it to be shown in the "From" field.) Enter the account display name that is shown in the Messaging application. Press Next. Enter the incoming mail server and select the Account type – POP3 or IMAP. Enter your username and password for your e-mail account. Enter the Outgoing mail server name. If it requires authentication, select that option. Press Next. Choose how often mail is downloaded (or disable this option) then press Finish.

Resetting Your Device

When using Windows Mobile you may periodically need to perform a reset of your device. There are two kinds of resets:

Soft Reset – Reboot your Windows Mobile device. Make sure you wait 15 seconds after selecting any items on the screen to allow the system to complete storing any changes.

Professional/Classic – Use the stylus to press the reset button on the bottom of the unit.

Standard – Press and hold the power button and wait until your device turns off.

Hard Reset – Erase all your data on your Windows Mobile device. There is no option to recover from a hard reset.

The process of performing a hard reset is device specific.

You will need to look in your manual or contact your OEM or carrier for assistance.

Support

Carriers and OEMs offer technical support for Windows Mobile and ActiveSync. Some charge for support after the first 90 days.

Microsoft Support:

<https://forums.microsoft.com/windowsmobile/>

Feedback

Please send your feedback on the Windows Mobile Quick Reference Guide to **QRG at PocketPCFAQ.COM**