



GUIDE

USER

FUNAMBOL

Setting Up and Using the Funambol Java ME Email Client v6.5

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Introduction

This guide will help you install and use the Funambol Java ME Email Client on your Java ME mobile device. The Email Client will enable you to synchronize email and email-specific contacts through your wireless network (using a Funambol server) to your email server. In addition, as a full-featured email application, the Email Client lets you read incoming mail, or write and send outgoing messages.

The Funambol Java ME Email Client can be installed on any mobile devices running Java ME applications. The Client takes full advantage of the *Funambol JAM* (Java Apps for Mobility) *Platform*, a general-purpose platform for development of standards-based Java ME applications for mobile phones.

The Funambol Java ME Email Client enables full-featured email exchanges along with email-specific contact synchronization. With the Client, all synchronized contacts stay within the context of the email address book, separate from the address book on your phone.

* The procedures in this guide are based on the Funambol Email Client GUI as adapted to specific Motorola devices. Some variation between the printed procedures and your device can be expected.

Pre-installation requirements

Make sure you have the following:

- A wireless service data plan. To make sure, contact your wireless carrier.
- A POP or IMAP email account, previously configured on the Funambol server or Portal
- Your email address and mail-server password

• Technical Note—Device Requirements

For your reference, the Funambol Java ME client can be installed and run on any mobile device that matches these specifications—

- The device is running Java ME (J2ME) or later
- The device implements Java ME CLDC 1.0, MIDP 2.0 and WMA 1.1 APIs (or later)
- The device has a minimum heap size of 800Kb

Installing the Funambol Java ME Client (OTA)

In almost all cases, client installation will be “over the air”. Follow these steps:

- 1** If you have not already done so, register as a new user with your wireless carrier’s Funambol portal or with a Funambol Portal; this includes entering information about your email account (whether POP or IMAP).
- 2** At this same time, register your mobile device with the Portal.
- 3** As soon as registration is complete, the Funambol server will send an SMS to your device.

- 4 Open the message and click the link, which starts a download that loads the Funambol Email Client software onto your mobile device. Note that on some devices
- 5 Your user information, plus email account data, will be automatically configured on the device.

When this is complete, you can open and use the Email Client.

Connecting to your Mailbox with the Email Client

If you have registered as a user with a Funambol Portal, follow these steps to check your email (and update your address book) at any time with the Funambol Email Client.

- 1 On your mobile device, open the screen where other Java applications have been installed.
- 2 Select the **Funambol** application and start it.
- 3 Your mobile device may ask you if you want to access the Internet or the network. Select **Yes** or **OK** to enable this connection.
 - For example, a Motorola user may see this message— “Use data network?” If so, they must select this option — **“Yes, ask once”** — and press **OK**. (You need to do this every time you start the Funambol Email Client.) Please note that if you choose not to connect and start the client in offline mode, the menu items that require the application to be connected will NOT be displayed. You will need to restart the application if you wish to switch to online mode.
 - While the Funambol Email Client connects to your mail service and gets mail, the title bar displays status messages, then the device plays a “new mail” ring tone.
 - New messages are listed with a closed-envelope icon, and “New Message” appears in screen title bar.
 - The “Updating Contacts” message appears, until all contacts in the Email Client address book have been synchronized with those on the Funambol Portal or server.
 - At any point, you can read your mail and take advantage of the Email Client’s features to write and send messages. Review the following list for an overview of all you can do with the Email Client.

Turn to “*Using the Funambol Email Client*” on page 3 for more informant on use of Email client.

* Make sure that your wireless carrier supports “notification”, also known as “email push” or “SMS push”, and has activated it. If so, you can take advantage of the automatic delivery functions of the Funambol Portal with your incoming messages. If “notification” is not available, you will simply have to check your email periodically. For more information on setup and use of email notification, see “*Taking advantage of new-message notification*” on page 7.

Using the Funambol Email Client

After you’ve opened the Funambol Email Client and checked your mail, you can do the following email-specific tasks.

• To open and read an email message

- 1 Scroll to an unopened message in the Inbox list.
 - Note: unselected messages in the Inbox list the sender only, while selected messages display a summary of the Subject.
- 2 Select the message and press the now-active **View**.

The message text appears in a new screen.

 - To expand the message header (which is selected by default), scroll to the header and press the up-arrow key.
- 3 Press the down-arrow key to scroll through the message, if lengthy.
 - To add the sender to the Funambol address book, open the menu and choose **Save Sender**. When the Edit Contact screen appears, review the entries and press **Save**, then press **Back** to reopen the message.
- 4 If a message is longer (in overall size) than can be downloaded from the server, you can immediately download the remainder of the text by pressing Get More (in the View screen).
- 5 When you are finished, press **Back** to reopen the Inbox.
 - You can also press Menu and choose from a number of listed commands—Reply, Delete, Forward, Flag, etc.

NOTE: If the sender of the message is present in the address book and has a phone number associated, the menu option Call will appear, allowing you to start a phone call from within the application.

• To write and send a new email message

- 1 In the Funambol Email Client, press Menu and choose **Compose**.

Funambol opens the **Select Recipients** screen.
- 2 Choose each name you want to address this message to and press the Center button.
 - If you keep pressing the Center button, it will cycle through **To**, **CC** or **BCC** until the proper label appears.
 - If a selected recipient has more than one email address, the (< >) symbol appears in the record. To switch addresses, press the right-arrow or left-arrow keys until the proper address appears.
- 3 You can scroll and select additional addresses as needed.

* If the address book has a large number of entries, use the Search feature to locate specific recipients, or simply take advantage of the T9 feature. Open the Select Recipients menu and choose Search. In the Search field, type a text string, then press OK. The results appear in the Select Recipients screen, ready for selection.

ALERT: You cannot type in the address of an unlisted recipient. Any would-be recipient must first be added as a new record in your Funambol address book in order to send email to them. See “*Managing your Funambol email address book*” on page 7 for help.

- 4 When all the recipients are queued up, press **OK** to proceed to the Compose Message screen.
- 5 In the **Subject** field (active by default) type your message title.

- 6 Navigate to the **Body** field and type your message.
- 7 When you are ready, press **Send**.
A “Sending” message appears, and then the Inbox reappears.

• **To reply to a message in the Inbox**

- 1 After opening and reading an email message, press **Reply**.
The Compose Message screen appears.
- 2 The original sender's name and the subject title are automatically filled in. (You can add other recipients at this time, by navigating to the address field (“To:”) and pressing the **Recipients** softkey.
- 3 Scroll down to the **Body** text field and type your reply.
- 4 When you are ready, press **Send**.
The “sending” message appears, along with the double-headed sync arrow in the title bar.
After the message is sent, the Inbox reappears.

• **To browse the web links in a message**

- 1 After opening a message in the View screen, open the Menu and choose Browse Links.
The client lists all available links (URLs) in a new screen.
- 2 Select a link and press **Browse**.
This launches an on-device web browser and initiates a connection to that site.

• **To delete a message from the Inbox**

Be sure to see “*To review Funambol Email Client Settings*” on page 6 for information on message-deletion options.

- 1 Select the message title in the inbox.
- 2 Open the Funambol menu and choose **Delete**.
- 3 Press **Select**.
A confirmation message appears.
- 4 Press **Yes** to delete the message, or press **No** to leave the message in the Inbox.

• **To flag a message in the inbox**

(Why do this, and what does it look like? Any options besides a red envelope icon?)

- 1 Select the message title in the Inbox.
- 2 Open the Funambol menu and choose **Flag**.
- 3 Press **Select**.
- 4 When the inbox reappears, a red-envelope icon appears in the selected message title.

To remove the flag, follow these steps:

- 1 Open the Funambol menu after selecting the message title.

- 2 Scroll down and choose **Remove Flag**.
- 3 When the Inbox reappears, the normal yellow envelope icon appears in the selected message title.

• To review the contents of on-device email folders

the Funambol Email Client offers four folders to help you manage your messages. these four, including Inbox, Outbox, Drafts, and Sent, serve the same function as they would in a normal email application. (Note: the Sent and Drafts folder contents are stored only on your device; they are not synchronized with your email service.)

- 1 Open the Funambol menu and choose **Folders**.
- 2 The Folders screen appears, listing *Inbox*, *Outbox*, *Drafts*, and *Sent*.
- 3 Scroll to a folder name and press **Open**.
- 4 The [folder name] screen appears, listing the messages— if any.
- 5 You can select any message, and apply a Funambol menu command. The options change depending on the specific folder:
 - Sent Folder: View/Delete All
 - Outbox Folder: Edit/Send All/Delete All
 - Drafts Folder: Edit/Delete All
- 6 When you are finished in a folder, you have two options:
 - Press **Back** to reopen the Folders list
 - Press **Inbox** to reopen that screen.

• To review Funambol Email Client Settings

- 1 In the Funambol Email Client screen, press **Menu**.
- 2 Scroll down to **Settings**, and press **Select**

The Funambol settings appear, including *Account*, *General*, and *Logging*.

Account Use these settings to change your connection setup, if necessary. (For example, after changing your Portal password.)

General Use these settings to change how the Funambol Email Client gets messages from your mail service. This includes how often the Email Client can be scheduled for automatic inbox checks, as well as which messages are deleted— those on the device only or those on both device and portal server. You can also specify whether you want the application to get mail at startup and if you prefer to be notified by a sound, a vibration or both. (Please note that on some phones sound alerts might be played even if the phone is in “quiet” mode.)

Logging Use these settings to change how the Email Client logs your activity on the device. This includes whether or not logging is active.

- 3 When you are finished, press **Back** to switch from the Settings screen back to Inbox.

• To customize Inbox/mail service auto-synchronization settings

To set up an automatically scheduled mailbox connection, follow these steps: (This requires a constant connection with the carrier, plus a wireless-service data plan.)

- 1** In the Funambol Email Client screen, press **Menu**.
- 2** Scroll down to **Settings** and choose **General**.
- 3** Press **Select**.
- 4** In General Settings, navigate to **Check for new Mail**.
- 5** Press the Center button to open a separate list of option settings.
- 6** Scroll to your scheduling preference and press **Select**.

When the General Settings screen reappears, your Check for new Mail selection should be in view.
- 7** Press **Save**.
- 8** When the main Settings screen appears, press **Back** to reopen the Inbox screen. (There is no menu in this screen.)

• Taking advantage of new-message notification

Email notification adds an exciting new feature to the client—if certain qualifications are met. First, you must have a data plan with your carrier, and, second, your carrier must support the “email push notification” technology that makes notification work. If those qualifications are in place, and if your phone is always on, then the Funambol server at your wireless carrier will automatically check your mail service, download all new messages to your device, and notify you that you’ve got mail. At that point, you can ignore the alert if inconvenient, or open and read your new mail.

Note: If your Funambol client is connected to the public Funambol portal, you will not be able to take advantage of this service at present.

How does notification work?

If your mobile device is ready, and your mobile operator supports the technology (binary SMS messages that notify the client of new messages) the following happens when new mail is detected:

- If the Funambol Email Client is open, it will automatically update the on-device Inbox and sound a chime to inform you of new email.
- If the client is closed, a message appears on the device. (On a Motorola, for example, the screen displays: “New Message. Open Funambol?”)
- Your responses are Yes/No. If you press Yes, the client opens and starts downloading the new messages. If you press No, nothing happens. (You can manually sync these messages at a later time.)
- If the client is suspended, the behavior may vary from phone to phone. Basically you are asked whether you want to resume the client when new email is detected. This is similar to the “New Message. Open Funambol?” choice noted elsewhere. If you press Yes, the client resumes and starts downloading the new messages. If you press No, nothing happens. (You can manually sync these messages at a later time.)

• Managing your Funambol email address book

To open the Email Client address book, follow these steps:

- 1** Open the menu and choose **Compose (Message)**.

- 2 When the Select Recipients screen appears, you can do the following:
 - Open the Menu and choose **Add Contact** to add a new record. This is done in a separate New Contact screen.
 - Select an existing record, then open the Menu and choose **Edit**. This is done in a separate Edit Contact screen.

* The Edit Contact screen displays only the contact name and the main email address. To review and edit more contact record options, press Menu and choose **Advanced**. Use the Advanced screen to append more email addresses to this account.

- Other options include **Updating Contacts** (that initiates a new synchronization) and **Delete** (that deletes the selected contact record).

Note: Changes made to the address book, including deletions, are updated on the Portal server the next time you initiate a synchronization. And, only contacts with email addresses stored on the server will be synchronized to the Email Client address book.

- 3 Click **OK** to save any changes, if you opened the Advanced screen.
- 4 Click Save to close the Edit Contact screen, if any changes were made.
- 5 The Select Recipients screen appears. If a contact has a phone number associated, it is possible to start a call by selecting **Call**.

* **ALERT:** Deletion will ultimately be total. If you delete a user record from the Funambol address book, the next synchronization will delete it from the Funambol server, and ultimately from all client devices.

• Motorola Device Users: A helpful tip on Funambol Email Client menu use

On Motorola ME devices, the Funambol menu assigns a number to every command. Instead of scrolling through the list of commands with the arrow keys, just press the number on the device key pad when the Menu is open. Funambol automatically selects the command and displays the relevant screen.

Extra: Reviewing an Ongoing Log of Synchronization Activity

You can view an automatically generated post-synchronization log (if logging is active) by following these steps:

- 1 In the Funambol Email Client screen, press **Menu**.
- 2 Scroll down to **Settings** and choose **Logging**.
- 3 Press **Select**.
- 4 In Logging Settings, open the Menu.
- 5 Choose **View Log**.
- 6 Press **Select** to open the log file.
- 7 When you are finished reading the log entries, press **Back**.

- 8 When the Logging Settings screen reappears, press **Back**.
- 9 When the Settings screen reappears, press **Back**.
The Inbox appears.

Extra: Customizing Log Settings

To review and customize the Funambol synchronization logging settings, follow these steps:

- 1 In the Funambol Email Client screen, press **Menu**.
- 2 Scroll down to **Settings**, and press **Select**
The Funambol settings appear, including *Logging*.
Logging Use these settings to change how the Email Client logs your activity on the device.
- 3 When you are finished, press **Back** to switch from the Settings screen back to Inbox.

Extra: Resetting the Inbox

This action, when selected from the menu, allows you to reload the last three day's worth of email onto your phone from your inbox on the server. (This operation may take a few moments.)

- 1 In the Inbox, press Menu.
- 2 Scroll down to **Settings** and press **General**.
- 3 Select **Reset Inbox**.
The Reset Client screen appears.
- 4 Read the message, then press **Yes** or **No**.

Exiting the Funambol Email Client

to quit/exit the Funambol Email Client, follow these steps:

- 1 Open the Funambol menu and select **Exit**.
- 2 When a confirmation message appears, asking "do you really want to exit?" press **Yes**.
[-Depending on your device-] A summary screen may appear, telling you how much mail was transferred in bytes.
The device desktop reappears.

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Technical Support

If you would like updated and expanded information about the plug-in, or, if you are having problems, you can get to a variety of support resources linked to this site:

<http://www.funambol.com/support>

Uninstalling the Funambol Client from the Device

If it becomes necessary, you can uninstall the Email Client from your mobile device by following the steps:

- 1** Locate (on the device) where the Funambol Email Client is stored.
- 2** Select the Funambol application and open the menu.
- 3** Choose **Delete/Remove** (or a similar command).
- 4** A Confirmation message asks you to confirm the deletion. Click **Yes** or **OK**.

The client is removed from the device.