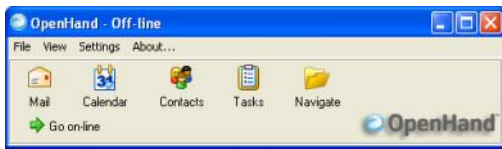


OpenHand allows you to access and update your email, calendar, contacts and tasks from a variety of devices. OpenHand gives you the option of working in real-time, or offline. In real-time, the information is not stored on the mobile device – it is held only on your organisation’s server. This means there

## Log in to OpenHand

1. Click the Start menu, Click OpenHand.
2. The **Main Menu** will be displayed




Now you will need to set the connection for your device.

Click Settings in the menu bar and select “Change Settings”. The Connections menu will be displayed.



3. Enter the correct information for your organization regarding server addresses etc. Your IT department will supply this. **Do NOT change the security key**

4. Click on  when you have filled in the information.

5. Click  The Login screen will be displayed




6. Enter your Username and Password.

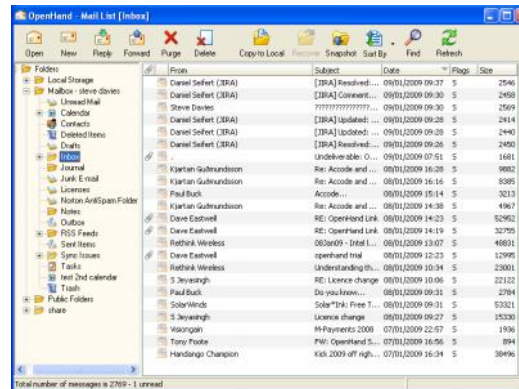
7. Click 

*Note: You can also find the Connection settings on the Login screen.*


## Mail

### View Mail List


1. Click  on the **Main Menu** : this will display the **Inbox**




### Open an existing Email

1. In the **Inbox**, double click the required email, or select a email from the list and click 




### Reply to an Email

1. Open or Highlight the email. In Toolbar click 
2. A menu will appear, choose **Reply Only To Sender**

Or **Reply To All**

3. Type in your reply and Click 

### Forward an Email

1. Open or Highlight the email. In View click 
2. Click  or  to select recipients from the contacts folder. Alternatively you can input the email addresses to the appropriate field separated by a semicolon (;)

3. Type in your covering message then click 

### Refresh Emails

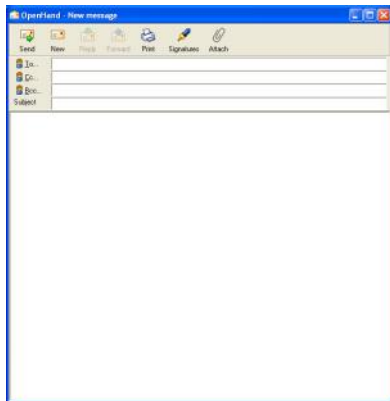
- From the **Inbox** select 

## Create a new Email



From the **Inbox** select

1. A blank email is displayed.



2. To select recipients from the contacts, select To...
3. On the contacts list double click required contact.
4. Tap within Cc... or Bcc... to add recipients in the **CC** or **Bcc** field.
5. Type in your message.



6. Click **Send** to send the email.

**Note:** To choose a Distribution list or Contact from another Contact list (e.g. **Global Address List**), click , and then select the Contact list you want to access and then click **OK**.

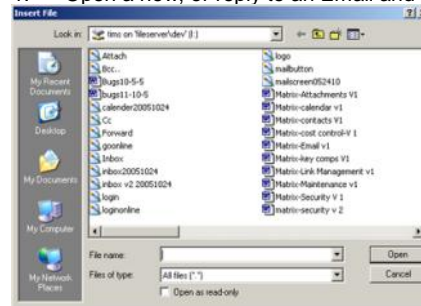
OpenHand will attempt to resolve the recipient for you. If OpenHand does not recognise the email address, the email will be closed and saved to the **Outbox** sub-folder in the **Local Storage** folder.

Email addresses can be entered manually separated by a semicolon

## Attach a File to your Email



1. Open a new, or reply to an Email and click



2. Click the file you wish to attach to your email.
3. To select another file to attach to an email, click again.
4. To delete a file, right click and select **Remove File**.

## Open an Attached File

1. Double click on the required file.  
Note: You can also right click the attachment and select Open or Save As...

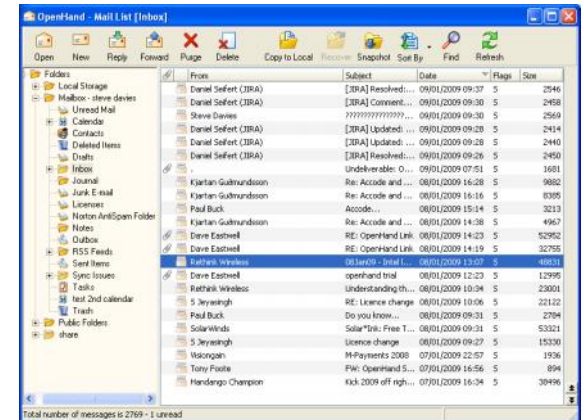
## Delete an Email permanently

1. On the Mail List page, select the tick-box next to the required email(s).
2. On the OpenHand Menu Bar click **Purge**.
3. Click **Yes** to confirm.

Note: You can also navigate to the deleted Items folder (or your Trash folder) and delete them from there (deleting from Deleted Items or trash folder permanently deletes the email).

## Save a local copy of an Email

On the Mail List page, select mail to be copied. The selected mail will be highlighted on the screen.



1. Click **Copy to Local**
2. The mail will be saved in Local Storage in the Private folder.

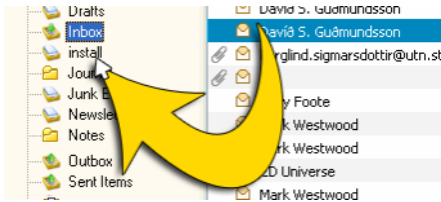
## Access a local copy of an Email

Local copies of mail are saved in the **Private** folder of Local **Storage**

- The **Drafts** folder is similar to an "outbox", storing the emails that have not been sent for some reason such as if you are working on an email and your connection fails, your email will be saved in the **Drafts** folder.


## Move a Email between folders

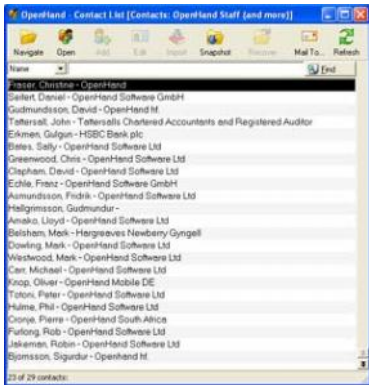
1. Select the Email or Emails in the Mail list.
2. **Right click** the Email and drag to the desired folder.



## Contacts


### View Contact List

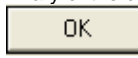

1. Click  on **Main Menu**.



2. The *Contact List* page is displayed.

### Open an existing Contact


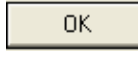
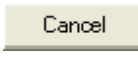
1. On the *Contact List* page, click the required contact.
2. Click  on the Contact Options Menu.

3. A summary of the contacts details is displayed:
4. Click  to return to the *Contact List*.
3. Click  to close **Contacts** Folder


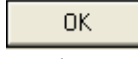
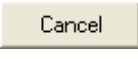
### Access another Contacts Folder

1. On the *Contacts List* page, click  at the top of the page.
2. Click on the required folder.
3. Click **OK**.

### Add a new Contact

1. On the *OpenHand Menu Bar*, click .
2. The *Add Contact* page is displayed:
3. Fill in the required information.
4. Click  to save or  to quit without saving


### Edit an existing Contact

1. On the *Contact List* page, click the required contact.
2. Click on  on the Contact Options Menu.
3. Change the required information.
4. Click  to save or  to quit without saving.



## Delete a Contact

1. On the *Contact List* page, right click the required contact.
2. Click **Delete**
3. Click **Yes** to confirm.


## Search for a Contact by Name

1. On the *Contact List* page, type the name (or part of the name) you wish to find in the Input Box.
2. Click .
3. A list of contacts is displayed which satisfy the selection criteria.
4. N.B. Contacts can also be searched by company name.

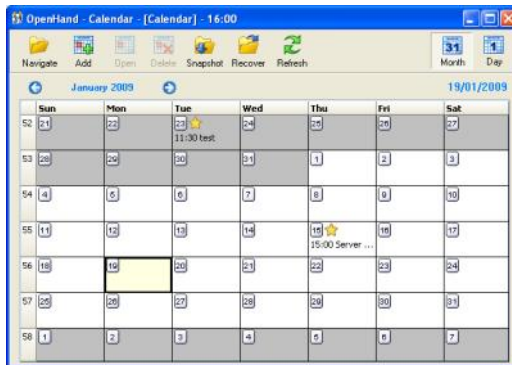
## To send an email from contacts

1. On the *Contact List* page, click the required contact.
2. Click  **Mail To...** On the Contact Options Menu or double click contact.
3. A new email is created with the contact's email address in the  **To...** field. Complete the email as shown previously.

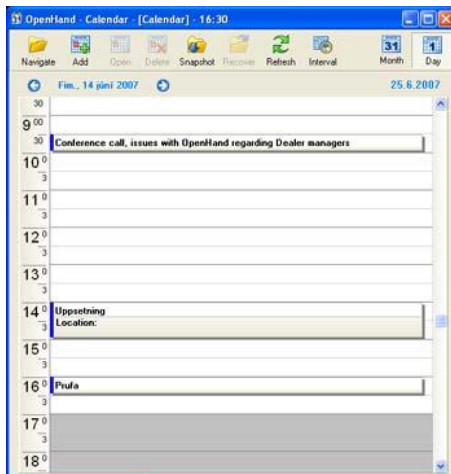
## Calendar View Calendar

1. Click  **Calendar** on **Main Menu**.
2. The *Calendar* page displays the schedule for the currently selected month and date. The current date is highlighted within a box. Appointments are shown by an exclamation mark within a date box. Times are also shown.

### Month View:



### Day View:



### Navigating the Calendar

1. To change the selected date within the currently selected month, simply click on the desired date. To select a different month, click on the month button above the calendar. The Date Selection page will be displayed.

2. Select in this box or use the arrows above the calendar

### Open / Edit an Appointment

1. On the *Calendar* page, select the date of the appointment by clicking the required date in the calendar window. Use the Month Button and the arrow keys to change the month, if required.
2. Select the appointment by clicking on the time of the appointment in the schedule window.
3. Click **Show**, or **Edit** to amend an appointment.
4. Change the required information.
5. Click  to save or  to quit without saving.

### Add a new Appointment

1. On the *Calendar* page, select the date of the appointment by clicking the required date in the calendar window. Use the Month Button and the arrow keys to change the month, if required.
2. Click **New Appointment** from the OpenHand Menu Bar.
3. Fill the title, start time and duration of the meeting and any additional information in the text field.
4. Click  to save or  to quit without saving.

### Delete an Appointment

1. On the *Calendar* page, select the date of the appointment by clicking the required date in the calendar window. Use the Month Button and the arrow keys to change the month, if required.
2. Select the appointment by clicking on the time of the appointment in the schedule window.

The appointment will be highlighted.



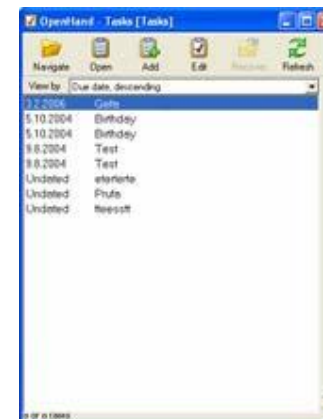
3. Click **Delete** from the OpenHand Menu Bar to delete the appointment.
4. Click  to confirm.

## Tasks

### View Tasks



1. Click **Tasks** on **Main Menu**.



The Task List page is displayed.

## Navigate

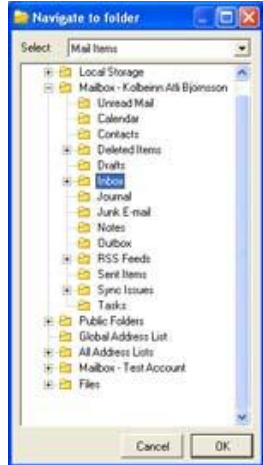
### Navigating Through The Folder Tree

1. From the **Main Menu** or **Contacts** or **Mail Menu** select




Navigate

2. The Folder Tree will open for you.



3. To navigate to a folder click on the required folder name

and then click . The required folder will open.

Please note that the next time you start OpenHand the program will take you back to the same folder. Navigate back to where required.

## About screen

To get information about the OpenHand server you are connecting to, open then About screen, and click on the more info button on the right corner of the about screen.



## Settings



### Local Password Settings

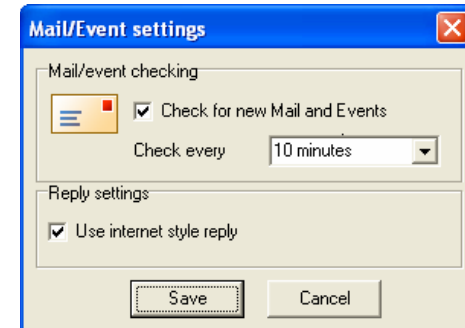
You can set a local password on your OpenHand windows client by clicking on Settings and then selecting "Change Local Password".



The *Change Local Password* window is displayed.

### Mail/Event Check Settings

You can set a change your mail settings in your OpenHand windows client by clicking on Settings and then selecting "Change Mail/Event settings".



The *Mail/Event settings* window is displayed.

Tick the "Check for new Mail and Events" if you want the OpenHand Windows client to check for new mail or events.

You can set the interval between each mail/event check by changing the "Check every" drop down box.

### Reply Settings

This appends the > symbol to the original text of the message to enable you to identify new text more easily. Tick the "Use Internet style reply" box if you want to use Internet style reply.