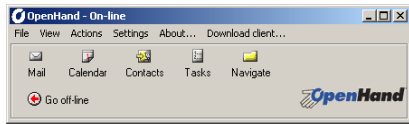


OpenHand allows you to access and update your email, calendar, contacts and tasks from a variety of devices. OpenHand gives you the option of working in real-time, or offline.

In real-time, the information is not stored on the mobile device – it is held only on your organisation’s server. This means there is no risk to your information if your device is lost or stolen.

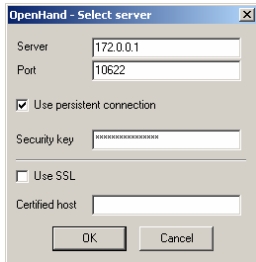
Log in to OpenHand

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 the **Settings** button. 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 **OK** when you have filled in the information.
5. Click **Go on-line** The Login screen will be displayed

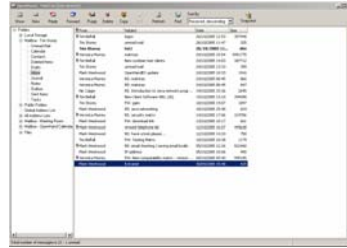


6. Enter your Username and Password.



View Mail List

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



Open an existing Email

1. In the **Inbox**, double click the required email.

Reply to an Email

1. Open or Highlight the email. In Toolbar click **Reply**.
2. A menu will appear, choose **Reply Only To Sender** Or **Reply To All**
3. Type in your reply and Click **Send**.

Forward an Email

1. Open or Highlight the email. In View click **Forward**.
2. Click **To...** or **Cc...** 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 **Send**.

Refresh Emails

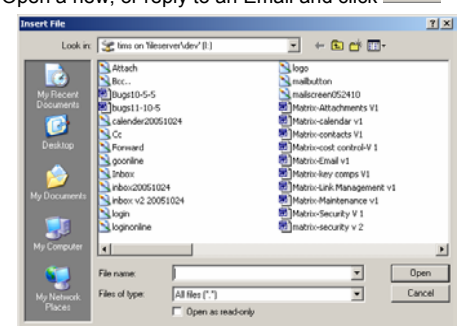


Create a new Email


- From the **Inbox** select **New**
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 **To...**, 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 **Attach**.
- 


2. Click the file you wish to attach to your email.

- To select another file to attach to an email, click  again.
- To delete a file, right click and select **Remove File**.

Open an Attached File

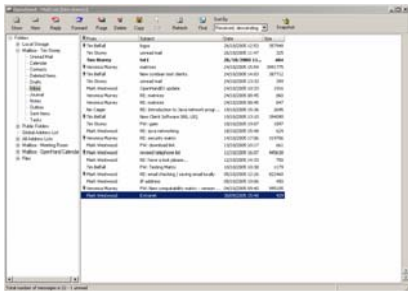
- Double click on the required file.


Delete an Email permanently

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

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.



- Click .
- The mail will be saved in Local Storage in the Private folder.

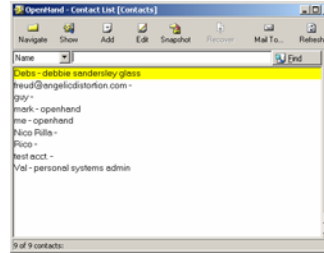
Access a local copy of an Email

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.


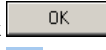

View Contact List

- Click  on **Main Menu**.




- The **Contact List** page is displayed.




Open an existing Contact

- On the **Contact List** page, click the required contact.
- Click  on the Contact Options Menu.
- A summary of the contacts details is displayed:
- Click  to return to the **Contact List**.
- Click  to close **Contacts** Folder




Access another Contacts Folder

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

Add a new Contact

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


Edit an existing Contact

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



Delete a Contact

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


Search for a Contact By Name

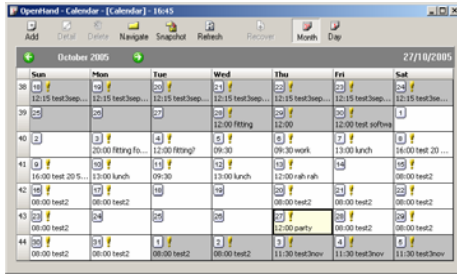
- On the **Contact List** page, type the name (or part of the name) you wish to find in the Input Box.
- Click .
- A list of contacts is displayed which satisfy the selection criteria.
- N.B. Contacts can also be searched by company name.

To send an email from a Contact.

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

View Calendar

- Click  on **Main Menu**.
- 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.



Navigating the Calendar

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

Open / Edit an Appointment

- 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.
- Select the appointment by clicking on the time of the appointment in the schedule window.
- Click **Show**, or **Edit** to amend an appointment.
- Change the required information.
- Click to save or to quit without saving.

Add a new Appointment

- 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.
- Click **New Appointment** from the OpenHand Menu Bar.
- Fill the title, start time and duration of the meeting and any additional information in the text field.
- Click to save or to quit without saving.

Delete an Appointment

- 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.
- Select the appointment by clicking on the time of the appointment in the schedule window.

The appointment will be highlighted.



- Click from the OpenHand Menu Bar to delete the appointment.
- Click to confirm.