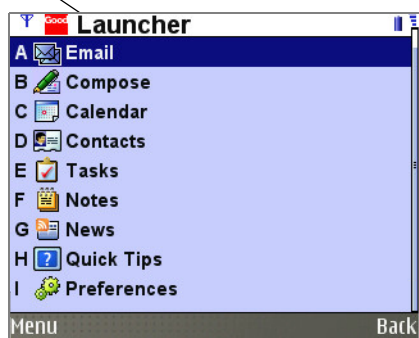


Good Mobile Messaging Quick Start Card for Nokia Series 60 & E71 Handhelds

Select the Good logo to display the Good Launcher



Screen Indicators

	Data service on (required for Good Messaging synchronization)		Unread message with attachment
	New, unread message		Opened message with attachment
	Replied to message		Forwarded message
	Message is flagged as complete		Message is flagged for follow up
	High-priority message		Composing message
	Meeting request		Working offline
	SMS or text message		Outgoing message
	Data being sent or received		

Notifications in the on-screen yellow alert bar include new email, sending/receiving status. News feeds (if enabled) are displayed with a blue alert bar. Dismiss by pressing x.

Navigation

Item	Description
Five-way Navigation Joystick	Use to move around the screen. You can move up, down, left, or right.
Selection (center of five-way navigation joystick) Key	Use to select a highlighted item. Press the center of the five-way joystick to select items. From Home screen, goes to Good Launcher.
Right Soft Key	Use to close current screen or return to the previous screen.
Left Soft Key	Use to select a menu. On many screens, the left soft key is Options. The menu changes depending upon the screen.
Options Menu	Press to display options or to perform a command within an application.
Getting Help	Select Quick Tips from the Good Launcher to get information about using Good Messaging.

Preferences and Options

Item	Description
Setting Good Preferences	To set Good Preferences, select Preferences from the Good Launcher. Select a category to set the associated preferences.
Setting System Preferences	From the Applications folder, select Tools and then Settings or Profiles to personalize your handheld.
Working Offline	Select Options, More Options, and then Work Offline from the menu in Email application or Good Launcher. You can continue to view and compose messages.
Send/Receive Now	Select Options, More Options, and then Send/Receive Now from the Email application (or use the shortcut key "z") to trigger immediate data flow to and from the handheld.
Set Notifications	Select Notification (alerts) from the Good Preferences screen. Notifications are available for email, address lookup completed, reminders, more data loaded, optionally using an on-screen alert, sound, and vibration. You can set sounds levels and sound type for different notification events. On some Nokia Series 60 handhelds, the LED blinks to indicate that there are new email messages in the Inbox.
Notifications	You receive an on-screen alert to notify you when a particular event occurs. For example, if a new email arrives or an appointment is coming up, a yellow alert appears on the bottom of the screen. Press o to view the notification or x to dismiss it.

Using Email

Task	Description
Accessing Inbox from Homescreen	To go directly to your Inbox, select Good email from the homescreen. The homescreen indicates how many unread messages you have in your Good inbox.
Creating a Message	Select the Compose icon from the Good Launcher. Enter the recipient's email address in the To field. Press the comma key or select Options and then Add Recipient to add additional recipients. To add a new line, press the Return key. Select Options and then Send to send the message.
Selecting Messages	To select one or more messages, press the Shift key and up arrow to select messages above and press the Shift key and down arrow to select the message below. To return to the first message in the folder, press T. Press B to go to the last message.
Cancelling Compose	To cancel a message while you are composing it, select Back (right soft key).

Using Contacts

Task	Description
Viewing Contacts	Select the Contacts icon from the Good Launcher. A list of all of your contacts appears. To display the contents of a different contacts folder, select the folder name at the top of the screen. Select Contact and then Options to send email, an SMS or MMS message, or phone the contact. Select Options to add, modify, or delete a contact.
Finding Contacts	Select the Contacts icon from the Good Launcher. Begin entering the contact name in the Find field. Only contacts that match the characters you enter appear in the list. By default, all of your contacts are searched. If you want to search a particular folder, select it in the upper left corner of the screen. You can select All, Personal Contacts, or Company History. You can also use the Global Address List (GAL) to find contact information by selecting the link at the bottom of the screen.
Assigning contacts to a category	From the Edit Contact screen, select Choose Categories to assign a contact to a category. To sort contacts by category, select Menu and then View by Category from the main Contacts screen.

Using the Calendar

Task	Description
New Meeting	From the calendar, select Menu > New Meeting. Enter the meeting information into the appropriate fields. To add invitees, select Menu > Add Invitee. Select Menu > Save.
Change view	To change the view, select Menu in the calendar. The viewing options are Day, Week, Month, and Agenda. The week view displays the date range of the week, along with the
View Appointment	Select an appointment in the calendar to view detailed information about the appointment. You can also view upcoming appointments in the homescreen.
Jump to another date	From the calendar, select Menu > View. Select Next Day, Previous Day, Go to Today, or Jump to Date.

Using the Phone

Task	Description
Making a Phone Call	From within Good Messaging, press the red phone key to return to the Home screen. Enter the phone number you wish to call. Press the Call (green) key to make the call. From within Contacts, select the phone number for the person you wish to call.
Using Speed Dial	To add a number to speed dial, select a phone number from contacts or call history, press Options, and then Add to Speed Dial. Assign a speed dial number. You can enter up to 9 entries. To dial a number, press and hold the speed dial number. Voicemail is usually assigned to number 1.

Keyboard Shortcuts

Location	Key	Description
General	t, b	Moves to top/bottom of a screen. Doesn't apply to edit screens.
	n	Moves to next item in application
	p	Moves to previous item in application
	g	Goes to Good Launcher
	o	Opens alert
	x	Closes alert
	Spacebar	Pages down in Email, Tasks, Notes, and Help
Email List	z	Initiates Send/Receive Now command
	n	Moves to the next day's messages (down the list)
	p	Moves to the previous day's messages (up the list)
	d, backspace	Deletes the selected message

Location	Key	Description
Reading a message	Enter	Opens the selected message
	m	Moves selected message to a folder
	u	Marks as Unread
	v	Shows/Hides preview pane
	r	Replies to sender
	a	Replies to all
	f	Forwards message
	m	Moves message to a folder
	n, p	Opens the next or previous message respectively
l	Flags message	

Note: No shortcuts are available while in an editable field.