Good Mobile Messaging Quick Start Card

Screen Indicators

	New, unread message		Priority message
	Replied to message		Message includes an attachment
	High-importance message		Forwarded message
	Message is flagged as complete		Message is flagged for follow up
	New mail		Composing message
	Meeting request		Working offline
	SMS/text message		Outgoing message
	MMS message		Data being sent or received

Keyboard Shortcuts

Area	Description	Key
General		
	Go to **G**ood Launcher (from any Good application)	g
	Close notification	x
	Open notification	o
	Toggle Good News viewer	. (period)
	Delete item	d
	Go to **b**ottom of list	b
	Go to **t**op of list	t
	Go to **n**ext item in list	n
	Go to **p**revious item in list	p
	Send/Receive now	z
	Manual **l**ock	l
	Turns the news bar on / off	- (hyphen)
Email		
	Reply	r
	Reply to **a**ll	a
	Forward message	f
	Move message to folder	m
	Mark message as **u**nread	u
	Open or close Preview Pane	v
	Set flag	l
	Change to **C**onversations view	c
	Change to **S**enders view	s
	Opens the **N**ext email message	n
	Opens the **P**revious email message	p
	Pages down through the email list in your inbox	(spacebar)
Calendar		
	Open **A**genda view	a
	Open Day view	d
	Open **M**onth view	m
	Open **W**eek view	w
	Jump to date	j
	Go to current da**y**	y

Area	Description	Key
Tasks/To Do		
	Mark as **C**omplete	c

Note: No shortcuts are available while in the Email Edit, Reply, or Forward screens.

Common Tasks

For complete information, refer to the Good Messaging User's Guide

Email		
Syncing your Inbox	When you first install Good Messaging, your last 100 messages in your Inbox are synced to your handheld	
Syncing subfolders	If your email is filtered to subfolders, use Today screen Options | Good Messaging Preferences | Email Delivery to synchronize those subfolders on the handheld.	
Changing email views	Select Display Options to view your email in one-line, two-line, or in a variety of other views. You can also sort your email by conversations, senders, or unread messages.	
Composing multiple email messages	You can compose more than one message at one time without sending them or saving them to Drafts folder.	
Using priority mail	From Email Options, select Priority Mail to set the viewing options and to add a list of Priority Senders.	
Sending attachments	You can add up to 16 attachments to a message. From the Compose screen, select Attach File or Attach Picture.	
Contacts		
Displaying contacts	Click Contacts. Your personal contacts are displayed. To display shared contacts (optional feature), if any, select the Contacts bar to display other contacts folders. The "Company History" folder contains your handheld's recent senders and recipients if listed in the Global Address List. To add/remove folders displayed, use Options | Good Messaging Preferences | Public Folders - Contacts.	
Finding contacts	In Contacts, begin typing in the Find field. Contacts whose first or last names match the text you type appear in the contacts list. Use the backspace key to back up in Find.	
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.	
Calendar		
Scheduling a new meeting	From the menu, select New Meeting. Enter the subject, location and so on. You can invite up to 32 attendees to a meeting or appointment. You can see if an attendee is free or busy during the proposed time. (Exchange only)	

Booking a conference room	Once you have designated a date and time for a meeting or appointment, Good Messaging displays a list of conference rooms. (Exchange only)
Booking meeting as Busy/ Tentative/OOO	When you create a new meeting, you can select Free, Busy, Tentative, or OOO (out of office) after Show As: option. Select Suggested Times for a list of recommended times when participants are available.
Setting up recurring meetings	When you create a new appointment, select Edit Recurrence to set up a repeating meeting. (Exchange only)
Get suggested times	When creating a new meeting, select Suggested Times to search for a time that works for all attendees.
Changing meeting times	Open the meeting and use the left soft key to select Edit. Using the navigation key, navigate to the start time and press the Select key. Use the up or down arrow on the navigation key to change the time. Use the right or left arrow on the navigation key to edit the minute and AM/PM designation. When you're done, press the Select key again.

News

Adding feeds	To add feeds, select News from the Good Launcher. Select Menu and then Add Feeds or Add Feeds by URL. A list of popular RSS feeds is included or you can enter an RSS URL manually. You can also email the URL from a feed or send the article directly.
Turning notifications on/off	From the News application, select notification by feed. You can also set the download frequency for News. From Good Preferences, select Data Synchronization, and then choose the download interval you want.

Preferences

Work offline	Select Work Offline option from the menu to conserve battery, and continue working in fringe reception areas by suppressing connection dialogs.
Trigger data flow	Use the menu option Send/Receive Now or use the keyboard shortcut z to trigger immediate data flow to and from the handheld. The "Data Off" radio icon will indicate the need to select this option.
Set notifications	Select Good Messaging Preferences	Notification. Notifications are available for email (Inbox, other folders, or priority mail) or reminders.
Change font size	From Good Preferences, select Screen to increase or decrease the text font size.
Categories	You can assign a category to a contact, to do, or task. From Good Preferences, select Categories to create a new one. When you are creating or editing a contact, to do, or task, select a category for the item.
Data Synchronization	You can set preferences for data synchronization that can help conserve your handheld's battery. Open Good Preferences, and then select Data Synchronization. Set the frequency at **Synchronize Good data**.

Good

Good Messaging and Your Phone

- Initiate phone calls from the Contacts application by displaying a contact and selecting Dial Contact from menu. You can also call the sender of an email message if the sender is in your Contacts by using the Email menu option.

- Caller ID displays the Contact name associated with an incoming call, and the phone number and whether it is home, work, or mobile.

- When creating new Speed-dial favorites, the Lookup button will display your Good Messaging Contacts.

- Domestic roaming for Good Messaging is available when your carrier supports data roaming. Good Messaging applications are available via international roaming when your handheld is configured for foreign phone roaming.

- Depending on your network type, you may be able to navigate among and use Good Messaging applications during a phone call. Good Messaging will continue to process data received prior to the call; no data is sent or received while the call is in progress.