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You can read the recommendations in the user guide, the technical guide or the installation guide for NOKIA LUMIA 620. You'll find the answers to all your questions on the NOKIA LUMIA 620 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

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User Guide
Nokia Lumia 620

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Issue 2.0 EN



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Manual abstract:

Check out the videos at www.youtube.com/NokiaSupportVideos. @@@@All rights reserved. 5 6 6 6 7 7 8 10 11 14 15 16 16 18 18 23 28 29 31 31 35 35 37 38 38 41 41 44 47 49 Mail Camera Camera basics Advanced photography Photos and videos Maps & navigation Switch location services on HERE Maps HERE Drive+ Positioning methods Internet Define internet connections Connect your computer to the web Web browser Search the web Close all internet connections Entertainment Watch and listen Nokia Music Sync music and videos between your phone and computer Games Office Microsoft Office Mobile Write a note Continue with a document on another device Calendar Make a calculation Use your work phone Tips for business users 53 59 59 64 65 69 69 69 74 78 80 80 80 81 83 83 84 84 84 86 86 88 88 91 91 92 93 93 93 3 Phone management & connectivity Keep your phone up to date Wi-Fi NFC Bluetooth Memory and storage Copy content between your phone and computer Security Access codes Troubleshooting and support Find your model number and serial number (IMEI) Product and safety information 96 96 97 98 100 102 103 104 105 107 109 110 © 2013 Nokia. All rights reserved. 4 Safety Read these simple guidelines. Not following them may be dangerous or illegal. SWITCH OFF IN RESTRICTED AREAS Switch the device off when mobile phone use is not allowed or when it may cause interference or danger, for example, in aircraft, in hospitals or near medical equipment, fuel, chemicals, or blasting areas.

Obey all instructions in restricted areas.

ROAD SAFETY COMES FIRST Obey all local laws. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety. INTERFERENCE All wireless devices may be susceptible to interference, which could affect performance. QUALIFIED SERVICE Only qualified personnel may install or repair this product.

BATTERIES, CHARGERS, AND OTHER ACCESSORIES Use only batteries, chargers, and other accessories approved by Nokia for use with this device. Third-party chargers that comply with the IEC/EN 62684 standard, and that can connect to your device micro USB connector, may be compatible. Do not connect incompatible products. KEEP YOUR DEVICE DRY Your device is not water-resistant. Keep it dry.

GLASS PARTS The device screen is made of glass. This glass can break if the device is dropped on a hard surface or receives a substantial impact. If the glass breaks, do not touch the glass parts of the device or attempt to remove the broken glass from the device. Stop using the device until the glass is replaced by qualified service personnel. PROTECT YOUR HEARING To prevent possible hearing damage, do not listen at high volume levels for long periods. Exercise caution when holding your device near your ear while the loudspeaker is in use. SAR This device meets RF exposure guidelines when used either in the normal use position against the ear or when positioned at least 1.5 centimetres (5/8 inch) away from the body. The specific maximum SAR values can be found in the Certification Information (SAR) section of this user guide. For more info, go to www.sar-tick.com.

When a carry case, belt clip or other form of device holder is used for body-worn operation, it should not contain metal and should provide at least the above-stated separation distance from the body. Note that mobile devices may be transmitting even if you are not making a voice call. © 2013 Nokia. All rights reserved. 5 Get started Get to grips with the basics, and have your phone up and running in no time. Keys and parts Explore the keys and parts of your new phone. 1 Front camera 2 Earpiece 3 Connector for headphones and loudspeakers (3.5 mm) 4 Volume keys 5 Power/lock key 6 Camera key 7 Back key 8 Start key 9 Search key 10 Micro-USB connector 11 12 13 Camera flash Camera lens Loudspeaker Back, start, and search key The back, start, and search keys help you navigate your phone.

•••• To switch between open apps, press and hold , swipe left or right, and tap the app you want. To go back to the previous screen you were in, press . Your phone remembers all the apps and websites you've visited since the last time your screen was locked. To go to the start screen, press . The app you were in remains open in the background.

To control your phone with your voice, press and hold , and say a voice command. This feature is not available in all languages. For more info on feature and service availability, see the How-to section at www.windowsphone.com.

To search the web, press . •© 2013 Nokia. All rights reserved. 6 Antenna locations Learn where the antennas are located on your phone to get the best possible performance. Avoid touching the antenna area while the antenna is in use. Contact with antennas affects the communication quality and may reduce battery life due to higher power level during operation. The antenna areas are highlighted. Insert a SIM card Learn how to put a SIM card in your phone.

Important: This device is designed to be used with a mini-UICC SIM card, also known as a microSIM card only. A micro-SIM card is smaller than the standard SIM card.

Use of incompatible SIM cards, or use of SIM card adapters, may damage the card or the device, and may corrupt data stored on the card. Make sure your phone is switched off before inserting the SIM card. 1. Press on the camera flash, and pull the edge of the back cover until it comes off. 2. If the battery is in the phone, lift it out. © 2013 Nokia. All rights reserved. 7 3. Pull the card holder out, put the card in, contact area face up, and push the holder back in.

4. Line up the battery contacts, and put the battery back in. 5. Press the bottom edge of the back cover against the bottom edge of the phone, and press the back of the cover until it snaps into place. Insert a memory card Learn how to put a memory card (available separately) in your phone.

Make sure the phone is switched off. © 2013 Nokia. All rights reserved. 8 Use only compatible memory cards approved for use with this device. Incompatible cards may damage the card and the device and corrupt data stored on the card.

Your phone supports memory cards with a capacity of up to 64 GB. 1. Press on the camera flash, and pull the edge of the back cover until it comes off. 2. Slide the memory card holder until it unlocks, and lift the holder. 3. Put the memory card in the holder, contact area face down, and lower the holder. 4. Slide the holder until it locks. © 2013 Nokia.

All rights reserved. 9 5. Press the bottom edge of the back cover against the bottom edge of the phone, and press the back of the cover until it snaps into place. Charge your phone Learn how to charge your phone. Charge your phone with a USB charger Your battery has been partially charged at the factory, but you may need to recharge it before you can switch the phone on for the first time. Make sure you use a compatible USB charger to charge your phone. 1. First connect the USB cable to the charger, and plug the charger into a wall outlet, then connect the micro-USB end of the cable to your phone.



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2. When the battery is full, disconnect the charger from the phone, then from the wall outlet.

You don't need to charge the battery for a specific length of time, and you can use the phone while it's charging. If the battery is completely discharged, it may need to charge for up to 20 minutes before you can use your phone. The charging indicator may not be displayed in this time. © 2013 Nokia. All rights reserved.

10 Tip: You can use USB charging when a wall outlet is not available. Data can be transferred while charging the device. The efficiency of USB charging power varies significantly, and it may take a long time for charging to start and the device to start functioning. First connect the USB cable to the computer, then to your phone. When the battery is full, first disconnect the USB cable from your phone, then from the computer.

The battery can be charged and discharged hundreds of times, but it will eventually wear out. When the talk and standby times are noticeably shorter than normal, replace the battery. Battery Take good care of your battery, it's the life force of your phone. Use only Nokia approved chargers designated for this phone. You can also use a compatible USB cable to charge your phone (included). First start-up Learn how to get your new phone up and running. Your new phone comes with great features that will be installed when you start your phone for the first time. Allow some minutes for your phone to be ready. Switch the phone on Are you ready? Switch your phone on, and start exploring it. Press and hold the power key until the phone vibrates.

Switch the phone off Press and hold the power key, and drag the lock screen down. © 2013 Nokia. All rights reserved. 11 Microsoft account With a Microsoft account, you can access Microsoft services with a single username and password on your computer or phone. You can also use the same username and password on your Xbox. With your Microsoft account, you can, for example: ••••••••Download content from Store Back up your contacts Upload, store, and share pictures and documents. Back up your phone on SkyDrive. Play Xbox games Get your avatar and gaming achievements on your phone, and add to them when you play games on your phone Keep track of and lock your lost phone with Find My Phone Get feeds from social networking services to your People hub To learn more about Microsoft account and what you can do with it, go to www.windowsphone.com.

Create your Microsoft account Spice up your life and get more from your phone – create a Microsoft account. © 2013 Nokia. All rights reserved. 12 To create a Microsoft account, you need an internet connection. If you don't have a data plan, the data transmission costs may pile up quickly.

For info about possible data costs, contact your network service provider. If you can't connect to the internet, you can create the account later. 1. Switch on your phone with the SIM card in the phone. 2.

To set up your phone, follow the instructions shown on the screen. 3. Create your Microsoft account, or sign in with your existing username and password. To make an emergency call during the initial set-up, tap emergency call. To create a Microsoft account later, open a Microsoft app or service on your phone. Or on the start screen, swipe left, and tap Settings > email+accounts > add an account. To create your account on the internet, or to reset your password, go to www.live.com. Copy contacts Have your nearest and dearest instantly at your fingertips.

Use the Transfer my Data app to easily copy your contacts and text messages from your old phone. © 2013 Nokia. All rights reserved. 13 Tip: If you have an older Windows Phone device, or have previously backed up your contacts in Windows Live, you can also add your account to your phone, and import the contacts to your phone straight from the service. Your old phone needs to support Bluetooth. The contacts on your old phone need to be stored in the phone memory, not on the SIM. The app does not work with all phone models. 1. On your old phone, switch Bluetooth on. 2.

On the start screen of your new phone, swipe left, and tap Transfer my Data. 3. Tap continue, and switch Bluetooth on. 4. Select your old phone from the list of found devices, and follow the instructions shown on both phones.

If your contacts are written in a language that is not supported by your new phone, the contact info may not be shown correctly. Lock the keys and screen Want to avoid accidentally making a call when your phone is in your pocket or bag? Press the power key. © 2013 Nokia. All rights reserved. 14 Unlock the keys and screen Press the power key, and drag the lock screen up.

Set the keys and screen to lock automatically On the start screen, swipe left, tap Settings > loh. © 2013 Nokia. All rights reserved. 19 Example: To open an app or other item, tap the app or item. To edit or delete a calendar appointment, tap and hold the appointment, and select the appropriate option. Tap and hold to drag an item Place your finger on the item for a second or two, and slide your finger across the screen. Swipe Place your finger on the screen, and slide your finger in the desired direction. © 2013 Nokia. All rights reserved. 20 Example: Swipe left or right between the start screen and the apps menu, or between different views in the hubs.

To quickly scroll through a long list or menu, slide your finger quickly in a flicking motion up or down the screen, and lift your finger. To stop the scrolling, tap the screen. Zoom in or out Place two fingers on an item, such as a map, photo, or web page, and slide your fingers apart or together. © 2013 Nokia. All rights reserved. 21 Important: Avoid scratching the touch screen. Use your phone with ease Struggling with small text or blurry images? Make the fonts larger and the screen easier to view. You can also use your phone with a teletypewriter (TTY/TDD). 1. On the start screen, swipe left, and tap 2.

Tap ease of access. Change the font size Drag the Text size slider. Switch high contrast on Switch High contrast to On . Settings. Magnify the screen Switch Screen magnifier to On , and double-tap the screen with two fingers.

When using the magnifier, use two fingers to move around the screen. To stop magnification, double-tap the screen with two fingers. © 2013 Nokia. All rights reserved. 22 Use your phone with a TTY/TDD Switch TTY/TDD to full.

The available TTY/TDD modes may vary depending on your network service provider. Use your phone in flight mode In places where you don't want to make or receive calls, you can still access your music, videos, and offline games if you switch flight mode on. Flight mode closes connections to the mobile network and switches your phone's wireless features off. If supported by your device, the NFC payment and ticketing feature of the device may remain active. Comply with the instructions and safety requirements given by, for example, an airline, and any applicable laws and regulations.



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Where allowed, you can connect to a Wi-Fi network to, for example, browse the internet or switch Bluetooth and NFC sharing on in flight mode. 1. On the start screen, swipe left, and tap . 2. Switch Status to On Control your phone with your voice Got your hands full, but need to use your phone? You can use your voice to make a call, send a text message, search the web, or open an app.

This feature is not available in all languages. For info on the supported languages, go to www.windowsphone.com. 1. Press and hold . 2. Say a voice command into your phone. Example: To check your schedule, say Open calendar. Settings > flight mode.

Personalise your phone Learn how to personalise the start screen, and how to change ringtones. © 2013 Nokia. All rights reserved. 23 Personalise the start screen Would you like to have only your most-used apps on the start screen? You can pin your favourite apps, websites, and much more to the start screen, and move or resize tiles as you like. 1.

To pin an app, swipe left to go to the apps menu. 2. Tap and hold the app, and tap pin to start. Pin a contact Tap People, tap and hold the contact, and tap pin to start. When you pin contacts, their feed updates are shown on the tile, and you can call them directly from the start screen.

Pin a website Go to a website, and tap > pin to start. Move a tile Tap and hold the tile, drag and drop it to the new location, and tap the screen. © 2013 Nokia. All rights reserved. 24 Resize or unpin a tile To resize, tap and hold the tile, and tap the arrow icon. The tiles can be either small, medium, or wide. The bigger the tile is, the more info it can show. To unpin the tile, tap and hold the tile, and tap Change the Glance screen settings . Always keep your phone at your service. When your phone is on standby, you can easily check the time even when your screen times out.

1. On the start screen, swipe left, tap 2. Switch Glance to Always on. Settings > display+touch, and swipe to glance. © 2013 Nokia. All rights reserved. 25 Create a safe, fun start screen for kids You can let your kids use some apps on your phone without having to worry about them accidentally deleting your work mail, making online purchases, or doing anything else they shouldn't. Put selected apps, games, and other favourites for kids to enjoy in their own start screen. 1. On the start screen, swipe left, and tap Settings.

2. Tap kid's corner. 3. Choose which content your kids can use. You can also set a password to keep your kids from accessing your own start screen.

Tip: Show your kids how they can personalise their start screen. To change, for example, the background picture, tap customise. On the start screen, you can resize or move tiles in the normal way. Tip: To let your kids make an in-app purchase, such as buy game points, define a Wallet PIN. You must enter the Wallet PIN to make each purchase.

To define a Wallet PIN, on the start screen, > settings+PIN. Some purchases may not be available for swipe left, and tap Wallet > all ages. Go to your own start screen Press the power key twice, and swipe up on your own lock screen. If you've set a password, type it in. Go back to the kid's start screen On your own lock screen, swipe left, and on the kid's lock screen, swipe up. Switch the kid's start screen off On your start screen, swipe left, tap Change your theme You can change the display colours to match your taste and mood. 1. On the start screen, swipe left, and tap 2. Tap Background or Accent colour. Settings > theme.

Settings, and switch kid's corner to Off. Change colour profile To adjust the saturation and colour temperature of your screen, tap Lumia colour profile > adjust. © 2013 Nokia. All rights reserved. Settings > display+touch > 26 Personalise the lock screen Would you like to make your lock screen look unique? You can, for example, have your own favourite photo in the background. On the start screen, swipe left, and tap Settings > lock screen. Tip: You can decide which app notifications, such as missed calls or new messages, you want to see on the lock screen. Simply tap a notification slot, and choose the app you want to add. Change the background photo Tap change photo, select a photo, adjust it to get the best possible fit, and tap Show the artist when playing music Switch Show artist when playing music to On Personalise your phone tones You can select the best sounds for your phone. 1.

On the start screen, swipe left, and tap Settings > ringtones+sounds. 2. Select the type of ringtone or alert you want to change, and select the sound. Add new ringtones from your PC to your phone Connect your phone to your PC with a USB cable, and use the file manager of your PC to move the song you want to the ringtone folder in your phone. To set the song as your ringtone, in the ringtones+sounds view, tap Ringtone, and under Custom, tap the song. You can use a song as your ringtone if it is not protected with digital rights management (DRM), and it's smaller than 30 MB. Tip: Want to create your own unique ringtone? Tap app. © 2013 Nokia. All rights reserved. .

Tip: You can also shuffle photos from Bing on your lock screen. Switch Background to Bing. . Store, and download the Ringtone Maker 27 Your PC must have Windows Vista, Windows 7, or Windows 8. Enhance your audio experience Get the most out of your music experience and enhance the sound of your music and videos. 1. Connect a compatible headset. 2. Tap Settings > audio. 3.

To adjust the tone of music, swipe to equaliser, and drag the bands to your liking. You can also select one of the equaliser presets. 4. To get more consistent playback volume for all music and video tracks, swipe left to . enhancements, and turn Audio levelling to On 5. To get richer and more spacious audio with any stereo headphones, turn Dolby Headphone to On . Audio personalisation is not enabled when listening to the FM radio or when listening using wireless headphones. Silence your phone When you switch silent mode on, all ringtones and alert tones are muted. Use this when you are, for example, at the cinema or in a meeting. 1.

Press a volume key to see the volume status bar at the top of the screen, and tap . Silent mode is switched on. If you have set your phone to vibrate, vibrate mode instead of silent mode. 2. If you want to set your phone to vibrate, on the start screen, swipe left, tap +sounds, and switch Vibrate to On . is switched on Settings > ringtones Take a screenshot Did you just finish personalising your start screen, and want to share your work of art? You can capture your screen and send it to your friends. © 2013 Nokia. All rights reserved. 28 1. Press the power key and the start key at the same time.

2. Tap Photos > albums > Screenshots. 3. Tap and hold the screenshot you want to send, and tap share.... Extend battery life Get the most out of your phone while getting the battery life you need. There are steps you can take to save power on your phone. To save power: Charge wisely Select only the sounds that you need Use wired headphones Use the battery saver Always charge the battery fully.



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Mute unnecessary sounds, such as key press sounds. Use wired headphones, rather than the loudspeaker. • You can set your phone to automatically save power when the battery charge level is low. To check the battery status, and switch battery saver mode on, on the start screen, swipe left, and tap Settings > battery saver. When your phone goes into battery saver mode, you may not be able to change the settings of all apps. You can choose when you want battery saver mode to be activated. Tap advanced. Set the phone screen to switch off after a short time. On the start screen, swipe left, and tap Settings > lock screen > Screen times out after. • Change the phone screen settings • © 2013 Nokia.

All rights reserved. 29 • Switch Glance on only when needed. To switch Glance off, on the start screen, swipe left, tap Settings > display+touch, and swipe to glance. Switch Glance to Off. On the start screen, swipe left, and tap Settings > brightness.

Make sure that Automatically adjust is . Switch Level to low, and switch switched to Off Automatically adjust to On . To lower the screen brightness when the battery saver is on, on the start screen, swipe left, tap Settings > display+touch, and switch Battery Saver brightness to On. Close the apps you are not using. To close most of the apps, press .

Some apps may run in the background unnecessarily. On the start screen, swipe left, tap Settings, swipe to applications, and tap background tasks. Tap the app you want to block, and tap block. Lower the screen brightness • • Stop apps from running in the background • • Use location services selectively If you want to keep location services switched on, but don't want to use check-in services, on the start screen, swipe left, and tap Settings. Swipe to applications, . tap people, and switch Use my location to Off • Set your phone to check for new mail less frequently, or even by request only. In every mailbox you have, > settings > sync settings, and change the tap setting for Download new content. Switch Bluetooth on only when needed. Switch NFC on only when needed. To switch the tap +send feature off, on the start screen, swipe left, tap Settings > tap+send, and switch NFC sharing to Off.

Use a Wi-Fi connection to connect to the internet, rather than a mobile data connection. Tip: To keep the Wi-Fi connection on even when the phone screen switches off, on the start screen, swipe left, tap Settings > Wi-Fi > advanced, and tap the Keep Wi-Fi on when screen times out check box. Stop your phone scanning for available wireless networks. On the start screen, swipe left, tap Settings > Wi-Fi, and switch Wi-Fi networking to Off. Use network connections selectively • • • • © 2013 Nokia. All rights reserved. 30 • • Stop your phone connecting to games. On the start screen, swipe left, tap Settings, swipe to applications, tap games, and switch all relevant settings off. If you're listening to music or otherwise using your phone, but don't want to make or receive calls, switch flight mode on. Save on data roaming costs Want to save on your phone bills? You can cut data roaming costs by changing mobile data settings. Data roaming means using your phone to receive data over networks that your network service provider doesn't own or operate. Connecting to the internet when roaming, especially when abroad, can raise data costs substantially. Your network service provider can charge you a fixed fee for data transfer or on a pay-as-you-use basis. To use the optimal connection method, change the Wi-Fi, mobile data, and mail download settings. Using a Wi-Fi connection is generally faster and less expensive than using a mobile data connection.

If both Wi-Fi and mobile data connections are available, your phone uses the Wi-Fi connection. Tip: Download the Nokia Xpress browser app from Store. It saves on mobile data costs compared to the default browser. On the start screen, swipe left, and tap Settings. .

1. Tap Wi-Fi. 2. Make sure WiFi networking is switched to On 3. Select the connection you want to use. Close a mobile data connection Tap mobile network, and switch Data connection to off. Stop data roaming Tap mobile network, and switch Data roaming options to don't roam. Tip: To save on data costs when travelling, save new maps to your phone before your journey, and browse the maps offline. If you're running low on space, you can remove some maps from your phone. Set mail download to manual Set your phone to check for new mail less frequently, or even by request only.

In every mailbox you > settings > sync settings, and change the setting for Download new content. have, tap Write text Learn how to write text quickly and efficiently with your phone's keyboard. Use the on-screen keyboard Writing with the on-screen keyboard is easy and fun. You can use the keyboard when holding your phone in portrait or landscape mode. Tap a text box. © 2013 Nokia. All rights reserved. 31 1 2 3 4 5 6 7 8 Character keys Shift key Numbers and symbols key Language key Smiley key Space key Enter key Backspace key The keyboard layout can vary in different apps and languages. The language key is only shown when more than one language is selected. The example shows the English keyboard.

Switch between upper and lower case characters Tap the shift key. To switch caps lock mode on, double-tap the key. To return to normal mode, tap the shift key again. Type in a number or special character Tap the numbers and symbols key. To see more special character keys, tap the shift key.

Some special character keys bring up more symbols. To see more symbols, tap and hold a symbol or special character. Tip: To put a full stop at the end of a sentence, and to start a new sentence, tap the space key twice. Tip: To quickly type in a number or special character, while holding the numbers and symbol key, slide your finger to the character, and lift your finger. © 2013 Nokia.

All rights reserved. 32 Copy or paste text Tap a word, drag the circles before and after the word to highlight the section you want to copy, and tap . To paste the text, tap . Add an accent to a character Tap and hold the character, and tap the accented character. Delete a character Tap the backspace key. Switch between the writing languages Tap and hold the language key, and select the language you want. The language key is only shown when more than one language is selected. Move the cursor Tap and hold the text until you see the cursor. Without lifting your finger, drag the cursor to the place you want. © 2013 Nokia.

All rights reserved. 33 Use keyboard word suggestions Your phone suggests words as you write, to help you write quickly and more accurately. Word suggestions are available in several languages. When you start writing a word, your phone suggests possible words. When the word you want is shown in the suggestion bar, select the word. To see more suggestions, swipe left.



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Tip: If the suggested word is marked in bold, your phone automatically uses it to replace the word you wrote. If the word is wrong, tap it, and you see the original word and a few other suggestions. Correct a word If you notice that you have misspelled a word, tap it, and you see suggestions for correcting the word. Add a new word to the dictionary If the word you want isn't in the dictionary, write the word, tap it, and tap the plus sign (+) in the suggestion bar. Your phone also learns new words when you have written them a few times. Switch word suggestions off On the start screen, swipe left, and tap clear the Suggest text check box. Add writing languages Settings > keyboard. Tap your language keyboard, and You can add several writing languages to your keyboard and switch between the languages when writing. 1.

Tap Settings > keyboard > add keyboards. 2. Select the languages you want to write in. Tip: To remove a pre-installed keyboard, tap and hold the language you don't want to use, and tap remove. © 2013 Nokia.

All rights reserved. 34 Switch between the languages when writing Tap the language key repeatedly until the language you want is shown. The keyboard layout and word suggestions change according to the language selected. The language key is only shown when more than one writing language has been selected. Scan codes or text Use your phone camera to scan things, such as QR codes, barcodes, and book and DVD covers, and get further info on what your phone recognises. Press , and tap . 1. Point the camera at a code. 2. Tap a result for more info.

Tip: Keep the camera steady, and make sure what you're scanning is completely visible in the camera viewfinder. Example: Try scanning the following code, and see what happens. Translate or search for text on the web Point the camera at the text, tap scan text and the words you want, and tap translate or search.

This feature may not be available in all languages. Clock Keep track of time – learn how to use your phone as a clock, as well as an alarm clock. © 2013 Nokia. All rights reserved. 35 Set an alarm You can use your phone as an alarm clock. 1. On the start screen, swipe left, and tap Alarms.

2. Tap . 3. Fill in the alarm details, set the time, and tap . For the alarm to sound, your phone must be switched on, and the phone volume needs to be loud enough.

Tip: You can quickly see the time of the next active alarm if you have pinned the Alarms app to the start screen. The tile size must be at least medium. Switch an alarm off Switch the alarm to Off Delete an alarm Tap the alarm, and tap Snooze an alarm Don't want to get up just yet? When an alarm sounds, you can snooze the alarm. When the alarm sounds, tap snooze. Update the time and date automatically You can set your phone to update the time, date, and time zone automatically.

Automatic update is a network service and may not be available depending on your region or network service provider. On the start screen, swipe left, and tap Switch Set automatically to On . Settings > date+time. . . Update the time and date manually Switch Set automatically to Off , and edit the time and date.

© 2013 Nokia. All rights reserved. 36 Update the time zone manually when travelling abroad , and tap Time zone and a location. Switch Set automatically to Off SkyDrive Store your stuff in the clouds.

You don't need to worry about freeing memory for your favourites or new apps. SkyDrive is cloud storage for all your documents and photos, so you can access, share, or restore them if needed. You can also set it to back up your stuff automatically, so when you take a photo or a video, it's copied to your cloud album. With SkyDrive, you can access your photos, documents, and more from your phone, tablet, or computer. Depending on the app, you can even continue working on a document right from where you left it earlier. There are several places where you can access your stuff on SkyDrive. You can save photos to SkyDrive in the Photos hub, or manage your office documents in the Office hub. Tip: To easily manage your stuff in the cloud using your phone, you can download the SkyDrive app from Store. Save your photos and other stuff to SkyDrive You can upload files saved on your phone to SkyDrive for easy access from your phone, tablet, or computer. You need a Microsoft account to connect to SkyDrive.

1. Tap Photos, and browse to a photo or video. > save to SkyDrive. 2. Tap 3.

Write a caption for the photo, if you want, and tap or . Tip: To set your phone to automatically upload photos or videos to SkyDrive, on the start screen, swipe left, and tap Settings. Swipe to applications, and tap photos+camera > SkyDrive. © 2013 Nokia. All rights reserved.

37 Save an Office document to SkyDrive Tap Office, swipe to places, and tap phone. Then tap and hold the file you want to save, and tap save to... > SkyDrive. Tip: You can also save a document to SkyDrive while working on it. Tap > save as..., and switch Save to to SkyDrive.

If you change the Save to location, it changes the default location for all files. Share your photos and documents between your devices With SkyDrive, you can easily access your photos, documents, and other stuff you have uploaded from any of your devices. To upload your photos, documents, or other stuff saved on your phone, tablet, or computer to SkyDrive, you need to sign in to your Microsoft account. To access the uploaded content on another device, you need to sign in to the same Microsoft account that was used when uploading the content. To upload or download content, you need an internet connection. If you don't have a data plan, the data transmission costs may pile up quickly. For info about possible data costs, contact your network service provider. There are several places where you can access your stuff on SkyDrive. On your phone, you can check your photos and videos in the Photos hub, or open your Office documents in the Office hub. You can also download the SkyDrive app from Store to see and manage all types of files on your phone.

On your tablet or computer, you can either manage your stuff online at www.skydrive.com, or you can use the SkyDrive app and access SkyDrive straight from your desktop. If you don't yet have the SkyDrive app, you can download and install it from www.skydrive.com.

Tip: With the SkyDrive app on your computer, you can simply drag and drop the files you want to upload to the SkyDrive folder in the file manager, such as Windows Explorer or Finder, and the files are automatically uploaded to SkyDrive. Nokia account Your Nokia account is the key to Nokia services. With your Nokia account, you can, for example: ••••• Access Nokia services with a single username and password on your computer or phone. Buy music from Nokia Music Sync your favourites in Maps Download content from Nokia services Save details about your phone model and contact info.

You can also add your payment card details to your Nokia account. The available services may vary.



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To learn more about the Nokia account and Nokia services, go to account.nokia.com. Store Make your phone your own with more apps, games, and other items, some of which are free of charge. Browse Store to find the latest content for you and your phone. © 2013 Nokia. All rights reserved. 38 You can download: •••••••• Apps Games Music Videos Podcasts Get content that is relevant to your tastes and location Share recommendations with your friends You can also: The availability of Store and the selection of items available for download depend on your region.

To download from Store, you need to be signed in to your Microsoft account on your phone. When you're signed in, you are offered content compatible with your phone. You can search for and download content directly to your phone, or browse Store content on your computer and send links from there to your phone by text message. Many items are free of charge; some you need to pay for with your credit card or on your phone bill. The availability of payment methods depends on your country of residence and your network service provider. Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs. Browse or search Store Check out the latest and most downloaded apps, games, and other items recommended for you and your phone. Browse different categories, or search for specific items. Tap Store. © 2013 Nokia.

All rights reserved. 39 View or browse categories Tap a category on the front page, or swipe left or right to see more categories and items. Tap an item to view its details. When you view an item, related items are also shown. Search Store Tap , write your search words, and tap .

Tip: Did you find something in Store that you know your friends would be interested in? You > share. can send them a link. If the item is free, tap share. If the item has a price, tap Download an app, game, or other item Download free apps, games, or other stuff, or buy more content for your phone. 1.

Tap Store. 2. Tap an item to view its details. 3. If the item has a price, tap buy, or to try the item for free for a limited time, tap try. If the item is free, tap install. 4. If you're not signed in to your Microsoft account, sign in now. 5. Follow the instructions shown on your phone.

When the download is complete, you can open or view the item, or continue browsing for more content. The content type determines where the item is stored in your phone: music, videos, and podcasts can be found in the Music+Videos hub, games can be found in the Games hub, and apps can be found in the apps menu. For more info on an item, contact the publisher of the item. Tip: Use a Wi-Fi connection to download large files. View your ongoing downloads While an item is downloading, you can continue to browse Store for other content and add items to be downloaded. 1. Tap Store. 2. To view your ongoing downloads, tap the download notification at the bottom of the main view. The notification shows the number of items to be downloaded.

Only one item is downloaded at a time. Tip: If you need to, for example, temporarily close your internet connection, tap and hold the downloading item, and tap pause. To resume downloading, tap resume. Pause pending items individually. If a download fails, you can re-download the item.

Write a review for an app Do you want to share your opinion on an app with other Store users? Rate and review the app. You can post one review per app that you download. 1. On the start screen, swipe left, tap and hold the app, and tap rate and review. 2.

Rate the app, and write your review. Tip: You can rate and review your other items in the same way. © 2013 Nokia. All rights reserved. 40 People & messaging Contact your friends and family, and share files, such as photos, using your phone. Stay tuned with the latest updates to your social networking services even when on the go. Calls Want to make calls on your new phone and talk to your friends? Read on and you'll learn how. Call a contact Calling your friends is quick and easy when you've saved them as contacts in your phone. 1. Tap > .

2. Tap the contact and the number. Tip: Is your friend's voice too loud or quiet? Press the volume keys to change the volume. Call a phone number Tap > , type in the phone number, and tap call. To type in the + character, used for international calls, tap and hold 0. Copy and paste a phone number Tap and hold the phone number, and tap copy, and in a text box, tap View your call history Tap . . To remove a call record, tap and hold the call record, and tap delete item. To remove all the call records, tap > delete all. To search for a call record, tap > , and type in the contact's name or phone number.

© 2013 Nokia. All rights reserved. 41 Use your voice to make a call You can use your voice to call a contact. 1. Press and hold .

2. Say Call and the contact's name. To cancel, press . Tip: You can also use voice dialling with a Bluetooth headset. This feature may not be available in all languages.

Call the last dialled number Still have some words to say to your friends? Call them again. In the call history view, you can see info about the calls you have made and received. 1. On the start screen, tap . 2. Tap next to the name or phone number. Make a conference call Your phone supports conference calls between two or more people. The maximum number of participants can vary, depending on your network service provider. 1. Make a call to the first person.

2. To make a call to another person, press 3. When the new call is answered, tap . Add another person to the call Tap , call another person, and tap . , and make the call in the normal way. Have a private conversation with someone Tap and the person's name or phone number. The conference call is put on hold on your phone. The other people continue the conference call. © 2013 Nokia. All rights reserved.

42 To return to the conference call, tap . Forward calls to another phone Can't always answer the phone, but don't want to miss any incoming calls? You can forward them to another phone number. > settings, or tap Settings > network+, depending on your software version. 1. Tap > .

2. Switch Call forwarding to On 3. Type in the phone number in the Forward calls to box, and tap save. Tip: To check if call forwarding is being used, shown by Forward calls to your voice mail Besides forwarding calls to another phone number, you can also forward these calls to your voice mail, and listen to them later. You may need to contact your service provider to get this service.

> settings. 1. Tap > 2. On first use, type in your default voice mail number in the Voicemail number box. Contact your service provider to get the default voice mail number. . 3. If necessary, switch Use default voicemail number to On , and type in your voice mail number in the Forward calls to box. 4. Switch Call forwarding to On Edit your voice mail number > settings, switch Use default voicemail number to Off Tap > number.



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Use the same voice mail number in the Forward calls to box. Use call waiting Having another call while you're already on one call? Call waiting helps you answer or hold one of the calls. Tap Settings > network+, and switch Call waiting to On . 1. To hold the first call and answer the new call, tap ANSWER. 2. To end the first call and answer the new one, tap end call+answer. 3. To ignore the new call, tap ignore. Hold on one call and make another TapHOLD, tap ADD CALL, and call the people you want.

Switch between calls Tap TAP TO SWAP on the top of the screen. Reply to a call by a text message Can't answer a call in voice? You can reply to the caller by a text message. 1. When someone calls you, tap TEXT REPLY. 2.

Tap type a message..., and write your message. © 2013 Nokia.

All rights reserved. , tap the top of the screen. , and edit your voice mail 43 You can only reply by a text message to calls from the contacts saved in your phone. Switch text reply on or off > settings, and switch Text reply to On Tap > Edit a pre-written text message On the start screen, tap > Call your voice mailbox If you've forwarded incoming calls to your voice mailbox, you can call it and listen to the messages your friends have left. 1. On the start screen, tap > . 2. If asked, type in the voicemail password. 3. You can listen or reply to voicemail messages, delete them, or record a greeting message.

For the availability of the voice mailbox service, and for info on setting up how long before calls are forwarded, contact your network service provider. or Off . > settings > edit replies, and edit the reply you want. Contacts You can save and organise your friends' phone numbers, addresses, and other contact information in the People hub. You can also get in touch with your friends through social networking services. Add or delete contacts Keep your friends with you. Save their phone numbers, addresses, and other info to the People hub. Add a contact Tap People, and swipe to all. 1. Tap .

2. If you're signed in to several accounts, tap the account to which the contact is linked. 3. Tap a contact detail, fill in the fields, and tap . © 2013 Nokia.

All rights reserved. 44 4. When you have added the details, tap Edit a contact Tap the contact and Delete a contact Tap the contact and . , and edit or add details, such as a ringtone, or a web address. > delete.

The contact is deleted both from your phone and, with some exceptions such as Facebook, Twitter, and LinkedIn, from the social networking service where it's stored. Filter your contact list If you don't want contacts from social networking services to show up in your contact list, you can > settings > filter my contact list and the accounts you filter them out. In the contact list, tap want to show or hide. Save a number from a received call Have you received a call from a person whose phone number is not yet saved in the People hub? You can easily save the number in a new or existing contact list entry. 1. Tap . 2. In the call history list, tap a phone number and . 3. Tap , edit the phone number and phone number type, and tap 4.

Edit other contact details, including the name, and tap . Save a number from a received message Have you received a message from a person whose phone number is not yet saved in the People hub? You can easily save the number in a new or existing contact list entry. 1. Tap Messaging. 2. In the conversations list, tap a conversation. 3. At the top of the conversation screen, tap the phone number and . 4. Tap , edit the phone number and phone number type, and tap . 5. Edit other contact details, including the name, and tap . Search for a contact Need to contact your friends quickly? Rather than scrolling through all your contacts, you can search or jump to a letter or character in the contacts list. You can also use a voice command to call or send a message to a contact. 1.

Tap 2. Tap People, and swipe to all. , and start writing a name. The list filters as you write. .

Tip: Pin your most important contacts or contact groups to the start screen. Tap and hold a contact, and tap pin to start. Jump to a letter or character in your contacts list Tap any letter in the contacts list on the left, and in the following menu, tap the first letter or character for the name you want. You jump directly to that point in your contacts list. © 2013 Nokia. All rights reserved. 45 Use a voice command In any view, press and hold supported. Link contacts , and say Call or Text and the contact's name. Not all languages are Do you have separate entries for the same contact from different social networking services or mail accounts? You can link multiple contacts so that their info is in a single contact card. Tap People, and swipe to all.

1. Tap the main contact you want to link to and . 2. Tap choose a contact and the contact to be linked. Unlink a contact Tap the main contact and , and tap the contact to be unlinked and unlink. Copy contacts from a SIM card If you have contacts stored on your SIM card, you can copy them to your phone. 1. Tap 2. Tap People. > settings > import SIM contacts.

Share your plans with your family and friends Want to gather with people, but find it difficult to set a date and time convenient for everybody? You can invite others to chat, and privately share a calendar, photos, or notes. Although this feature works best on Windows Phone 8, phones running on Windows Phone 7 can join rooms and set up shared calendars. To use this feature, you need to sign in to your Microsoft account. 1. To create a room for sharing, tap People, and swipe to together.

2. Tap > Room. 3. Write a name for the room, and tap . 4.

To switch between a group chat, calendar, note, or photo album, swipe left or right. 5. To invite someone to join the room, tap > and a contact. Tip: If you haven't used rooms yet, your phone has a Family Room ready for you. In the People hub, swipe to together, and tap Family Room. To invite someone to the room for the first time, tap invite someone. Create, edit, or delete a contact group You can create contact groups, and send a message to several people at the same time. For example, you can add family members to the same group and reach them quickly with the same message. Tap People, and swipe to together. 1.

Tap > Group. 2. Write a name for the group, and tap . 3. Tap and a contact. To add another contact, tap 4. Tap . again. © 2013 Nokia. All rights reserved.

46 Add a new group contact Tap the group, and tap > and a contact. Remove a contact from a group Tap the group and . Tap the contact to remove and remove from group. Rename a group Tap the group and > rename, and write the new name. Delete a contact group > delete.

Tap the group and Share a contact It's easy to share a contact with your friends by using tap+send. Just tap their phones, and you're done. 1. To make sure tap+send is switched on, on the start screen, swipe left, tap Settings > tap+send, . and switch NFC sharing to On 2.



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On the start screen, tap People, and swipe to all. > share contact > > Tap+Send. 3. Tap a contact and 4. Touch your friend's phone with your phone. The other phone must support NFC. For more info, see the user guide of the other phone. This feature may not be compatible with all phones that support NFC. Social networks Want to keep in touch with your friends? You can set up social networking services on your phone. Social networking services on your phone keep you connected.

Set up an account Set up your social networking service accounts. © 2013 Nokia. All rights reserved. 47 1. On the start screen, swipe left, and tap Settings > email+accounts. 2. Tap add an account and the name of the service, and follow the instructions shown. Tip: When you sign in to an account, contacts in the account are automatically imported. See your friends' status updates After you set up your social networking services on your phone, you can follow your friends' status updates in the People hub. Tap People, and swipe to what's new.

Post your status If you feel like reaching out to your friends, let them know what's on your mind. Post a status update to the social networking services that you use. 1. Tap People, and swipe to all. 2.

Tap your own contact card and post an update. 3. Write your message. 4. In the Post to box, tap the check box next to each account to post to, and tap 5. Tap . . Important: Before sharing your location, always consider carefully with whom you are sharing. Check the privacy settings of the social networking service you are using, as you might share your location with a large group of people. Write on your friend's wall You can contact your friends by writing on their Facebook wall. 1. Tap People, and swipe to all. 2. Tap a Facebook friend's profile and write on wall. 3.

Write your message, and tap . Comment on a friend's status update In Facebook, you can contact your friends by commenting on their status updates. 1. Tap People, and swipe to what's new. 2. On the post, tap . 3. Write your comment, and tap . Change your profile photo When you set up your Facebook or Microsoft account on your phone, your profile photo from one of these social networking services becomes your contact card photo on your phone. If you change your photo on your phone, you can update your Facebook and Microsoft account profiles at the same time.

1. Tap People, and swipe to all. 2. At the top of your contacts list, tap your own contact card and your photo. 3.

Tap your photo again, and in the Photos hub, tap a new photo. 4. Drag the photo around to adjust the cropping, and tap . © 2013 Nokia. All rights reserved. 48 5. To set where to update your photo, tap Post to, tap or clear the check boxes, and tap 6. Tap . Share photos in social networking services . After you take a photo, upload it to the web so all your friends can see what you're up to. You can also set up your phone to upload photos automatically to social networking services. 1. Tap Photos. 2. Browse your photo albums for the photo you want to share.

3. Tap and hold the photo, and tap share.... 4. Tap the social networking service where you want to upload the photo. 5. Add a caption if you want, and tap . Messages Stay in touch with your friends, and send them text or multimedia messages, or start chatting.

You can open messages directly from the start screen. Tap You can send and receive different kinds of messages: •••Messaging. Text messages Multimedia messages that contain attachments, such as photos Chat messages Messages and chats between you and a particular contact are arranged into conversations.

When you want to get in touch with a contact, your phone can help you pick the best method. If your contact is signed in to a chat service, you can start chatting.

Otherwise, you can send a text message instead. If you make contact groups containing, for example, family or colleagues, you can send a message to a group. © 2013 Nokia. All rights reserved. 49 In the messaging settings, you can set your phone to back up your messages to SkyDrive.

If you change to a new Windows Phone device, you can get your messages to your new phone during the setup. You can send text messages that are longer than the character limit for a single message. Longer messages are sent as two or more messages. Your service provider may charge accordingly. Characters with accents, other marks, or some language options, take more space, and limit the number of characters that can be sent in a single message. Using services or downloading content may cause the transfer of large amounts of data, which may result in data costs. Send a message With text and multimedia messages, you can quickly contact your friends and family. If you start writing a message, and switch to another app before sending it, you can continue your > drafts.

The draft message is deleted when sent. message when you return to Messaging.

Tap 1. Tap Messaging. 2. Tap . 3. To add a recipient from your contacts list, tap phone number. Tip: To add several recipients, tap Tip: To add a smiley, tap 5. To add an attachment, tap . and the file . , take a photo, > 4.

Tap the message box, and write your message. , or start writing a name. You can also type in a . , the recipients you want, and Tip: You can also take a new photo while writing your message. Tap picture > and tap accept.

If the item you insert in a multimedia message is too large for the network, the device may automatically reduce the size. 6. To send the message, tap . Only compatible devices can receive and show multimedia messages. Messages may look different in different devices.

Read a message You can see on the start screen when you've received a message. You can view the messages between you and a contact in one conversation thread. The thread can contain text messages, multimedia messages, and chats. © 2013 Nokia. All rights reserved. 50 1. Tap Messaging. 2. To read a message, tap a conversation. Save an attachment Tap the attachment, such as a photo, and tap > save to phone.

. Delete a conversation In threads, tap , the conversation you want to delete, and Delete all messages in your phone > select all, and tap Tap > Reply to a message . Don't keep your friend waiting – reply to the message straight away. 1. Tap Messaging. 2. In threads, tap the conversation containing the message.

3. Tap the message box, and write your message. Tip: If you have more than one phone number for the contact stored in your phone, you can also send your reply to a different number.

Tap to pick another phone number. 4. Tap . Forward a message Tap and hold the message, and tap forward. Before forwarding the message, you can edit what's written or add or remove attachments.

Send a message to a group Need to send a message to a group of people? Create a group in the People hub, and you can reach them all with a single message or mail. 1. Tap People. 2. Tap the group and text or send email, and write and send your message.

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All rights reserved. 51 Send location in a message Asked your friends to come and meet you, but they don't know the place? Send them your location on a map. This feature may not be available for all regions. Your phone may ask you about using your location. You need to allow it to use this feature. 1. When writing a text message, tap > my location. Sending a message with an attachment may be more expensive than sending a normal text message. For more info, contact your service provider.

2. Tap . Your friends receive a message with a picture of where you are on the map. Send an audio message Want to celebrate your friend's birthday with a song? Send your song as an audio message. 1. When writing a message, tap > voice note. 2. Record your message, and tap done. 3. Tap . Use your voice to write a message Too busy to write a message? Write and send a text message with your voice. This feature is not available in all languages. For info on the supported languages, go to www.windowsphone.com.

To use this feature, you must be connected to the internet. 1. Press and hold . 2. Say Text and the contact's name. 3. Say your message, and follow the instructions you hear. © 2013 Nokia. All rights reserved. 52 Chat with your friends Do you like chatting online with your friends? If you are out and about, you can send instant messages from your phone, no matter where you are. You need a Microsoft account to chat. When you connect your Facebook account to your Microsoft account, you can use Facebook chat in Messaging. For more info, see www.windowsphone.com.

Before starting to chat, set up a chat service. Tap instructions shown on the phone. Sign in to a chat service, if not signed in already. 1. Tap Messaging. 2. Tap . 3. To add a recipient from your contacts list, tap . Tap your friend's chat account to start chatting.

4. Tap the message box, write your message, and tap . Messaging, swipe to online, and follow the Mail You can use your phone to read and reply to mail when you are on the go. On the start screen, tap . To send and receive mail, you must be connected to the internet.

Add a mailbox Do you use different mail addresses for business and leisure? You can add several mailboxes to your phone. To set up mail in your phone, you must be connected to the internet. If you didn't sign in to your Microsoft account during the first start-up, you can do it now. When you add a Microsoft account to your phone, a mail account is added automatically. 1.

On the start screen, tap © 2013 Nokia. All rights reserved. . 53 2. Tap an account, and write your username and password. Tip: To add your work mail, contacts, and calendar to your phone, use advanced setup. Write your username and password, tap Exchange ActiveSync, and type in the required details. 3. Tap sign in. Tip: Depending on your mail account, you can also sync other items than just mails to your phone, such as contacts and your calendar.

If your phone doesn't find your mail settings, you can use advanced setup. For this, you need to know your mail account type and the addresses of your incoming and outgoing mail servers. You can get this info from your mail service provider. To find out more about setting up different mail accounts, see the How-to section at www.windowsphone.com. Add a mailbox later In your mailbox, tap Exchange ActiveSync Would you like to have your work mail, contacts, and calendar at hand, whether you are sitting by your computer or on the go with your phone? You can sync the important content between your phone and a Microsoft Exchange server. Exchange ActiveSync can be set up only if your company has a Microsoft Exchange server. In addition, your company IT administrator must have activated Microsoft Exchange ActiveSync for your account. Before starting the setup, make sure you have the following: ••••• A corporate mail address Your Exchange server name (contact your company IT department) Your network domain name (contact your company IT department) Your office network password > add email account and an account, and sign in.

Depending on the Exchange server configuration, you may need to type in additional info during the setup. If you don't know the correct info, contact your company IT department. During the setup, you can define how often you want your phone to sync the content with the server. Only content defined when setting up the account is synced. To sync additional content, change the Exchange ActiveSync account settings.

With Exchange ActiveSync, it may be mandatory to use the lock code. Open mail from the start screen With live mail tiles you can open mail directly from the start screen. From the tiles, you can see the number of unread mails and if you've received new mail. © 2013 Nokia. All rights reserved.

54 You can pin several mailboxes to the start screen. For example, dedicate a tile for business mail and another for personal mail. If you link several mailboxes into a unified inbox, you can open mails from all your inboxes in one tile. To read your mail, tap the tile. Send mail Don't let your mails pile up. Use your phone to read and write mails on the go. 1. On the start screen, tap . 2. Tap and an account, if you have linked inboxes.

3. To add a recipient from your contacts list, tap , or start writing a name. You can also write the address. Tip: To remove a recipient, tap the name and Remove. 4. Write the subject and your mail. Tip: Your phone can help you write your mail faster. While writing, your phone suggests possible next words to complete your sentence. To add a word, tap a suggestion. To browse the list, swipe over the suggestions.

This feature is not available in all languages. 5. To attach a file, tap . , take a photo, and tap Tip: You can also take a new photo while writing your mail. Tap accept.

6. Tap to send the mail. Read mail Waiting for important news? Use your phone to read your mails instead of checking them only when you're at your desk. You can see when you have new mail on the start screen. 1.

On the start screen, tap . 2. In your mailbox, tap the mail. Unread mail is marked in a different colour. Tip: To zoom in or out, place two fingers on the screen, and slide them together or apart. © 2013 Nokia. All rights reserved. 55 Tip: If a mail contains a web address, tap it to go to the website. Read mail in a conversation In your mailbox, tap the conversation that includes the mail, and tap the mail. A conversation with unread mail is marked in a different colour.

Save an attachment With the mail open, tap the attachment, such as a photo, and it downloads to your phone. Tap the > save to phone. Not all file formats can be saved. attachment again, and tap Reply to mail Do you receive mail that needs a quick answer? Reply straight away using your phone. 1. On the start screen, tap . 2. Open the mail and tap . Tip: To reply to the sender only, tap reply. To reply to the sender and all other recipients, tap reply all. Forward a mail Open the mail and tap Delete mail Is your mailbox overflowing? Delete some mails to free up space in your phone.



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