

VersaMail 2.5:

How to purchase, install and use

Target Audience: SUNYAB Medical School students and faculty

Versamail 2.5 can be used to upload and download UB Email between your PDA and the UB Email system. VersaMail's capabilities include mail syncing via a traditional cradle or wirelessly through a modem or infrared connection. The UB Medical School has strategically located ClarinetIR sync points in the school and in the teaching hospitals to accommodate mail syncing with this software.

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Problems/Questions?

Contact the OMC PDA Support Group:

Email: omc-pdahelp@buffalo.edu

Phone: 829-2102

Location: 229 Cary Hall

Daytime Hours: Monday through Friday 9:00AM to 4:30PM

Evening Hours: Monday, Wednesday, Friday 4:30PM to 7:00PM

Part I: Purchase and Download of VersaMail 2.5

VersaMail can be immediately downloaded after it is purchased via the Palm website for \$34.99: <http://www.palm.com/software/versamail25/>

Note: VersaMail 2.5 is not mandatory. This document and OMC support of this application is intended to give added convenience to medical students and faculty. It is not a required piece of the current curriculum.

Note: VersaMail is currently included with Palm 5.x devices but must be purchased for use on Palm 4.x devices.

Part II: Installing VersaMail

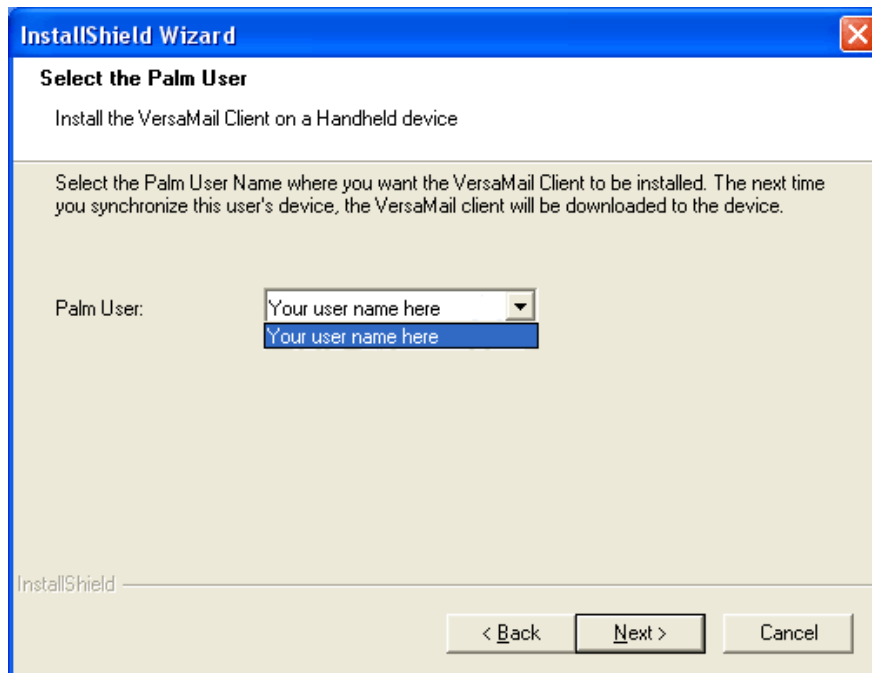
Prerequisites:

- a. PC with Microsoft Windows 98/2000/NT 4.0/XP Professional
- b. Your PDA cradle or USB connection is attached to your PC
- c. You can successfully sync your PDA to your Palm Desktop
- d. Palm OS 4.1 or higher is on your PDA

1. Locate the setup icon to begin the setup process



2. Click “Next” at “Welcome to the InstallShield Wizard...”
3. Click Yes at “License Agreement”
4. If there are multiple Palm users, select the appropriate name then click “Next”.



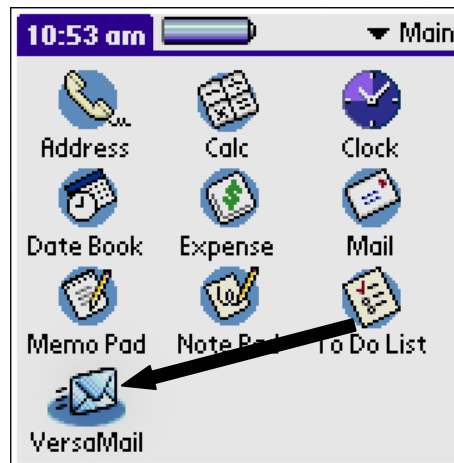
5. Click “Next” again to begin copying files. (This should take approximately one minute depending on the speed of your desktop PC)

Part III: Configuring VersaMail to sync to UB E-mail

1. Complete a HotSync operation to install the VersaMail software on your PDA.
2. When this operation is complete, you will be prompted to reset your handheld device.
3. After the sync is complete, tap the “launcher” icon on your PDA.



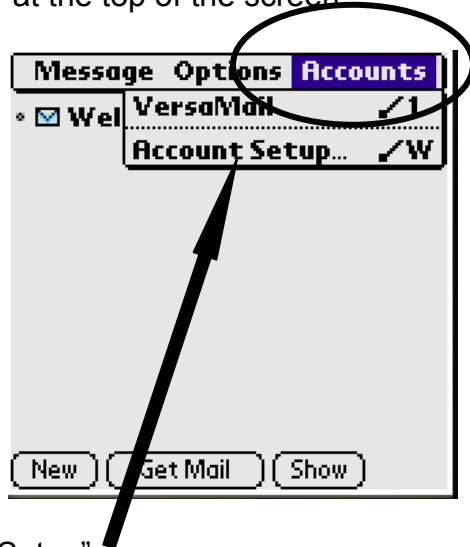
4. Scroll to the bottom of the applications on your handheld and select “VersaMail”



5. Once this application opens, tap on the “Menu” icon.



6. Select “Accounts” at the top of the screen

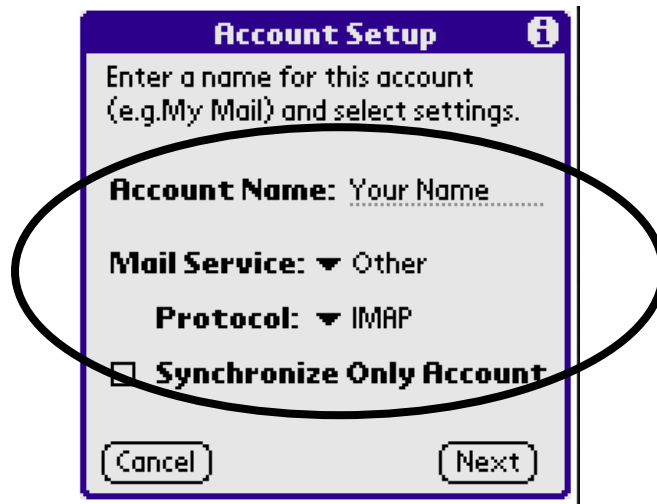


7. Tap on “Account Setup”
8. Select “New” to create a new account



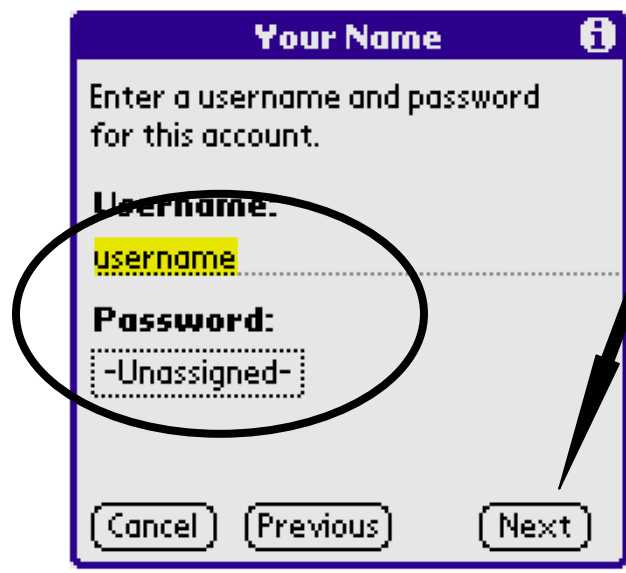
9. Account Setup:

- a. In the “Account Name” field, insert the name you would like displayed
- b. For “Mail Service” select “Other”
- c. Select IMAP as the “Protocol” as indicated below
- d. Click “Next” to complete the process.



10. In the “Username” field, insert your UB IT Username.

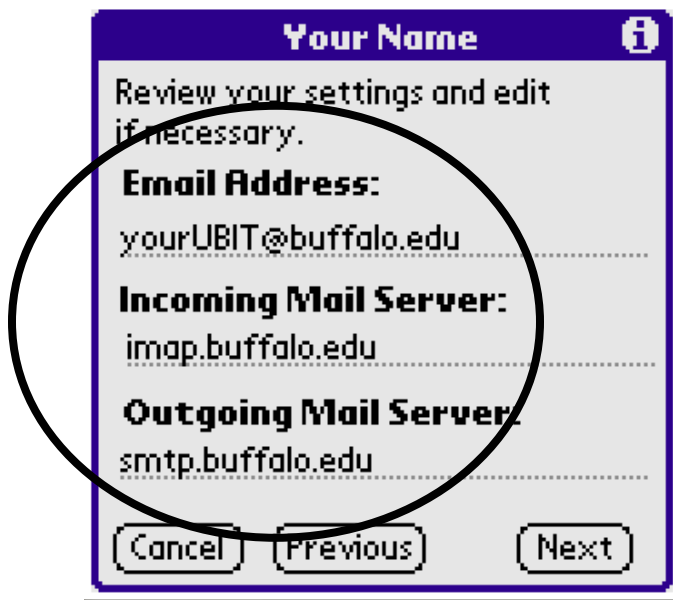
11. Assign a password by tapping on “-Unassigned-,” then click “Next.”



12. Enter your full UB Email address in the space provided

13. Mail Server setup:

- a. For the “Incoming Mail Server” enter “imap.buffalo.edu.”
- b. For the “Outgoing Mail Server” enter “smtp.buffalo.edu” as indicated below
- c. Select “Next.”
- d. Select “Done” to complete your account setup.



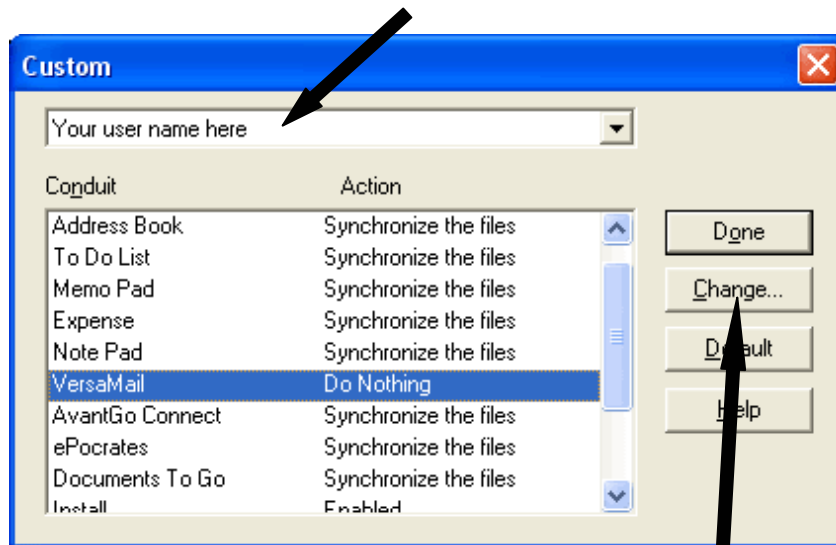
14. Select “Done” to complete your account setup.

Part IV: Email Sync Configuration

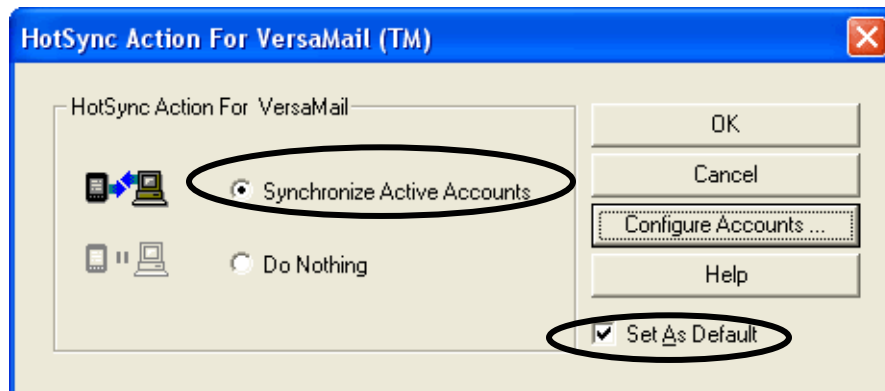
1. Left click on the Hotsync icon in the lower right hand corner of your screen (in the taskbar)



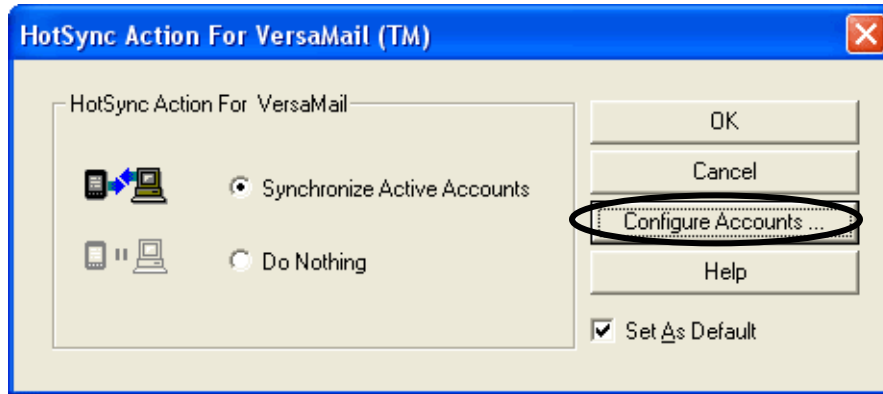
2. Select “Custom” from the menu that appears.
3. Choose the appropriate user name



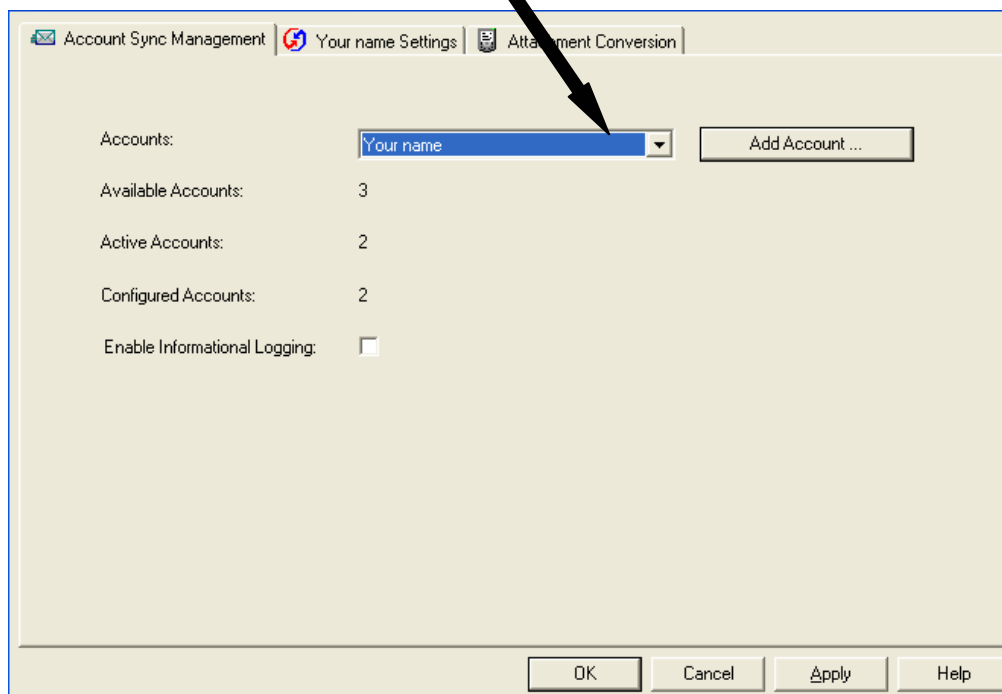
4. Highlight VersaMail and click on “Change” to the right
5. Select “Synchronize Active Accounts”



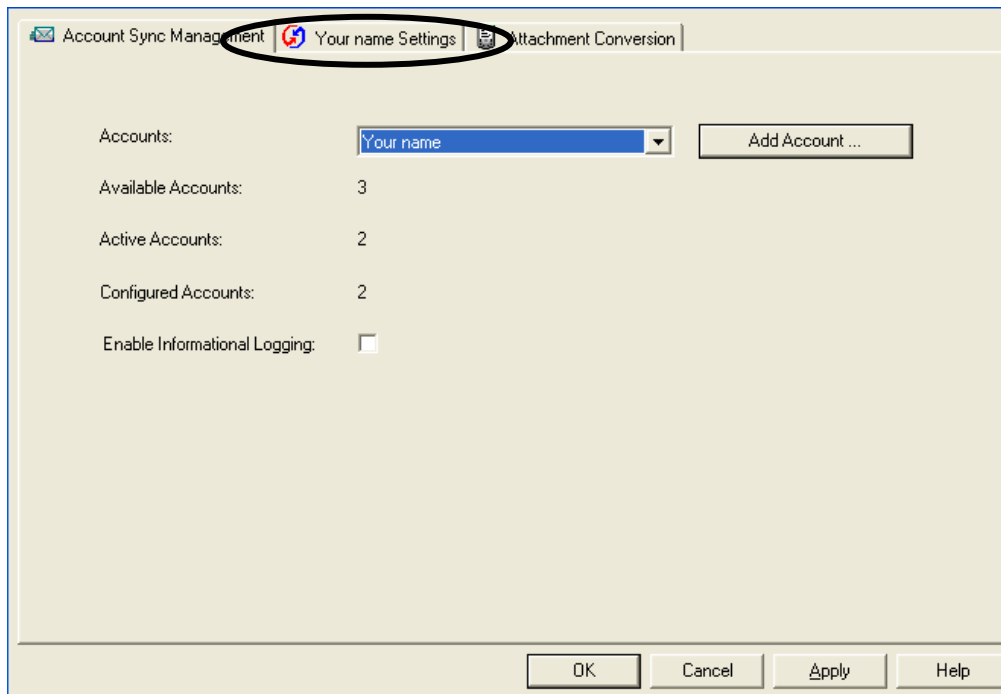
6. Insert a check in the box next to “Set As Default”
7. Click on “Configure Accounts”



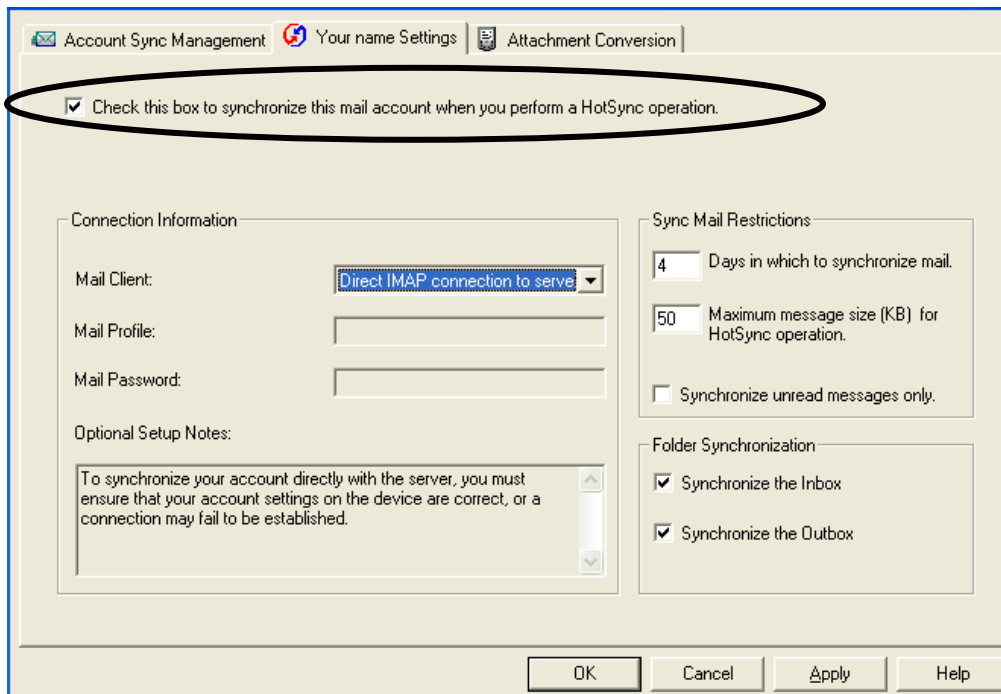
8. Under the “Account Sync Management” tab, select your account name. (If your account is not listed, click “Add Account” and it will prompt you to enter the new account name).



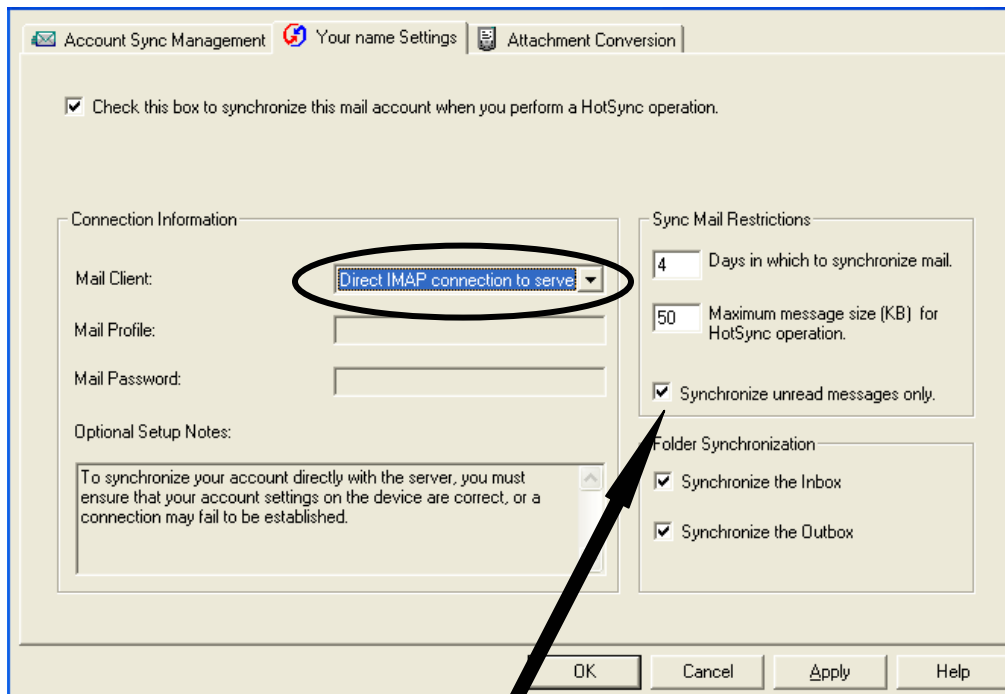
9. Select the “Settings” tab designated by your username. (In this example, it is indicated as “Your name Settings”).



10. Insert a check in the box to synchronize this mail account when you perform a HotSync operation.



11. In the “Mail Client” option, select “Direct IMAP connection to server”



Note: We recommend that users check off the box to “Synchronize unread messages only.” Large amounts of messages in the inbox can freeze up the PDA during the sync process. By selecting this option, VersaMail will only retrieve new or unread messages, reducing the amount of time required for VersaMail to sync your E-mail account.

12. Click “OK” to complete the setup process

Part V: Configuring for ClarinetIR EtherIR

Prerequisite: ClarinetIR and AvantGo are already installed on your PDA. Visit <http://www.smbs.buffalo.edu/PDA> if you do not have these applications already.

1. To activate the infrared port on your PDA to sync with the Clarinet devices, select ClarinetIR.



2. You will be asked if you want to install ClarinetIR. Select "Yes".



3. Select “OK” to complete the ClarinetIR setup process.



4. To exit, tap on the “Launcher” icon on your PDA.



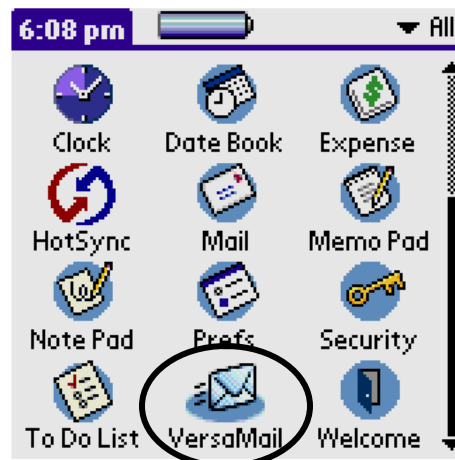
Note: You will need to do this ClarinetIR setup only once.

Part VI: Syncing your mail via the ClarinetIR

1. To sync VersaMail through the ClarinetIR infrared port, place your PDA directly in front of the ClarinetIR port.



2. Go into the VersaMail application by selecting the “VersaMail” icon.



3. In VersaMail, select the “Get Mail” button at the bottom of the screen.

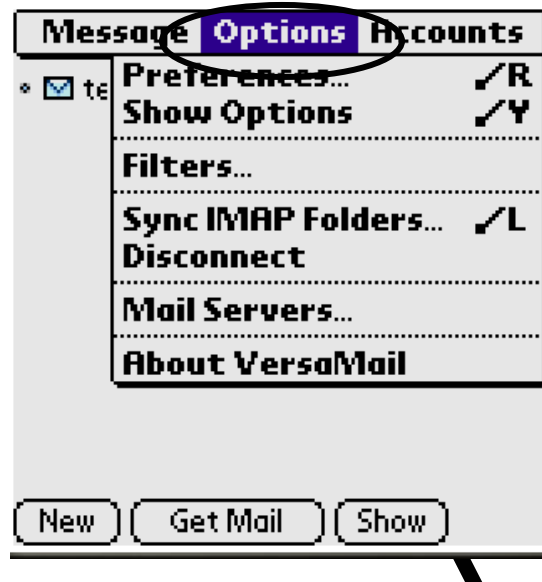


Note: The green light at the ClarinetIR station will flash to indicate that a connection is being made between the PDA and the port.

4. When VersaMail has completed the mail transfer, tap on the “menu” icon on your handheld.



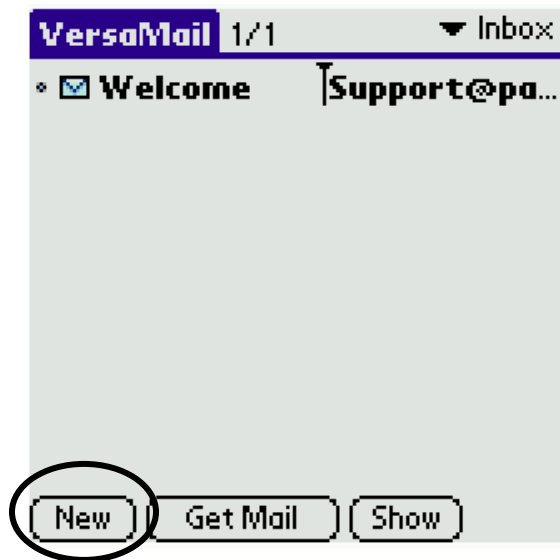
5. Select “Options” from the menu at the top of the screen.



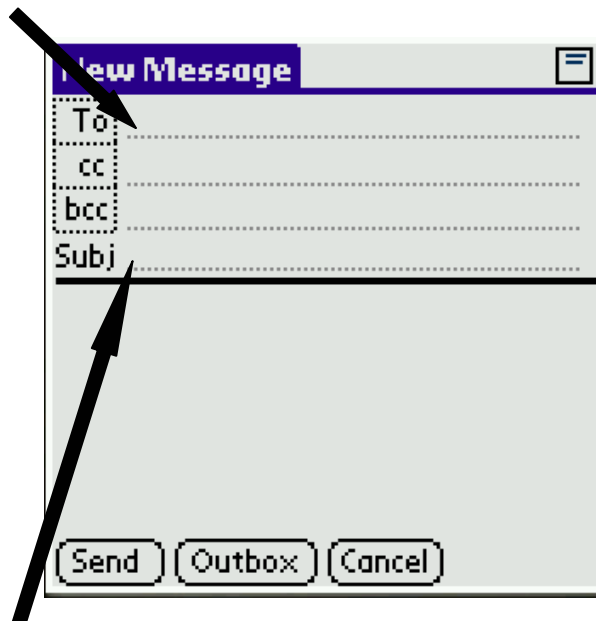
6. From the “Options” pull down menu, tap on “Disconnect” to end the connection between the ClarinetIR port and your PDA.

Part VII: Composing and sending an Email

1. To begin composing an Email message, select “New”.

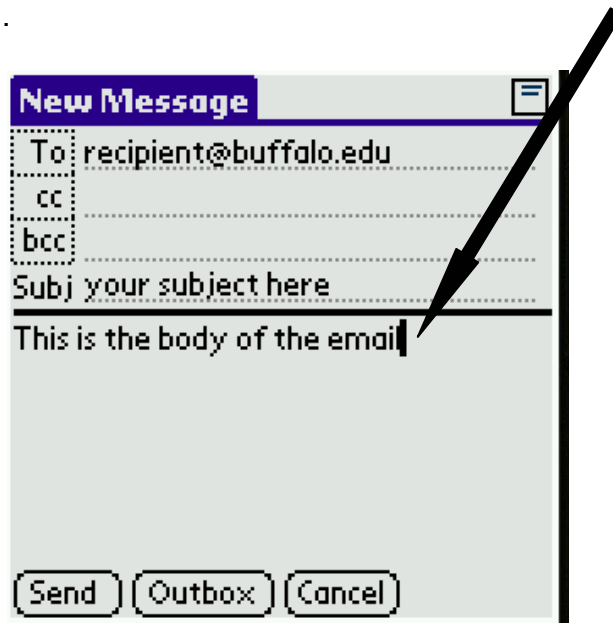


2. In the “To” field, tap on the adjacent space to enter the recipient’s email address. Use the graffiti pad at the bottom of your handheld to write in the address.

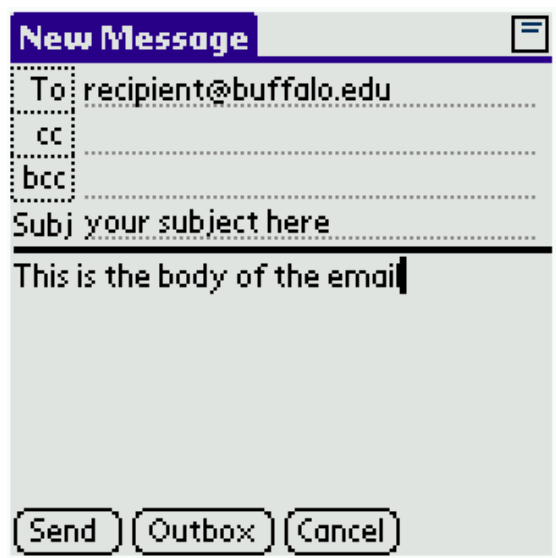


3. To incorporate a subject in the message, tap on the adjacent space next to “Subj” and use the graffiti pad to write in an appropriate subject.

4. To begin composing the body of your message, tap on the message body and begin writing.



5. When the email is complete, you may decide to send the message at a later time. To do this, tap on the "Outbox" icon, and the next time you sync it will automatically be sent. If you are currently connected wirelessly via Clarinet or modem, you can tap "Send" to immediately send your message.



Part VIII: Reading an Email

1. After receiving your email, tap on the specific message you would like to read



2. This will bring you to the email content.

You should now be able to sync, compose, send, and receive Email to and from your UB Email account through the HotSync operation and via the infrared port. If you have questions or problems, please contact the PDA Support Group in the Office of Medical Computing:

Email: omc-pdahelp@buffalo.edu
Phone: 829-2102
Location: 229 Cary Hall
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