

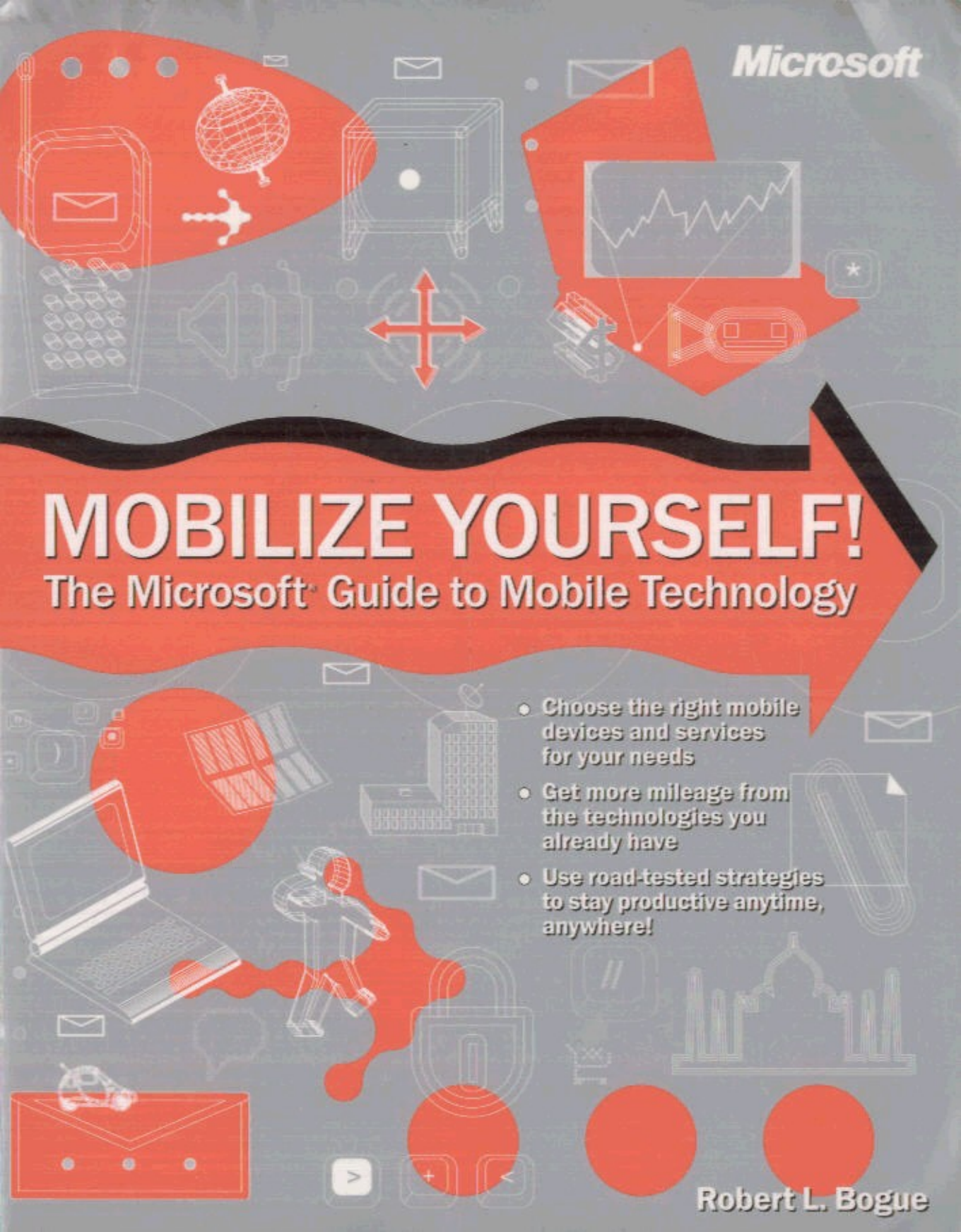


Microsoft



MOBILIZE YOURSELF!

The Microsoft® Guide to Mobile Technology

- 
- Choose the right mobile devices and services for your needs
 - Get more mileage from the technologies you already have
 - Use road-tested strategies to stay productive anytime, anywhere!

Robert L. Bogue

Table of Contents

<i>Dedication</i>	<i>i</i>
<i>Acknowledgments</i>	<i>ix</i>
Introduction	
Are You Frustrated?	xii
What Mobility Means	xiii
Wireless vs. Mobility	xiv
Who Should Read this Book?	xiv
How the Book is Laid Out	xv
How to Get the Most from this Book	xv
Understanding the Automotive Metaphor	xvi
In Parting	xvi
 Part I	 1
Foundations	
1 Choose Your Vehicle: the Devices	3
A Brief History of Personal Computers	4
Notebook Computers	5
Variations in Notebooks	5
Advantages	7
Disadvantages	10
Tips and Tricks for Notebooks	11
Personal Digital Assistants	16
Palm OS vs. Pocket PC	16
Windows CE	18
How Mobile is Mobile?	19
Advantages	20
Disadvantages	20
Tips and Tricks for PDAs	22
Phone-Integrated PDAs	24
Microsoft Smart Phones	25

Internet Access Points	26
The Different Kinds of Internet Access Points	26
Advantages	27
Disadvantages	28
Tips and Tricks for Internet Access Points	30
Summary	33
2 Choose Your Transmission: Connectivity	35
Connections with Cables	35
Serial Connections	36
Universal Serial Bus Connections	38
Local Connections Without Cables	39
Infrared	39
Bluetooth	42
Local Area Networks	43
Shared Bandwidth	43
Wired Ethernet	44
Wireless Local Area Network Connectivity	45
Connections for Travelers	47
Modems	47
Cellular Modem	50
Cellular Digital Packet Data	51
Alternative Wireless Services	53
Special Considerations for Traveling	54
Coverage Areas	54
Worldwide Access	55
Summary	56
3 Choose Your Alarm: Security	57
Understanding Security	57
Authentication	58
Authorization	64
Encryption	65
Theft and Loss	72
Implementing Security	75
Setting a Device Password	75
Establishing File Encryption in Windows 2000	77
Summary	78

4 Customizations You Can't Live Without: Accessories	79
Software	79
Pocket PC Software	80
Notebook Software	82
Hardware and Accessories	84
Input	84
Storage	88
Memory	90
Power and Protection	92
Miscellaneous	95
Additional Resources	96
Distribution Sites	96
Pocket PC Enthusiast Sites	96
Magazines and Magazine Sites	97
Summary	98
5 Park It in the Garage: Synchronization	99
Synchronization for your Notebook	100
Synchronizing Files	100
Synchronizing E-mail with Outlook 2002	104
Setting Up Public Folders for Synchronization	105
Setting Synchronization Settings	106
Synchronization for your Pocket PC	109
Selecting Connectivity for ActiveSync	110
Creating a Partnership	112
Establishing and Configuring Conduits	113
Transferring Files	117
Backing Up and Restoring	123
Resolving Conflicts	124
Troubleshooting Connectivity	125
Summary	125
Part II	
E-mail	
6 Pocket PC E-mail Basics	129
Synchronizing E-mail	130
Reading Messages	133
Replying and Forwarding	134

Moving to a Folder	137
Deleting	138
Sending Messages	138
Starting the Message	138
Adding a Standard Message	139
Attaching Voice Recordings	140
Attaching Files	141
Spelling Checker	143
Summary	144
7 Other E-mail Access	145
E-mail from Your Internet Service Provider	146
Setting Up Your E-mail Account	146
Downloading Your E-mail	150
Outlook Web Access	151
Logging On to Outlook Web Access	152
Reading Messages	153
Sending Messages	155
Using Other Mailbox Folders	158
Microsoft Mobile Information Server	160
Accessing and Translating Content	160
Guaranteeing Delivery	162
Using Message Delivery	163
Summary	164
8 Instant Messaging	165
Communication and Messaging	165
Instant Messenger Basics	167
MSN Messenger	168
Signing In	168
Adding Contacts	174
Sending Messages	175
Using My Text to Send Messages	176
Changing your Status	176
Blocking and Inviting Users	177
Yahoo! Messenger	177
Downloading the Yahoo! Messenger Client	178

Creating Your Yahoo! Account	178
Adding Friends	180
Sending Messages	182
Changing your Status	183
Ignoring People	184
AOL Instant Messenger	185
Summary	185

Part III

Personal Applications

9 Pocket Office	189
Pocket Word	189
Creating New Documents	190
Reviewing and Annotating Documents	194
Using Pocket Word—What You Can't Do	195
Pocket Excel	196
Pocket SlideShow	197
cyProj and cyStat	199
Summary	201
10 Getting There: Driving Directions	203
Understanding GPS	204
Types of GPS Information	205
Types of GPS Receivers	206
Preparing to Travel	208
Taking Pocket Streets on the Road	216
Maneuvering Around a Map	217
Finding Places	218
Using a GPS Receiver	219
Using GPS Receiver Software	220
Downloading Maps	221
Heading Out	222
Diagnosing GPS Problems	224
Setting a Route	225
Putting It All Together	227
Summary	228

11	Listen to Me: Recording and Sounds	229
	Recording and Dictation	230
	Pocket PC Voice Notes	230
	Office XP Speech Recognition	232
	Sounds and Music	235
	Changing Event Sounds on Your Pocket PC	236
	Playing Music on Your Pocket PC	237
	Summary	242
12	Reading Time: eBooks, News Clippings, and Agents	243
	eBooks	243
	Sorting Out Readers and Formats	245
	Understanding Digital Copyright Protection	247
	Electronic Audio Books	249
	Web Sites for eBooks	250
	Agents	250
	Saved Searches	251
	Gatherers	255
	Offline Web Pages	255
	Internet Explorer Offline	255
	AvantGo	260
	MobiPocket Reader	261
	Summary	262
13	Show Me the Money: Expenses and Stock Watching	263
	Expenses	263
	Creating a Cash Account	265
	Setting Up Categories	267
	Entering Transactions in Microsoft Money	270
	Entering Transactions in Money for the Pocket PC	272
	Creating a Microsoft Money Expense Report	274
	Stock Watching	280
	Creating an Investment Account	281
	Adding a New Investment	283
	Updating Prices	285
	Setting Up the Pocket PC Today Screen	286
	Summary	287

14	Digital Video Surveillance	289
	Why a Network-Attached Camera?	290
	Connecting the Camera	290
	Configuring the Camera	291
	Using the Camera	295
	Viewing with Your Computer	296
	Viewing with Your Pocket PC	296
	Configuring Logging	297
	Summary	301

Part IV

Enterprise Applications

15	Terminal Server	305
	What a Terminal Server Is and When to Use It	306
	When Not to Use a Terminal Server	308
	Setting Up the Server	308
	Connecting from Your Computer	309
	Connecting from Your Pocket PC	314
	Summary	316
16	Applying Mobile Technology to Your Enterprise	317
	Sales Force Automation	318
	Getting Information to the Sales Force	318
	Getting Information from the Salespeople	321
	ERP Applications	323
	Manufacturing Line	324
	Statistical Quality Control	326
	Distribution Center	326
	Specialized Applications	328
	Field Service	328
	Health Care	328
	Transportation	329
	Hospitality	329
	Summary	330

Index	331
--------------	------------