

Get Mobile!



Omni Mobile

Configure Your Omni Mobile User Policies Quick Start Guide

Getting Started

Before using Omni Mobile on your device, you need to configure your Omni Mobile user synchronization policy by logging into GroupWise WebAccess and following Step 1 below. This policy controls how the Omni Mobile client synchronizes data between your mobile device and your GroupWise account.

Step 1 - Mail Policy

- Login into GroupWise WebAccess. Select the **"Omni Mobile"** tab or icon. Select the **Policy** tab and the **Mail** tab. There are four policy pages to configure.

On the Mail Tab:

- Set the **Mobile Default View** to the desired choice. (Default—**Main**)
- Set the **Mobile Size Restrictions** to the desired size of device or storage card memory to reserve for mail and calendar data. (Default - **5 MB**)
- Specify a **Mobile Signature**. If enabled, the GroupWise WebAccess signature will be replaced with the Mobile Signature for email from the device. (Default — **not enabled**)
- Set the desired **User Session Time Out**. This configures how long the Omni Mobile server will keep a mobile session available for the device. If the user stays logged in and inactive past this time limit, the user will be prompted to re-login when they access the Omni Mobile client again. (Recommended—**3 hours**)

Click the **Update** button before moving to a different policy page to save your settings.

Refer to the **"Omni Mobile User Guide"** (available from www.omni-ts.com/documentation/mobility) for more information on each policy item.



Step 2 - Folders Policy

Select the folders that you want to appear in your Omni Mobile client. Specify the desired update frequency copy and retain values for each folder.

With this policy you set:

- The **Frequency** value indicates the time between updates. The client keeps track of when the next update for each folder should occur. You are limited to a maximum of three of each of the 5, 10, 15 and 30-minute intervals.

Recommendations: To preserve battery life, we recommend 15 or 30 minute frequency for high priority folders and longer frequency values for non-priority folders.

- The **Copy** value indicates how many days into the past of email items to copy to the device on the initial updates. This value must be smaller than or equal to the **Retain** value.

Recommendations: To preserve battery life, we recommend between 1 to 7 days as the Copy value. Choose higher values when you know the folder has a limited number of items.

- The **Retain** value is the number of days of email in the past to retain on the device. Items that are older than the **Retain** value will be removed automatically from the device but not deleted from the GroupWise system.

Recommendations: To minimize memory storage use, we recommend low (7 to 60 days) retain values.

This section allows you to create and manage the synchronization policies that are available for your account.

Folder	Freq.	Copy	Retain	Pref.
Mailbox	15 min	3	7	☑
Sent Items				☐
Calendar	30 min	3	7	☐
Omni				☐
Accounting	2 hr	1	14	☐
Marketing & Sales	1 hr	7	30	☐
Research & Development	2 hr	2	7	☐
Projects	6 hr	14	60	☐
Documentation	Manual	30	...	☐
Technical Support	15 min	3	7	☐
Documents	Manual	1	1	☐
Documents	5 min	2	2	☐
Documents	10 min	3	3	☐
Checklist	15 min	7	7	☐
Work In Progress	30 min	14	14	☐
Cabinet	1 hr	30	30	☐
Trash	2 hr	60	60	☐
	6 hr	120	120	☐
	24 hr	180	180	☐
	☐

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Folder Types

- Normal folder
- Shared out folders
- Shared in folders
- GroupWise Query folders (frequency cannot be set. The user must manually update the folder on the device to get the latest query)

- Marketing & Sales
- Research & Development
- Projects
- Documentation

- 1 hr
- 2 hr
- 6 hr
- Manual

The **Calendar** folder is a required folder. You can choose not to configure any values to synchronize for the Calendar folder.

- Calendar

Folders that are grayed out are not available to be synchronized to the Omni Mobile client. If you select a child folder but not the parent folder, the parent folder will appear in the tree view in the client but no mail items will be copied or updated to that folder.

- Sent Items
- Checklist
- Work In Progress
- Trash

REMEMBER

Click the  button before moving to a different policy page to save your settings.



My Profile Robert Gordon **Last Connection Time** Not Available

General Policy Statistics

This section allows you to create and manage the synchronization policies that are available for your account.

Mail Folders **Calendar** Address Book

This controls the number of days into the future that you want to synchronize calendar entries and the default view to open the calendar.

Synchronization Interval
60 days after today

Default View
Month

Update

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Step 3 - Calendar Policy

Set the **Synchronization Interval** to the number of days into the future that you want to synchronize to the calendar. This is where you set the default calendar view (either **Month** or **Day**).

Click the **Update** button before moving to a different policy page to save your settings.

My Profile Robert Gordon **Last Connection Time** Not Available

General Policy Statistics

This section allows you to create and manage the synchronization policies that are available for your account.

Mail Folders Calendar **Address Book**

This controls the times during which address book updates are allowed. It applies to all schedules. Please note that the entire Address Book is synchronized each time the address book synchronization process is initiated.

Address Book Synchronization

	Day	Time	Sorted Field	Pref.
<input checked="" type="checkbox"/>	Monday	08:00 AM	Display Name	<input checked="" type="radio"/>
<input type="checkbox"/>	Manual		Display Name	<input type="radio"/>
<input checked="" type="checkbox"/>	Every Day	07:00 AM	Email	<input type="radio"/>
	Manual	12:00 AM	Email	
	Sunday	01:00 AM	Email Display	
	Monday	02:00 AM	Display Name	
	Tuesday	03:00 AM	Display Name	
	Wednesday	04:00 AM	Display Name	
	Thursday	05:00 AM	Display Name	
	Friday	06:00 AM	Display Name	
	Saturday	07:00 AM	Display Name	
	Every Day	08:00 AM	Display Name	
		09:00 AM	Display Name	
		10:00 AM	Display Name	
		11:00 AM	Display Name	
		12:00 PM	Display Name	
		01:00 PM	Display Name	
		02:00 PM	Display Name	
		03:00 PM	Display Name	
		04:00 PM	Display Name	
		05:00 PM	Display Name	
		06:00 PM	Display Name	

Update

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Step 4 - Address Book Policy

Select one or more Address Books and set the synchronization policy for each Address Book.

Ensure that you select a **Pref** (preferred) Address Book which will become the default address book on the Omni Mobile client.

For each Address Book, specify:

- the **Day** on which synchronization occurs. If you select a single day or **Every Day**, you must set a time.
- the **Time** that the Address Book will automatically update (we recommend a non-busy time when the device remains on and Omni Mobile will be logged in).
- the **Sorted Field**. This field set to **Display Name** by default. This is the field used for viewing, querying and auto-completion when you enter values in the To:, CC: or BC: fields.

Click the **Update** to save these settings



Congratulations

You are now ready to install the Omni Mobile client software on your device. Refer to the applicable Quick Start Guide for:

- [Installing the Omni Mobile Client for Windows Mobile / Pocket PC Devices](#)
- [Installing the Omni Mobile Client for Windows Mobile 5 Smart Phone Edition Devices](#)
- [Installing the Omni Mobile Client for Palm OS \(Treo and Tungsten\) Devices](#)
- [Installing the Omni Mobile Client for Sony Ericsson P800 - P900 - 910 Devices](#)
- [Installing the Omni Mobile Client for Nokia Series 60 Devices](#)

Additional information is available from our Omni website at www.omni-ts.com. This includes flash-based demonstrations in our Quick Tours section (www.omni-ts.com/quicktours). The Omni Mobile Guides are available at www.omni-ts.com/documentation/mobility/ and community support in our forums (www.omni-ts.com/forums).

See Omni Mobile in action by attending a regularly scheduled Web Seminar at usually held every second week at www.omni-ts.com/mobile-groupwise/seminar.html. You can watch the Omni Mobile server and client being installed and have your questions answered on how to best implement Omni Mobile in your environment.