

Microsoft® Apps for Symbian User Guide

About Microsoft® Apps

Microsoft® Apps brings Microsoft® business apps to your Nokia Belle phone, running software version 111.030.0609 or later. To check your software version, dial ***#0000#**.

The following apps are included:

- Microsoft® Lync™ 2010 Mobile for Symbian
- Microsoft® OneNote® for Symbian
- Microsoft® Office Mobile
- Microsoft® PowerPoint® Broadcast

Microsoft® Apps also includes the Nokia Conference Call UI feature that is integrated to meeting requests and conference call invitations. You can easily join phone conferences with a single tap from your calendar.

In most cases, to use Microsoft® Apps, you need a data connection. Use of service or downloading content may cause transfer of large amounts of data, which may result in data traffic costs. Microsoft® Apps can be hosted by an enterprise or purchased as a service from Office 365. The availability of Microsoft® Office 365 services may vary by region.




Download and install Microsoft® Apps

Download using:


- The software update app on your phone
- The Nokia Suite app on your computer

After installing, you need to let your phone restart, or restart the phone manually if asked to do so.

Install using SW update client

- 1 Select  > .
- 2 Select  > **Mark updates**.
- 3 Select **Microsoft Apps** from the list.
- 4 Select **Restart** to finish the update and restart your phone.


Install using Nokia Suite

- 1 Connect your phone to your computer with a USB cable, then open Nokia Suite on your computer.
- 2 Select .

- 3 Select **Open** to see the updates available for your phone.
- 4 Select **Microsoft Apps > Install**.
- 5 Sign in to your Nokia account, then follow the instructions shown on your computer.

Get started

Configure Microsoft® Apps

- 1 On the home screen, select  .
- 2 Type in the mail address and password for your corporate or Office 365 account.
- 3 Type in your corporate domain name and username, if available.
- 4 Select **Sign in**.

After configuring the apps, you can remove this widget from your home screen.

Connect to Microsoft® Apps

Microsoft® Apps settings require the Microsoft backend environment. With the following settings, you can configure Exchange ActiveSync, Lync™, and SharePoint. For more info, contact your IT department.

When you have configured your Microsoft® Apps account, select an app in the **Configured services** view, then select **Launch**.

If an app was not successfully configured, you can select the app in the **Services Not Set Up** view, define the settings, then select **Connect**.

If you want to sync OneNote® with SkyDrive, you need to map your Windows Live account to the phone separately in the OneNote® app.

Exchange ActiveSync settings

Server — The web address of your corporate or Office 365 Exchange ActiveSync server.

Domain — The domain name assigned to you by your company.

User name — Your corporate username.

Depending on your company backend, you may need to define some, or all, of the following Lync™ settings.

Lync™ settings

Lync Sign-In Address — Your Lync™-specific sign-in address.

Domain — The domain name assigned to you by your company.

User name — Your corporate username.

Internal discovery server — The web address of your corporate or Office 365 internal Lync™ discovery server.

External discovery server — The web address of your corporate or Office 365 external Lync™ discovery server.

SharePoint settings

SharePoint UAG URL — The web address of your corporate Unified Access Gateway server.

SharePoint Site — The web address of your primary corporate or Office 365 SharePoint site.

Domain — The domain name assigned to you by your company.

User name — Your corporate username.

Microsoft® Lync™ 2010 Mobile

About Microsoft® Lync™ 2010 Mobile

Select  > .



Microsoft® Lync™ 2010 Mobile is part of Microsoft® Apps, bringing key Microsoft® business apps to Nokia Belle phones.

Lync is a single interface for presence info, instant messaging (IM), voice calls, and online meetings.

The Lync Mobile client is provided for use with a validly licensed copy of Microsoft® Lync Server 2010 (on-premises) or the Microsoft® Office 365 service (Lync Online). To use the on-premises version of Lync Mobile, you need to have the Lync Server 2010 Mobility Service Update installed. The licence for Lync Server 2010 or Lync Online is typically provided for business users.

Using the service or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.

Sign in to Lync™


- 1 Select  > .
- 2 Fill in the **Sign-in address** and **Password** fields.
Your sign-in address is typically your complete mail address.
- 3 If you are using the on-premise version of Lync, fill in the **User name** and **Domain** fields. For more information, contact your IT department.
- 4 Select **Sign In**.

If the sign-in attempt fails because of a temporary error, such as a network error, Lync tries to sign in again. In case of a permanent error, such as an incorrect username, Lync displays a notification. Acknowledge this notification, edit the sign-in information, and sign in again.

- 5 If you want to use your mobile number to join meetings, enter your phone number, including the country code, and select **Next**.
- 6 Select **Done**.

After you sign in for the first time, your account details are saved, and you do not need to enter them each time you sign in.

Sign out


Select  > **Sign Out**.

Your contacts and presence in Lync™

Select  >  and .

All your contacts are displayed on the View Contacts tab and grouped into different categories, called contact groups.

Search for a contact

Select , and enter the name of the contact.



View a contact card

Expand a contact group, and select a contact.


Set your presence status or write a note

In the area that displays your presence status, select a presence status or write a note.

Add a contact

- 1 Select , and enter the name of a contact.
- 2 Select the contact, and select  > **Add Contact...** and the group you want to add the contact to.

Remove a contact



- 1 Expand a contact group, and select the contact you want to remove.
- 2 Select  > **Remove Contact...**

Send a mail or text message to a contact

Expand a contact group, and select a contact and **Send Email** or **Send Text**.


Send an instant message with Lync™

Select  >  and .

- 1 Expand a contact group, and select a contact.
- 2 In the **Send IM** section, select the Lync™ ID of the contact.
- 3 Write your message, and select .
- 4 To end an IM conversation with the contact, select  > **End Conversation**.


Tip: Ending a conversation deletes it from the View Conversations list. If a conversation is not ended by you, it is stored in the View Conversations list. You can later delete it from the list.

Send your location

- 1 In the conversation window, select  > **Send Location**.
- 2 Verify your current location on the map, and select **Send**.
Lync™ sends an instant message that includes your location and a link to the map.

Tip: You can add a custom caption, such as the name of the business or a street address, to help your contact identify your location.

Add a contact to a conversation


In the conversation window, select  and the contact.

You can add only one contact at a time to an ongoing IM conversation.

Switch between ongoing conversations

In the conversation window, select  > **View Conversations** and the conversation you want to switch to.

Send a conversation by mail


In the conversation window, select  > **Send as Email**.

Make a call with Lync™

Select  > .


If your Lync account is enabled for Enterprise Voice and configured for Call via Work, you can use your mobile phone to call local and international phone numbers by using Lync Server. You can access Call via Work from a contact card, an IM conversation window, or the dialler. Lync Server calls both you and the recipient's number and connects the two calls.

Make a Lync call from a contact card



- 1 Select .

- 2 Expand a contact group, and select the contact you want to call.
- 3 In the **Call via Work** section, select the Lync ID or a phone number for the contact.
- 4 Accept the incoming call from Lync Server.

Make a Lync call from an IM conversation window


- 1 Select .
- 2 Accept the incoming call from Lync Server.

Make a Lync call from the dialler

- 1 Select .
- 2 Enter the phone number.
- 3 Select .
- 4 Accept the incoming call from Lync Server.

If your Lync account is not enabled for Enterprise Voice, you can make a mobile phone call to a contact from your contacts list by using your phone's usage plan.

Make a mobile phone call


- 1 Select .
- 2 Expand a contact group, and select the contact you want to call.
- 3 Select a phone number for the contact.

You can use Lync to access voice mail messages from calls made to your enterprise phone number, if enterprise voice mail is available and supported by your company.

Access enterprise voice mail

Select  > .

Join a meeting with Lync™

- 1 Open a Lync meeting request in your calendar, and select **Join Lync meeting**. Depending on how the meeting organiser has set up the meeting, you may need to wait in the meeting lobby until admitted or enter the meeting right away.
- 2 To join the meeting, accept the incoming call from Lync Server. You can speak, listen to the audio, and take part in meeting IM conversations, but you can't see content that is potentially shared in the meeting.
- 3 To end a meeting, select  > **End Meeting**.

Even if your Lync account is not enabled for Enterprise Voice, you may be able to join meetings from your phone. For more information, contact your IT department.


Lync™ settings

Select  >  and  > Settings.


Change your sign-in address and password

Select , then edit your sign-in address and password.


Add your phone number for joining meetings

Make sure you are signed in to your Lync account, select , then in the **My Mobile Number** field, type in your phone number, including the country code.

Switch Call via Work on or off

- 1 Make sure you are signed in to your Lync account and the account is configured for Enterprise Voice and Call via Work.
- 2 Select .
- 3 Move the **Call via Work** slider to the appropriate position.

Modify Call Forwarding settings

- 1 Make sure you are signed in to your Lync account and the account is configured for Enterprise Voice and Call Forwarding.
- 2 Select , then change the following settings:
 - To switch Call Forwarding on or off, move the **Call Forwarding** slider to the appropriate position.
 - To set the number your calls are forwarded to, make sure Call Forwarding is on, then select an appropriate option from the **Forward my calls to** list. Call Forwarding must be on to change this setting.
 - To have all incoming Lync calls ring simultaneously at another number, make sure Call Forwarding is on, then select an option from the **Simultaneously ring** list. Call Forwarding must be on to change this setting.

Microsoft® OneNote®

About Microsoft® OneNote®

Select  > .

With Microsoft® OneNote®, you can create and edit notes on your Nokia Belle phone. You can add pictures and format the text in your notes. As well as storing notes locally on your phone, you can open, view, or edit your OneNote notebooks on Windows Live SkyDrive. Your notebooks are synced automatically.

To open and share your notes on SkyDrive, you need to sign in with a free Windows Live ID.

Notebooks and sections help you organise your documents. Each notebook consists of one or more sections. Sections are used to store pages that are actual OneNote documents.

Create a Windows Live ID



You can access Microsoft® services, such as Windows Live SkyDrive, with a Windows Live ID and password on your phone or on your computer.

Go to signup.live.com, then follow the shown instructions.

Create notes with OneNote®



When you open OneNote, notebooks that you have on Windows Live SkyDrive are shown in OneNote on your phone. If you don't have notebooks on SkyDrive, a new notebook called **Personal (Web)** is automatically created for you.

Create notes on SkyDrive

- 1 Select  > .
- 2 Type your Windows Live ID and password, and select **Sign In**.
OneNote opens and is connected to your Windows Live SkyDrive.

If you do not want to sign in, you can create notes on your phone in a new notebook called **Personal** that is automatically created on your phone. You can start taking notes right away.


Create notes on your phone

- 1 Select  > .
- 2 Select **skip this step**.
OneNote opens and creates a notebook called **Personal**. All the notes you create will be located on your phone.

Create a quick note



Select .

Create a note in an existing notebook

Open a section in a notebook and select .

OneNote uses both **Personal (Web)** and **Unfiled Notes** to sync your notes to SkyDrive. Do not delete or rename the **Personal (Web)** notebook or the **Unfiled Notes** section.


Delete notes with OneNote®

- 1 Select  > .
- 2 Select and hold the note, and select **Delete page**.

To delete a notebook or section, use either OneNote on your Windows computer or the free OneNote Web App in your web browser on your PC or Mac to open your notes on Windows Live SkyDrive.

Hide shared notebooks in OneNote®

Notebooks that others have shared with you on SkyDrive are automatically visible. If you do not want to see these notebooks, you can hide them in your phone.

- 1 Select  > **Settings**.
- 2 In the **SkyDrive Notebooks** section, switch the desired notebook to **Off**.

Organise notes with OneNote®

You can use OneNote on your Windows computer or the free OneNote Web App in your web browser on your PC or Mac to organise your notes on Windows Live SkyDrive.

You can, for example:

- File or move your notes
- Send notes
- Create or delete notebooks and sections
- Change the colour of your notebooks

Synchronise notes with OneNote®

Any notebook that you want to open on your phone must be located on Windows Live SkyDrive. You can do this in two ways:

- Create your notebooks on SkyDrive using the OneNote Web App.
- Use OneNote on your Windows computer to share your notebooks on SkyDrive.

Sync your notes on SkyDrive to your phone

Sign in to the OneNote application on your phone to open your notebooks on SkyDrive.

Sync your notes on your phone to SkyDrive

If you do not sign in when you first open OneNote, your notes are located on your phone and are not synced to SkyDrive.

Select  > **Sync to SkyDrive**.

Microsoft® Office Mobile

About Microsoft® Office Mobile

Office Mobile lets you manage documents on your phone. You can view all files stored locally on the phone and as mail attachments.

With Office Mobile, you can also access your company's Microsoft® SharePoint® 2010 sites in your company network or in Microsoft® Office 365, and view and share all documents stored there. To access SharePoint, you need secure mobile access, such as through Nokia Belle VPN or Unified Access Gateway.



All files are shown in the SharePoint site, but only the following file types are shown in the Favourites view:

- PowerPoint
- Word
- Excel
- PDF

1 Select  > .

2 If you want to open a SharePoint site now, select **Yes**. If you want to skip this step and open a SharePoint site later, select **No**.

In the toolbar at the bottom, there are two tabs called Favourite Documents and Places. To explore what is on a SharePoint site, select the SharePoint site on the Places tab.

-  In **Places**, you can see your favourite SharePoint sites, the location of your saved documents in the phone memory (Local), mail attachments, and recently viewed SharePoint sites.
-  In **Favourite Documents**, you can see all documents from the places marked as favourites.
- In the **SharePoint Explorer** view, you can see folders, documents, and other content.

The availability of Microsoft® Office 365 services may vary by region.

Sort and filter documents with Office Mobile


You can sort and filter documents in both **Favourite Documents** and **Places**.

Sort documents

Select  >  > **Sort by date**, **Sort by title**, or **Sort by place**.

Filter documents

Select  > , , or .

Tip: To clear the applied filters, select .

Open a document with Office Mobile


1 Select  >  > .

You can also select the document from the SharePoint Explorer view.

2 Select the document you want to open.


3 If the document list is empty, open a SharePoint site, and mark it as a favourite to add documents to the list.

Open a SharePoint site and mark it as a favourite

When you open a SharePoint site, it is added to  **Places**. You can mark a place as a favourite, which adds all the documents from that place to the Favourite Documents list.

Open a SharePoint site

Select  > .

Select  > **Open URL**, and enter the SharePoint site web address.

Mark a place as a favourite

Select  > .

When you mark a place as a favourite, the document properties are saved in the Favourite Documents list to save battery power and data costs. The document is downloaded to your phone when you open it.

Documents on a SharePoint site can be updated at any time. You can sync your documents to make sure you have the latest version of the document on your phone.

Sync the latest document to your phone

Select  > **Sync**.

Share documents with Office Mobile

To share a document, you can send a link to the document if it is located on a SharePoint site, or send the document as an attachment if the document is saved locally.

Send a link

Select and hold the item, and select **Send a link**.

Send a document as an attachment

Select and hold the document, and select **Send as attachment**.

Microsoft® Word™


Create and save a Word™ document

You can create and save Word documents right on your phone.

Create a new document

- 1 Select  > .
- 2 Select  > **Word Document**.

Save a document

- 1 Select  > **Save**.
- 2 Write a name for your document, then select **OK**.


Edit a Word™ document

Select  >  and a Word file.



Select text

Double-tap a word, and drag the handles at each end to highlight the text you want to select.


Format text

- 1 Select the word or text you want to format.
- 2 Select and hold the text, and select .
- 3 Select the formatting you want to use.

Copy and paste text

- 1 To copy, select and hold the text, and select .
- 2 To paste, select and hold where you want to paste, and select .


Add a comment

- 1 Select and hold the text, and select .
- 2 Write your comment.
- 3 Tap outside the comment box to add your comment.




Search for text in a Word™ document

Select  >  and a Word file.




Use the outline view

- 1 Select .
- 2 To go to a specific section of the document, select the name of the section.

Search for text

- 1 Select .
- 2 Write your search word or phrase, and select .
- 3 To stop searching, select .

Send a Word™ document in a mail

- 1 Select  >  and a Word file.
- 2 Select  > **Send**.
- 3 Add recipients and other info to your mail, and select **Send**.

Microsoft® Excel™


Create and save an Excel™ workbook

You can create and save Excel workbooks right on your phone.

Create a new workbook



- 1 Select  > .
- 2 Select  > **Excel Workbook**.

Save a workbook

- 1 Select  > **File** > **Save**.
- 2 Write a name for your workbook, and select **OK**.

Edit an Excel™ workbook

Select  >  and an Excel file.

- 1 To add numbers or text, select a cell, type in numbers or text, and select  > **Done**.
- 2 To clear the contents of a cell, select  > **Clear** > **Clear contents**.
- 3 To undo or redo your changes, select **Undo & redo** > **Undo** or **Redo**.

Add a comment


- 1 Select a cell and  > **Add comment**.
- 2 Write your comment.

- 3 Tap outside the comment box to add your comment.




Search for text in an Excel™ workbook

Select  >  and an Excel file.




Use the outline view

- 1 Select .
- 2 Select the worksheet or chart you want to view in the workbook.

Search for text

- 1 Select .
- 2 Write your search word or number, and select .
- 3 To stop searching, select .





Send an Excel™ workbook in a mail

- 1 Select  >  and an Excel file.
- 2 Select  > **File** > **Send**.
- 3 Add recipients and other info to your mail, and select **Send**.

Microsoft® PowerPoint™


Edit a PowerPoint™ presentation

You can open and view PowerPoint presentations, make changes, and add notes right on your phone.




- 1 Select  >  and a PowerPoint file.
- 2 Select a slide and .
- 3 Select the text you want to edit and .
- 4 Write your text, then select **Done**.

Tip: If you want to create a new PowerPoint file, open the included sample PPT file, edit it, then save it with a new name.




Add a note

- 1 Select a slide and .
- 2 Write your note, then select **Done**.

Save a PowerPoint™ presentation

- 1 Select  >  and a PowerPoint file.
- 2 Select  > **Save**.

Send a PowerPoint™ presentation in a mail

- 1 Select  >  and a PowerPoint file.
- 2 Select  > **Send**.
- 3 Add recipients and other info to your mail, and select **Send**.


View a Microsoft® PowerPoint® Broadcast

With Microsoft® PowerPoint® Broadcast, you can view a PowerPoint presentation on your phone while the presenter runs the slide show remotely from a PC using the Broadcast Service on SharePoint or Windows Live. You do not need PowerPoint on your phone to view a presentation.

- 1 Select a link to a PowerPoint presentation in a mail or Lync IM conversation to start viewing the presentation.
- 2 Tap the screen to access the controls.

Join a voice conference

When you receive a meeting request with voice conference details in your phone calendar, you can easily join the meeting without having to separately enter the details.

- 1 Open a meeting request in your calendar.
- 2 Select **Join conference call**.
- 3 Check the conference codes, and edit the details by selecting the correct code from the dropdown list or by typing it in yourself if needed.
- 4 Select .

When connecting to the meeting, you can also use the Nokia Conference Call UI if the Lync call fails for some reason.