

The way you interact with the ultra-light mode icons (touch or click) differs depending on whether you are using an Apple iPhone or iPod Touch, or your computer.

In Contacts, when an icon appears in a circle, then there is an actionable task associated. That is, you can touch to dial on an iPhone or to send a message on an iPod Touch. You can also click to send a message on your computer or hover the cursor over an icon to view a phone number.

Home page

Icon	Description
	Open the Inbox view
	Open the Sent view
	Open the All Documents view
	Open the Trash view
	Open the Day At A Glance calendar <i>Note:</i> The current date displays on this icon.
	Open your Contacts
	On corner of Inbox icon, shows unread count (also displays in the Inbox view)

Navigation & General

Icon	Description
	Select previous page or item
	Select next page or item
	View more information
	Return to the home page
	Return to the parent view (in this case return to Home)
	Refresh the view to see changes
	Delete

Mail

Icon	Description
	Create a message
	Turn view management mode on. <i>Tip:</i> Select a message and then select an action from the list.
	Turn view management mode off.
	Perform a view management action on selected documents
	Mark a message unread
	Message includes the number of attachments indicated
	In the Trash view, empty trash
	Restore a message from the trash to its original view
	Delete a message from trash (permanently deletes the message)

Mail Views – Mail Types

Icon	Description
	Draft mail
	Sent mail
	Unread mail
	New invitation
	Cancelled meeting
	Invitee has accepted this invitation
	Invitee has declined this invitation
	You have accepted this invitation
	You have declined this invitation
	Meeting was rescheduled
	Meeting invitation was countered
	Meeting information was updated
	Meeting tentatively accepted
	Completed to do item
	Important

Contacts

Icon	Description
	Create a contact record
	Mail list group
	Click to send e-mail to this contact
	Click to dial the business phone of this contact
	Click to dial the mobile phone of this contact

In a contact record:

	Open a contact record for edit
	Default e-mail address
	Business (work) phone number
	Cell (mobile) phone number
	Home phone number
	Pager phone number

Day At A Glance View – Entry Types

Icon	Description
	Meeting
	All day event
	Private appointment
	Appointment
	Anniversary
	Reminder
	Invitation you have not responded to yet

Access Keys – Home Page

Function	Keyboard Key
Go to Inbox	I
Go to Day At A Glance	D
Go to Contacts	C
Go to Sent	S
Go to All Documents	A
Go to Trash	T
About	B
Help	H
Log Out	L
Access key map	K

Access Keys – General

Function	Keyboard Key
Next page of documents	X
Previous page of documents	Z
Go to Home	O
Breadcrumb link	B
Compose or New	N
Save or Send	S
Cancel	C
Done	D
Go to top	T
Log out	L
Help	H
Edit	E