Windows Phone 7

Made Simple

Jon Westfall

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Windows Phone 7 Made Simple

Jon Westfall

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Dedicated to my family, friends, mentors, and students

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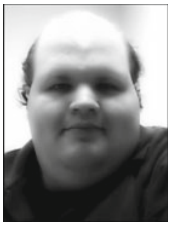
About the Author



Jon Westfall is not easily categorized. Working as a programmer, system administrator, and consultant for over 15 years, Jon has acquired an interesting skill set that he uses not only in the area of Information Technology, but also as an experimental psychologist studying how humans make decisions. Jon currently writes for the Thoughts Media network, serving as News Editor of Windows Phone Thoughts (`www.windowsphonethoughts.com`) and Executive Editor of Android Thoughts (`www.androidthoughts.com`). He holds a Ph.D. in Cognitive Experimental Psychology, and is recognized by Microsoft as a Most Valuable Professional for Windows Phone.

This is his second book. Previously he has written a novel, *Mandate* (`www.getmandate.com`), and maintains a personal blog at jonwestfall.com. He can be contacted at `jon@jonwestfall.com`, or on Twitter, (`@jonwestfall`).

About the Technical Reviewer

Steven Hughes has been a Microsoft Windows Phone MVP for the past decade for his passion and dedication in the mobile community. Steven became involved with handheld computers since the early '90s including the beta testing and the prototype design of several hardware and software designs. His passion and knowledge of mobile technology and the mobile industry has advised and consulted many on its use and has earned the nickname 'fyiguy' as result. Steven loves to share information and help people; you may see his contributions and articles on several websites, publications, podcasts, and other productions pertaining to mobile technology. Steven is also the Chief News and Review Editor for BostonPocketPC.com and has written several detailed reviews and articles on various facets of mobile technology as well. Steven is a Moderator in the Microsoft Answers forums and also co-manages the New England Windows Phone User Group. Steven is employed as a Biomedical Engineer for the VA New England Healthcare System. When he has some free time he generally spends it with his family or outdoors playing soccer, hitting the slopes, strumming his guitar, catching a movie in his self-constructed custom home theater, or riding the trails on his mountain bike.

Acknowledgments

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Part

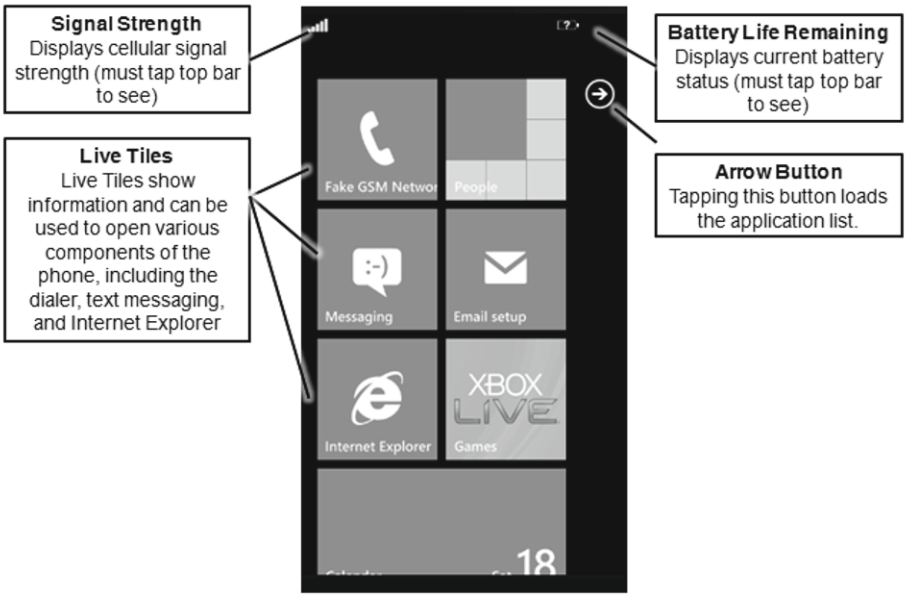
Quick Start Guide

In your hands is one of a select group of smartphones, Windows Phone 7 from Microsoft. This Quick Start Guide will help get you and your new Windows phone up and running by pointing out common tasks you might want to do (such as set up your email or contacts) and giving you a quick introduction to these features. After each quick feature introduction, I'll point you to where in third part of the book you can find more information on each item. In no time, you'll be up-to-speed and ready-to-go with your new Windows Phone 7!

The Windows Phone 7 Interface

While Windows Phone 7 shares the “Windows” name with other Microsoft products, it does not share the same interface. For example, it does not feature the familiar **Start** menu or a mouse-centric approach. Instead, the Windows Phone 7 interface has been designed from the ground up to be easy to use, quick, and responsive. This section shows off the interface and talks about how to navigate through the parts of your phone that you will be using frequently.

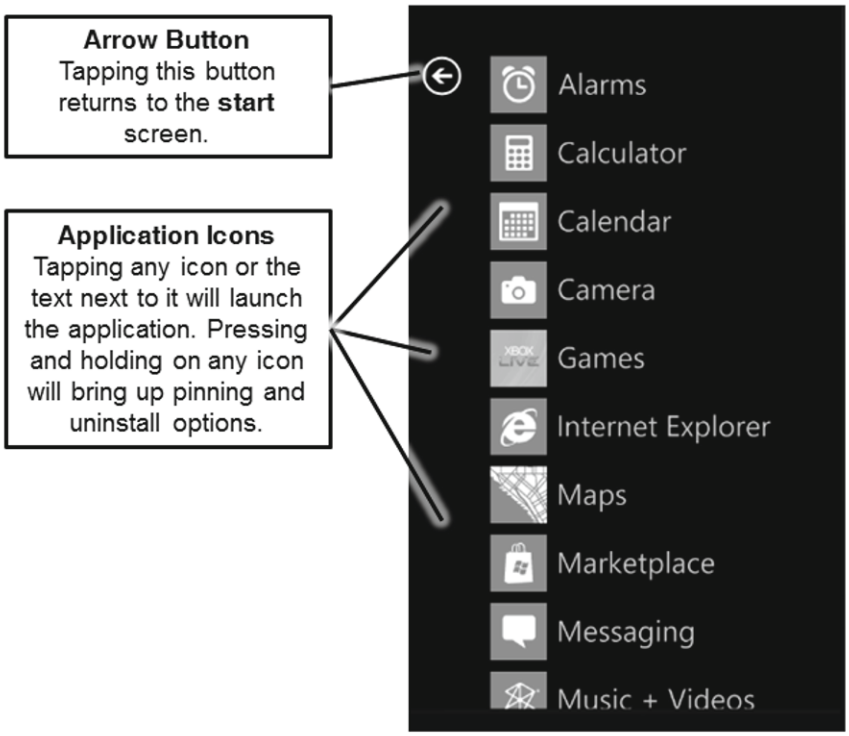
Turning on your Windows Phone 7 device shows a **Lock** screen with the date, time, and other information. Use your finger to slide the screen up and reveal the **Start** screen.



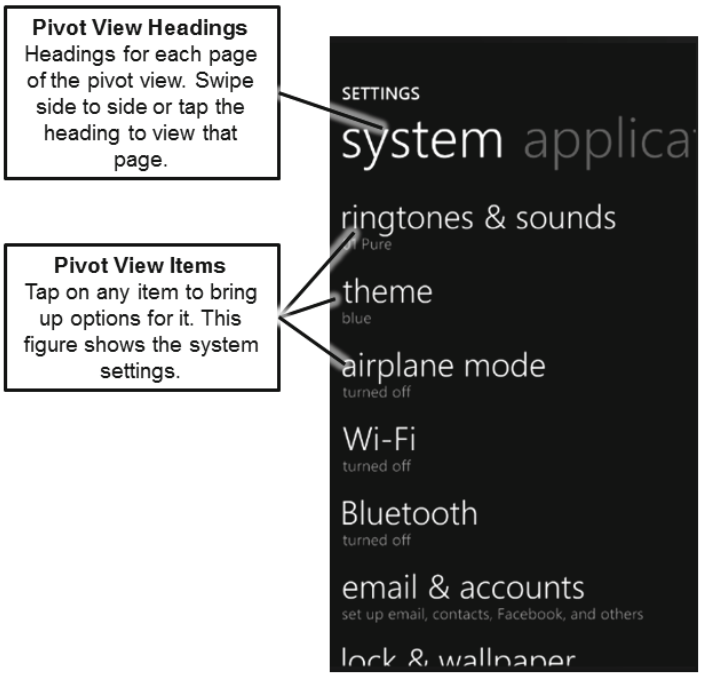
NOTE: All Windows Phone 7 devices have a Windows, Search, and Back button on the front of the phone, along with a power button and camera button on the sides. The exact placement, however, is up to the phone manufacturer. To locate these buttons on your specific Windows Phone 7 device, consult your user's manual.

The **Start** screen consists of a variety of *live tiles*. Each live tile shows information regarding that application on the phone. For example, the **Calendar** live tile shows your next appointment. The **Messaging** and Inbox tiles show how many unread messages you have. You can have a virtually unlimited amount of tiles that you can customize by putting them in whatever order or location you'd like. Pressing and holding any tile for a few seconds will highlight it, allowing you to move it around.

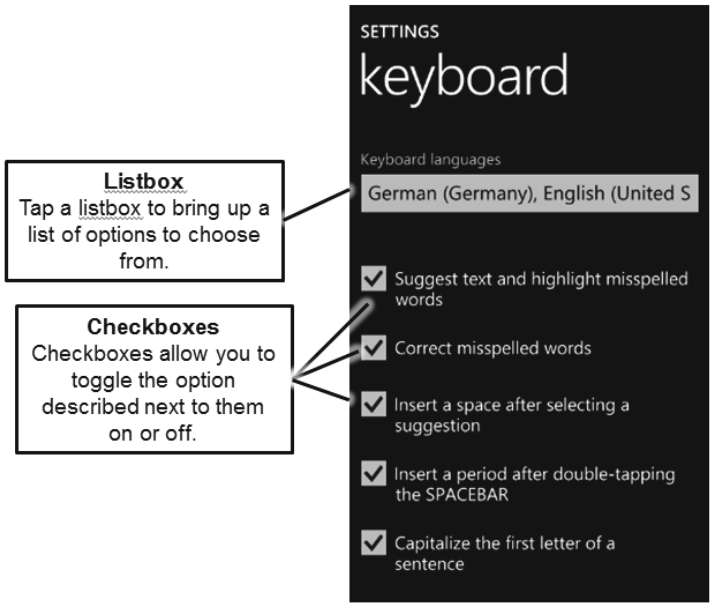
Programs that do not have a tile on the **Start** screen can be accessed by pressing the **Arrow** icon in the upper-right corner. Pressing the **Arrow** icon will show the **applications list**. This list shows all of the applications installed on your phone, allowing you to access any of them. You can also press and hold any icon to bring up a menu that will allow you to pin the app to the **Start** screen.



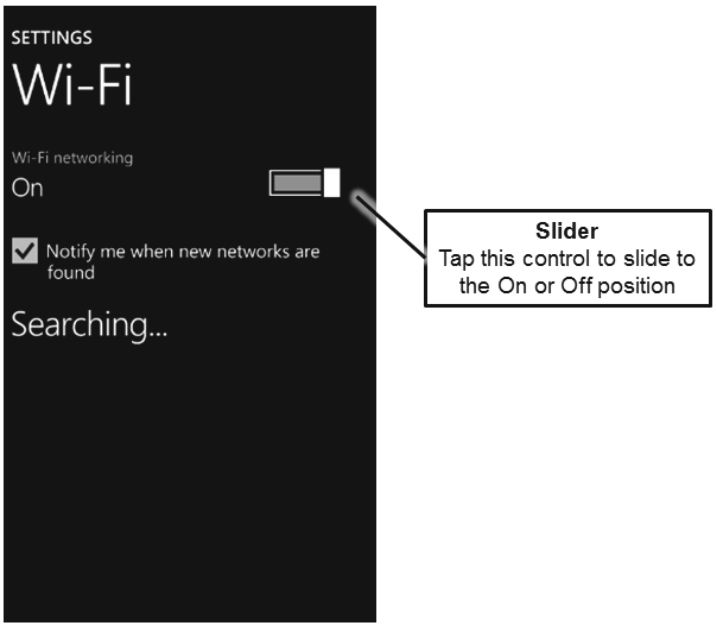
You will see a variety of types of screens in the applications you use on your phone. For example, the following screen displays a **Pivot** view, which is used by many applications to show your configuration options. **Pivot** views consist of lists with a number of options that are grouped under headings. You can access the following **Pivot** view by pressing the **Settings** icon on the **applications list**.



Within any screen, you may also come across listboxes and checkboxes, as shown in the preceding screenshot. These options behave similarly to how they behave on your computer – however, instead of dropping down a list of options, the listbox (when clicked) displays a list of options to choose from. Checkboxes toggle on or off the setting described in the text next to them.



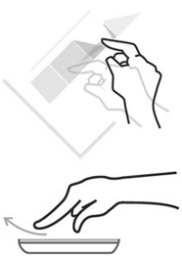
Another control frequently found in Windows Phone 7 is the slider. A slider control lets you toggle an option on or off. In the example that follows, the Wi-Fi radio has been toggled to **On**. Pressing the slider again would set the Wi-Fi radio to **Off**.



Finally, another type of screen you're likely to encounter in Windows Phone 7 is a **Panorama** view. Like a **Pivot** view, a ***Panorama*** *view* shows a number of items with a movable background. The example that follows shows the **Pictures** Hub. The outline of the device represents one page that would be shown in the **Panorama** view; the user can swipe her finger from side-to-side to bring up the previous or next page.

Using a Windows Phone 7 device is pretty simple. Table QS-1 lists a few finger gestures you will find helpful as you navigate your device's screens.

Table QS-1. *Finger Gestures*

Gesture Name	Looks Like	Does
Tap		Opens an item you tap once.
Double Tap		Zooms in or out on various views, such as pictures, web pages, and maps.
Tap and Hold		Opens menus specific to that item (e.g., the menu to pin an item to the **Start** screen)
Pan		Moves through screens in the **Panorama** or **Pivot** views.
Flick		Moves rapidly through a series of items.

Gesture Name	Looks Like	Does
Pinch and Stretch		Zooms in or out with more precision than double tapping, allowing you to control how far in or out you zoom.

With the gestures and the interface descriptions listed in Table QS-1, you're now ready to start using your phone. The "Condensed Steps" section that follows will get you up-and-running with common tasks – or you can head over to the chapters in Part 3 to start learning about your device in depth!

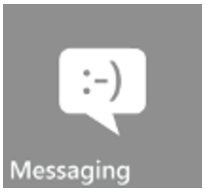
Condensed Steps

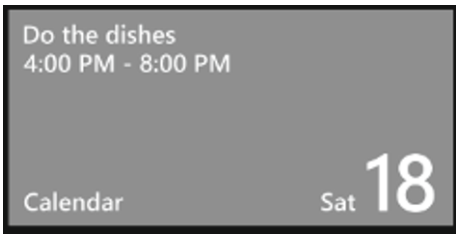
The bulk of this book (Part 3) contains chapters on pretty much anything you'd want to do with your Windows Phone 7 device. As a new Windows Phone user, however, you might have a very specific query (e.g., "How do I set up my Bluetooth headset?") that you simply want me to answer by pointing you in the right direction. This section will do precisely that, using a question-and-answer format. It lists common questions and provides short answers; it also indicates where in Part 3 you can get more information if you need it.

Basic Phone Functions

Table QS-2 lists basic phone functions and where you can find out more about each function.

Table QS-2. *Basic Phone Functions. (Note that all the steps that follow assume you have turned on and unlocked your phone, and that you are at the **Start** screen.)*

Question	Answer		Where to Learn More
How do I make a phone call?		Tap the **Phone** live tile.	Chapter 2: "Making Phone Calls"
		Press the **Dialpad** button and dial the number.	
		Finally, press **call**.	
How do I send a text message?		Tap the **Messaging** live tile.	Chapter 13: "Using Text Messages".
		Press the **New** button. Enter the name or number of the person you want to text and the message.	
		Finally, press **send**.	
How do I change the background from black to white?		Press the **Arrow** button in the upper right to access the **applications list**. Then, at the bottom, choose **Settings**. Tap **theme** and change **Background** from **dark** to **light**.	Chapter 6: "Customizing Your Phone".

Question	Answer	Where to Learn More
How do I look up someone's contact information?	Tap the **People** live tile, then tap a person's name to view his contact information.	Chapter 10: "Connecting With People: Using the People Live Tile"
How do I set up my email account?	Tap the **Email Setup** button and choose the type of email account you would like to set up. Finally, follow the prompts to enter your information.	Chapter 3: "Setting up Accounts"
How do I see my next appointment?	 Simply view the **Calendar** live tile; it will show your next appointment at the top.	Chapter 12: "Using and Customizing the Calendar"

Smartphone Functions

Table QS-3 lists features and functions that you'd expect a smartphone to be capable of; it also explains how to accomplish these tasks on your Windows Phone 7 device.

Table QS-3. *Smartphone Functions. (Note that all the steps that follow assume you have turned on and unlocked your phone, and that you are at the* ***Start*** *screen.)*

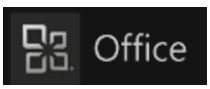
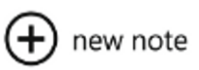
Question	Answer	Where to Learn More
How do I open a web page?	Tap the **Internet Explorer** live tile. Tap the address bar. Finally, use the keyboard to type in the address of the page you would like to view, and hit the **Right arrow** key.	Chapter 14: "Surfing the Web Using Internet Explorer"
How do I bookmark a web page?	Tap the **Add** button while viewing any web page.	Chapter 14: "Surfing the Web Using Internet Explorer"
What is the quickest way to take a picture?	Press and hold the **Camera** button for approximately three seconds. The **Camera** app will open. Press the **Camera** button again to take a picture.	Chapter 15: "Taking Pictures and Putting Them Online"
How do I put my music (from my computer) onto my phone?	Use the **Zune** desktop software to accomplish this. Once **Zune** is installed, use the micro-USB cable included with your Windows Phone 7 device to connect it to your computer. Follow the prompts to set up the software.	Chapter 23: "Connecting to the Zune Software"

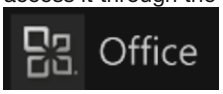
Question	Answer	Where to Learn More
How do I find new applications and games?	Finally, tap the **Marketplace** live tile and explore (or search) for products you might like. You can install them directly from your phone.	Chapter 25: "Exploring the Marketplace"
Is there a calculator?	Yes. Tap the **Arrow** icon at the upper right of the **Start** screen, and then tap the **Calculator** icon.	(The calculator is pretty self-explanatory!)

Microsoft Exclusives

Table QS-4 lists things exclusive to your Windows Phone 7 smartphone and explains how to start exploring them.

Table QS-4. *Microsoft Exclusives. (Note that all the steps that follow assume you have turned on and unlocked your phone, and that you are at the **Start** screen.)*

Question	Answer	Where to Learn More
How do I open a **Word**, **Excel**, or **PowerPoint** document?	The easiest way to open an **Office** file is to email it to yourself and then tap the file from within the email. If the file is already on your device, you can use the **Office Hub** to open it.	Chapters 18-20
How do I enter a note in **OneNote**?	Tap the **Arrow** icon in the upper right to access the **applications list**.  Tap the **Office** icon.  Finally, tap **new note** to enter a new note.	Chapter 17: "Using Microsoft Office OneNote Mobile"

Question	Answer	Where to Learn More
How do I manage my Xbox LIVE avatar?	Tap the **Xbox LIVE Games** live tile. If you are signed in with your Windows Live ID, you will see your avatar. Tap your avatar to modify it.	Chapter 24: "Using Your Phone With Xbox LIVE"
How can I quickly see what my friends are up to?	Tap the **People** live tile and slide the screen to the right to show the **what's new** section.	Chapter 10: "Connecting With People: Using the People Live Tile"
How do I get Bing Maps to show me where someone's address is?	See the preceding entry on how to look up a person's contact information. Once you have that up, tap the **map work address** button.	Chapter 10: "Connecting With People: Using the People Live Tile"
How do I access my company's **SharePoint** server?	Depending on the type of **SharePoint** server your company is running, you may be able to access it through the **Office Hub**.  Or, you might have to use **Internet Explorer** (see Chapter 21 for more information).	Chapter 21: "Connecting to SharePoint"

Settings and Configuration

Table QS-5 discusses the various settings and configuration items you may want to work with, including how to connect to different networks and use a Bluetooth device.

Table QS-5. *Settings and Configuration. (Note that all the steps that follow assume you have turned on and unlocked your phone, and that you are at the **Start** screen.)*

Question	Answer	Where to Learn More
How do I set up a Bluetooth headset?	Press the **Arrow** button in the upper right to access the **applications list**. Then at the bottom, choose **Settings**. In settings tap on *Bluetooth* Turn Bluetooth on. Make sure your headset is in **Discoverable** mode; it should appear under the list of discovered devices. Tap your headset to start the pairing process.	Chapter 7: "Setting up Bluetooth and Wi-Fi"
How do I connect to a Wi-Fi network?	Press the **Arrow** button in the upper right to access the **applications list**. At the bottom, choose **Settings**, and then tap **Wi-Fi**. Turn Wi-Fi on. Your Wi-Fi network should appear in the list of discovered networks. Tap your network and enter any security key required to connect. Your phone will now automatically connect to this network in the future.	Chapter 7: "Setting up Bluetooth and Wi-Fi"
How do I change my ringtone?	Press the **arrow** button in the upper right to access the **applications list**. Then at the bottom, choose **Settings**. In settings tap on *ringtones & sounds*.	Chapter 6: "Customizing Your Phone"

Question		Answer	Where to Learn More
How do I set a PIN code required to unlock my phone?		Press the **arrow** button in the upper right to access the **applications list**. Then at the bottom, choose **Settings**. In settings tap on *lock and wallpaper*. Then tap on the *password* slider to change it to "on", and enter your desired PIN code.	Chapter 8: "Managing and Securing Your Phone"
How do I change keyboard settings?		Press the **arrow** button in the upper right to access the **applications list**. Then at the bottom, choose **Settings**. In settings tap on *keyboard* to adjust options related to spell checking, spacing, and capitalization.	Chapter 6: "Customizing Your Phone"
How do I adjust the screen brightness?		Press the **arrow** button in the upper right to access the **applications list**. Then at the bottom, choose **Settings**. In settings tap on *brightness* to modify the settings.	Chapter 6: "Customizing Your Phone"

Part II

Introduction

Welcome to your new Windows Phone 7—and to the book that tells you what you need to know to get the most out of it! In this part, I show you how the book is organized and where to go to find what you need. From there, you can jump right in and be on your way to Windows Phone 7 productivity and happiness!

Welcome to Windows Phone 7!

Has anyone ever complimented you on your excellent taste in mobile phones? If not, let me be the first—you've made a great decision by choosing a Windows Phone 7 smartphone. Microsoft has put a lot of hard work into Windows Phone 7, starting pretty much from scratch and creating a brand new operating system, the goal of which is to make your life easier by freeing you from staring at your phone!

How does this work? How can a phone save you from other phones? Simply by showing you what you need to know in a quick and concise fashion, allowing you to glance at your phone rather than study the screen intently while life passes you by. For example, your **Start** screen on a Windows Phone 7 device includes live tiles, not icons. What is the difference? Well, a *live tile* changes—it shows you your next appointment on the **Calendar** tile, it shows you recent status updates from friends if you create a tile for them, and it shows you at a quick glance how many messages or emails you have waiting for you.

Windows Phone 7 also integrates everything into it that you'd expect in a modern smartphone. The five megapixel camera can grab life's moments quickly and post those photos straight to Facebook. The built-in radio and large storage capacity keep you entertained with music, videos, and more. And the Marketplace, which features the Zune music store, has a plethora of things to explore. We'll talk about all of these features throughout this book!

Getting the Most out of Windows Phone 7 Made Simple

One way to approach this book is to read it from cover-to-cover, and learn everything about your Windows Phone 7 in a logical progression. I start the book by discussing the initial setup of your phone, including how to configure it the first time you power it on, how to make phone calls, how to add email accounts, and how to customize the screen the way you like. I then move into other activities that are a little less crucial, such as text

messaging, alarms, the calendar, and contacts. Next, I discuss the most powerful (and perhaps most fun) things you can accomplish toward the end—the built in **Microsoft Office** applications, the integration with **Zune** software on your PC, and the ability to use your phone with Xbox LIVE. Finally, I explain how to update your phone and where to find some additional resources.

However, if you're not really looking for a beginning-to-end read, you can also jump right into any chapter that interests you. If I mention something I've covered before (or will cover in future chapters), I point you to where you can find more information about that topic. And throughout all of the material, I try not to use any confusing "tech jargon"; what I'm saying not only gets the job done, it also makes sense!

Windows Phone 7, the Name

This book is meant for all users of a Windows Phone 7 smartphone. Since Microsoft believes that a variety of companies are capable of producing quality Windows Phone 7 phones, I don't target one specific device—all the available phones should provide the same experience. At the time of writing, T-Mobile and AT&T (in the United States) both have multiple Windows Phone 7 devices, all of which can be used with the steps and material discussed in this book.

Navigating This Book

This book consists of three parts: "Part I: Quick Start Guide"; "Part II: Introduction"; and "Part III: Your Windows Phone 7." Here I provide an overview of what you find in these parts.

Day in the Life of a Windows Phone 7 User

Located inside the front and back covers, the "Day in the Life of a Windows Phone 7 User" reference provides a realistic look at my typical day using a Windows Phone 7 device. Along the way, I point out where in this book you can find out more information on these topics as I engage in such exciting tasks as reviewing a **PowerPoint** presentation or taking a picture.

Part I: Quick Start Guide

The Quick Start Guide covers two important subjects:

- **The Windows Phone 7 Interface**: Learn about the various tiles, buttons, and types of screens you'll see on your Windows Phone 7 device!