

Good for Enterprise™: Android Quickstart Guide

Access business connectivity and collaboration tools—securely—through the Good for Enterprise app on your Android device.

i Take a few minutes to familiarize yourself with the Good for Enterprise application. The following steps will help you get started.

Downloading the Good for Enterprise App

- Use the Google Play or the Amazon Appstore to download the application to your Android device.
 1. Open the Market and enter 'Good for Enterprise' in the search field.
 2. Download and install Good for Enterprise as described in your Welcome email.
 3. Use Good for Enterprise to view your inbox, contacts, and calendar.

Sync the Good for Enterprise App with Your Corporate Email

- When you first open the Good for Enterprise app, your most recent emails (up to 100), your contacts, and the last two weeks of calendar events are synchronized.

More Information

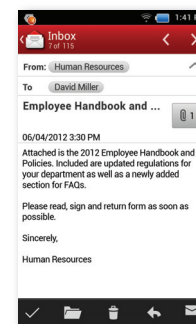
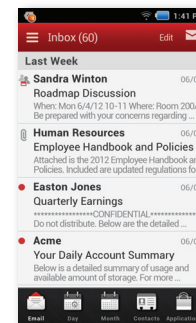
- For more detailed instructions on how to use Good for Enterprise, refer to the Good for Enterprise User's Manual.

Lost or Stolen Devices

- If your Android device is lost or stolen, notify your IT Department immediately.

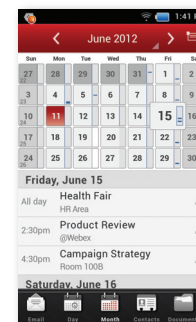
Checking Corporate Email

- Open the Good for Enterprise app, tap  on your Android device. Tap  to view email. Only the Inbox, Outbox, Sent Items, Drafts, and Deleted Items folders are shown initially.
- To read a message, tap the message.
- To compose a new message, tap .
- To delete a message, press and hold the message and tap **Delete** from the pop up menu.
- To move a message to a different folder, press and hold the message and tap **Move** from the pop up menu. Select the folder you want.
- To view an attachment, tap . Tap the attachment to download. Tap the attachment again to view the document.
- To synchronize and view messages in your other folders, first subscribe to the folder by tapping . You may need to swipe left on the toolbar. Tap **Folder Sync**. Select the folders to sync.



Checking Calendar

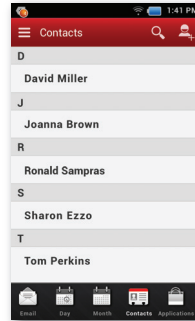
- To open your calendar to the current day, tap .
- To open your calendar to the current month, tap . The blue bars next to the days signify events.
- To view a day's events or meetings, tap the day.
- To view details for an event, tap the event.
- To change an event, tap the event and tap **Edit**.
- To add an event, tap .



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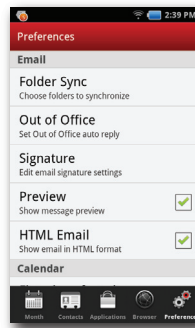
Viewing Contacts

- To open the contact list, tap .
- To search for a contact, tap . Select **Contacts**, **Directory** or **Both**. Type the name of contact in the search bar.
- To add a new contact, tap .
- To view contact details, tap on the contact name.
- To send a message to the contact, tap email.
- To call the contact, tap the number.
- To send a text message to the contact, press and hold the phone number. Select **Send SMS/MMS** from the pop up menu.
- To get driving directions to a contact's address, tap the address. Select the map application you want to use. Tap the address on the map.
- To edit a contact, press and hold the contact. Select **Edit Contact** from the popup menu.
- To delete a contact, press and hold the contact. Select **Delete Contact** from the popup menu.



Setting Preferences

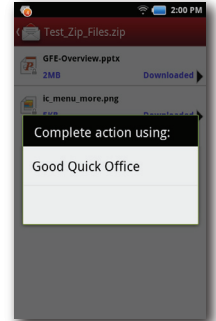
- To open preferences, tap . You may need to swipe the tool bar wipe left to view .
- To set an Out of Office message, tap **Out of Office**. Check the box next to **Enable Out of Office**. Tap **Auto Response**. Enter your auto response message. Tap **Save**.
- To add a signature to your outgoing messages, tap **Signature**. Check the box next to **Enable**.
- To turn on synchronization for a folder, tap **Folder Sync** and tap the folders you want to synchronize.
- To turn on HTML email, check the box next to **HTML Email**.
- To sync your Corporate Address Book with your Android device contacts, check the box next to **Native Contacts Sync**. We recommend that you turn on this setting to enable caller ID for your corporate contacts.
- To set an alert for incoming emails and upcoming events, tap **Notifications**.



Managing Documents

**NOTE: Document Repository must be turned on by your IT admin. If it's enabled, you'll see  on the toolbar.*

- To open the document repository, tap .
- Tap a document. Select **Good Quick Office** to view your document. If your IT admin has enabled secure file sharing, you can further view and edit an attachment with an external viewer or editing app. **Note: The external app must be pre-approved by your IT department before you are able to use it.*
- To delete the attachment you are viewing, tap the checkbox next to the attachment and tap **Delete**.
- To securely save an email attachment in the Good File Repository, open an email with an attachment as indicated by . Tap the . Tap the attachment you want to download. Tap the checkbox next to the attachment and tap **Save**. Name the document and tap **Save**. The document is now saved in the Good File Repository.
- To attach files when replying to, forwarding, or composing a new message, tap the  when you compose your text. Tap  to view list of files. Tap the checkbox next to the documents you want to attach. Tap **Attach**. Tap  to return to the composing screen.



Secure Browser

NOTE: Secure Browser must be turned on by your IT admin. If it's enabled, you'll see  on the toolbar bar.

- To securely browse the company intranet, tap  in the toolbar. The secure browser allows you to view and navigate your company's intranet or internal websites. Public websites will use the native device browser.
- Tap  to expand the browser to full screen mode. Tap  to exit full screen mode.
- Tap  to return to the previous webpage.
- Tap  to browse forward.
- Tap  to add a bookmark.
- Tap  to view your bookmarks and history lists. You can edit your bookmarks and history by tapping **Edit**.

