Purpose: To setup your e-group subscriptions for posting/replying via your mobile device.

You will need to be logged in to complete the subscription setup for your mobile device.

<table>
<thead>
<tr>
<th>FUNCTION/FEATURE START HERE:</th>
<th>ACTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup your subscription</td>
<td>- Click on “My Subscriptions”</td>
</tr>
<tr>
<td>- From the E-Groups Home Page</td>
<td></td>
</tr>
</tbody>
</table>

- From *My Subscriptions*

*Note:* The PDA option gives you the ability to post and reply from a mobile device as well as from your laptop or desktop computer. The messages will still appear in your Inbox through your e-mail client, such as Outlook or GroupWise.

- Select the PDA format option for any desired e-group which you wish to be able to post via your PDA/e-mail client.
- **Click Save** - You will receive a notification that your subscriptions have been successfully updated.
### To reply to a post using your PDA

- From the E-mail

**Note:** The window on the right is a sample of a plain text message received in Outlook. If viewing on your mobile device, the format of the message will be the same.

**Important!** Do not use the ‘reply to e-group’ or ‘reply to sender’ link within the message text to reply. **Use the reply function on your mobile device!**

- Use the Reply feature on your mobile device to send a reply.
- It will automatically reply to the e-group.
- Enter message text.
- Click **Send** when done.

### To compose an e-group message using your PDA

**Note!** You will need to have a message downloaded to your PDA from the e-group in which you wish to post before you can post a message to that e-group using your PDA.

- Open any message from the e-group in which you wish to post.
- Change the subject line to reflect the new post messaging.
- Compose your message.
- Click **Send** when done.
- The message will post to the e-group in Plain Text format.

**NOTE:** When sending messages via PDA mode, any lengthy embedded URL links may be truncated or rendered unclickable due to the inherent limitations of plain text mail protocol (SMTP). You may need to advise readers to copy and paste any long URLs back together.

This functionality relies on having a message already downloaded to your PDA for the e-group before you can post a new message to that e-group using your mobile device.