

Setting up Email on a Windows Mobile 6.5

- 1. Select Start, then Programs.
- 2. Select ActiveSync.



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3. On the subsequent screen, in the second paragraph about Exchange server, select the link **setup your device to sync with it**.



- 4. On the Enter Email Address screen, under E-Mail Address, enter username@uno.edu.
- 5. Check Attempt to detect Exchange Server Settings Automatically.
- 6. Select Next.





- 7. On the User Information screen, enter:
 - a. User name: username@uno.edu
 - b. Password: your LAN password
 - c. Domain: leave blank
- 8. Check Save password.
- 9. Select **Next**. ActiveSync attempts to connect to the Exchange server; this may take a few seconds to a minute.

User name:	username@uno.edu
Password:	******
Domain:	8
Save pass (required)	sword for automatic sync)

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ActiveSync attempts to connect to the Exchange server; this may take a few seconds to a minute.



- 10. On the Edit Server Settings screen, Contacts, Calendar, E-Mail, and Tasks are checked by default. Uncheck any you do not wish to synchronize.
- 11. Select Finish.

Edit Server Settings	
Choose the data you want	to synchronize:
Contacts	
Calendar	
Tasks	
504 ITTT11.004-045	
	Settings

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12. An ActiveSync warning appears:



Exchange Server must enforce security policies on your device to continue synchronizing. Do you want to continue?

13. Select **OK**. Synchronization will begin.

Congratulations! You have setup your Student Email on your Windows Mobile.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at <u>helpdesk@uno.edu</u>. You may also stop by the Help Desk, located in the UCC Room 101.