


# Setting up a Microsoft Exchange ActiveSync account in VersaMail

For smartphones running the Palm OS.

**\*\*If your smartphone does not include the VersaMail application on the the device. You'll need to install it from the software CD.**

1. Insert the Palm Software Installation CD into the CD drive on your computer.
2. Click Install bonus software.
3. Click the name of the application you want to install: VersaMail.
4. Click Install (on the right side of the screen).
5. Synchronize your smartphone with your computer to install the application(s).

Now you're ready to set up Exchange ActiveSync in VersaMail

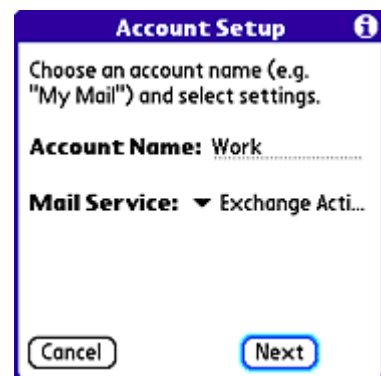
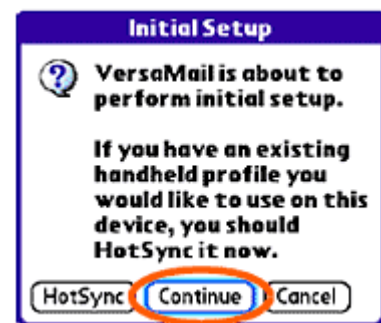
On your device, press Power/End  to wake up the screen, and then press Center to turn off Keyguard.

Press Applications  and then select **Email**.

If you see the "Initial Setup" screen, select Continue to begin the setup.

Enter the basic account information:

- In the Account Name field, enter a descriptive name. This can be anything you wish, such as "Work Email."
- Select the Mail Service pick list, and then select Exchange ActiveSync.
- Select Next.



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Enter the account username and password:

- Enter the username you use to access your email. This is your UNO login username. If your email address is [johndoe@uno.edu](mailto:johndoe@uno.edu), the username is johndoe.
- Select the Password box, enter your email account password, and then select OK. Again, this is your UNO password. Use the same password that you use to login and check email from your computer.
- Select Next.

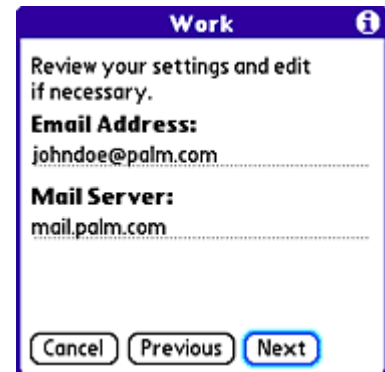


The screenshot shows a dialog box titled "Work" with an information icon in the top right corner. The text inside reads: "Enter the username and password assigned to this account:". Below this, there are two input fields. The first is labeled "Username:" and contains the text "John Doe". The second is labeled "Password:" and contains the text "-Assigned-". At the bottom of the dialog, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted with a blue border.

Enter your email address

For Mail Server: enter **mail8.uno.edu**

Select Next.



The screenshot shows a dialog box titled "Work" with an information icon in the top right corner. The text inside reads: "Review your settings and edit if necessary.". Below this, there are two input fields. The first is labeled "Email Address:" and contains the text "johndoe@palm.com". The second is labeled "Mail Server:" and contains the text "mail.palm.com". At the bottom of the dialog, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted with a blue border.

Select one of the following:

- *Done*: Finish and go to the Inbox of the account you set up, where you can begin getting and sending email.
- *Test Settings*: Ping the Exchange Server and find out if your settings are correct, without downloading email yet. You'll see a message that states whether the test was successful.



The screenshot shows a dialog box titled "Work" with an information icon in the top right corner. The text inside reads: "Basic setup for your mail account is completed.". Below this, there are three lines of instructions: "- To exit, select Done.", "- For additional settings, select Advanced.", and "- To try your connection, select Test settings.". At the bottom of the dialog, there are three buttons: "Previous", "Done", and "Advanced". The "Advanced" button is highlighted with a blue border.

Done!