

Setting up an Exchange Server email account For Windows Mobile 5. (PocketPC)

Figure 1. Button Guide:



You can use your smartphone to sync directly with Exchange Server using Exchange ActiveSync. You may have already set up your Exchange Server email settings when you installed the ActiveSync® desktop software. If you did not set up an Exchange Server email account, work with your system administrator to gather the following info, and then follow the steps in this section to set up an account now.

- Mail server address and domain name
- Your username and password

1. Press Start and select Programs (button 12 in figure 1).

2. Select ActiveSync. 

3. Press Menu (right action key is button 10 in figure 1) and select Add Server Source.

4. Enter the Server address cas.uno.edu, and then press Next (right action

Key, Button 10 in figure 1).



(in the server address box, type **cas.uno.edu**)

5. Enter your username, password, and domain: uno-domain. The password is case-sensitive. Your password can use numbers and text. Check if your Caps Lock and Option Lock are active because that can affect the password you are entering.



(Type the user's user name in the Username field, the users Password in the password field, and **UNO-DOMAIN** in the Domain field)

6. If you want to enter your password each time you access this account, do not check the Save password box. If you want your password entered automatically, check this box.

7. (Optional) Select Advanced to set the rules for fixing sync conflicts.

8. Press Next (right action key) and check the boxes for the types of

information you want to synchronize with Exchange Server.

9. (Optional) Highlight one of the items and select Settings to change the synchronization settings for that type of information.

10. Press Finish (right action key).

11. Synchronize with your Exchange Server and set your sync schedule.

Setting a sync schedule with an Exchange Server

Follow these steps to set your sync schedule:

1. Press Start and select Programs.

2. Select ActiveSync.

3. Press Menu (right action key) and select Schedule.

4. Set your schedule for peak and off-peak times. To conserve power it is recommended to change your settings to synchronize every 30 or 60 minutes instead of as items arrive.



5. Set your roaming preference. By default, a scheduled sync does not work while you are roaming. This is to prevent roaming charges on your account. If roaming charges are not a concern, select Use above settings while roaming.

6. Press OK.