



# Windows Mobile Messaging

Getting Started with ActiveSync on your Mobile Device

## Introduction

Smart phones and PDAs based on the Microsoft Windows Mobile 5.x (or later) operating system have a built-in system, called ActiveSync, for synchronizing email, c ontacts, calendar and other information from your Hosted Microsoft Exchange account.

Setting up ActiveSync is a simple process, and while there are too many phones to have specific directions for every model, the following instructions apply to all Window s Mobile 5.0+ and ActiveSync compatible devices.

The example screen shots are from a Treo 700wx.

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## Basic Settings:

Server address = mail.themessagecenter.com

Username = [your Exchange e-mail address]

Password = [your Exchange password]

Requires SSL = [make sure this is checked or selected]

Domain Name = shared

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## Detailed Instructions:

(Details may vary slightly depending on device):

Start the process by going to the ActiveSync configuration screen. This can usually be accessed by going to your device's Program page and then clicking on 'ActiveSync.'

- If this is your first time configuring ActiveSync , then click on "Set your device to sync with it."
- Otherwise, if you have previously configured ActiveSync, then click menu and then "Configure Server..." See illustration.



Next, you will be prompted for your 'Server address.'

Type in the same domain name you use to access your Exchange account using Outlook Web Access.

Make sure that the box next to "This server requires an encrypted (SSL) connection" is checked.

Click on 'Next' from the bottom -right of your screen.



You will now be prompted for your Exchange log -in username and password, as well as Domain information. Please fill this out as follows:

- **USERNAME** = Your Exchange e-mail address
- Your Exchange log-in password
- **DOMAIN** = "shared"

For automated log-in to your Exchange account from your mobile device, select the check box next to "Save password," and then select "Next" from the bottom right of your screen.

The next screen is the Edit Server Settings page, from which you may choose the data you wish to have synchronized from your mailbox onto your Smart phone.

Make sure that the check boxes appear next to each item that you want synchronized. Normally, all items are already checked by default.

To change available synchronization settings, select the type of information that you want to synchronize, choose **Menu**, and then choose **Settings**.



To change the rules for resolving synchronization conflicts, choose **Menu**, and then choose **Advanced**.

Please select 'Finish' from the bottom right of the screen.

You will now see a progress bar across the bottom of the screen as your data is being synchronized.

If you have a large amount of information in your calendar, contacts, tasks, or email inbox, then this may take several minutes or even up to one hour for your initial synchronization process to complete.

You must have and maintain a strong mobile data signal during this set-up process.

