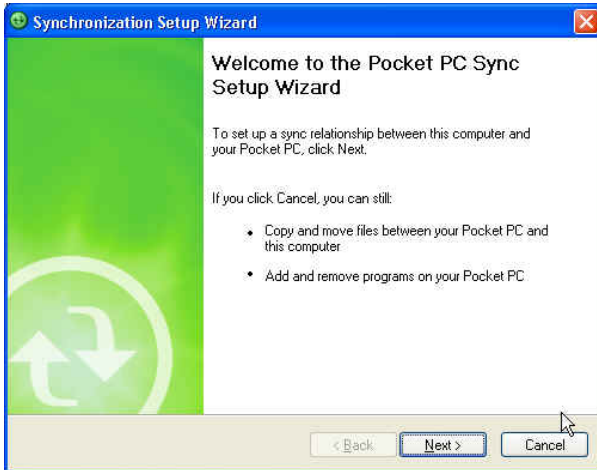
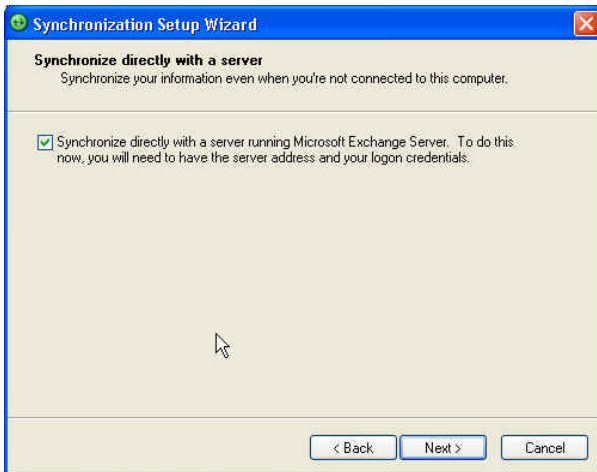


Setting up PocketPC Devices With Exchange Server

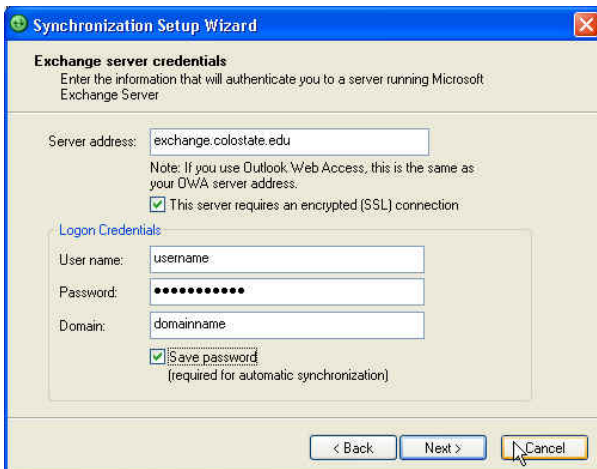
1. To get your Windows PocketPC-based device to synchronize your mail with the Colorado State University Exchange server, first load the latest version of Microsoft ActiveSync on your computer. The device should come with a CD that has the software. You can also download it for free from <http://www.microsoft.com/downloads/search.aspx?displaylang=en>
2. Next, connect the PDA device to your computer. Window should recognize and install the device on your computer automatically.



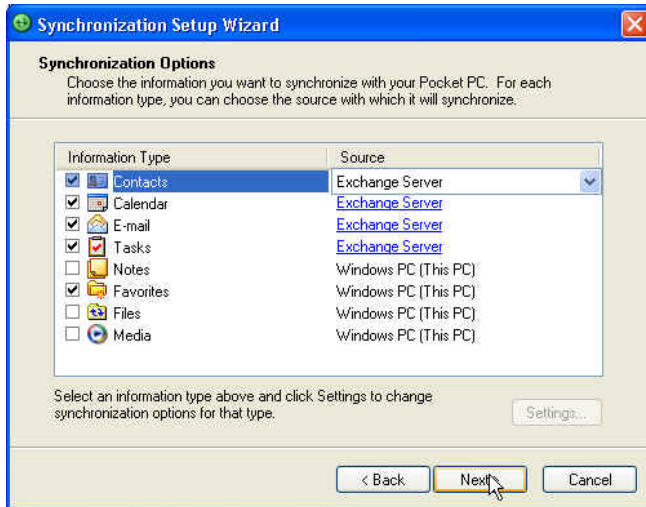
3. After the device is installed, an ActiveSync screen will pop up
4. Click "Next."



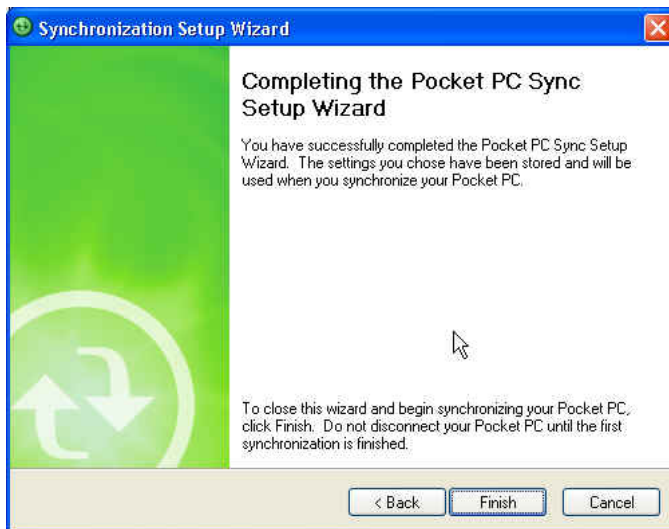
5. Select "Synchronize directly with a server running Microsoft Exchange Server." And click "Next"



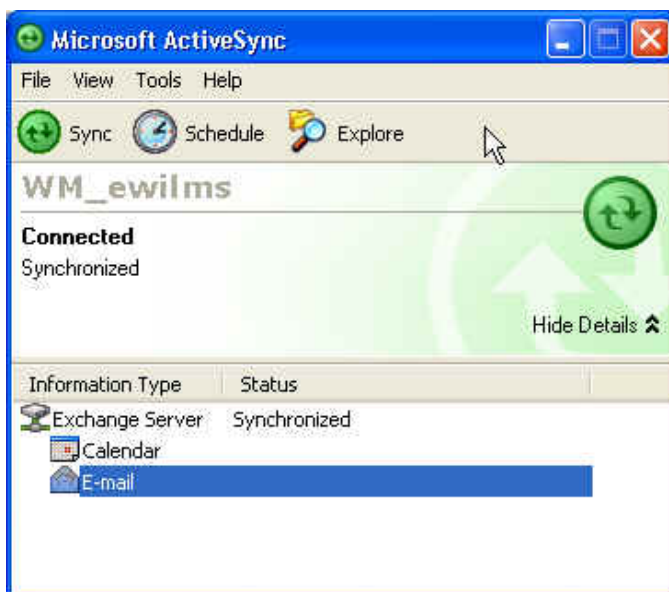
6. For "Server address" enter "exchange.colostate.edu" without the quotes.
7. Select "This server requires an encrypted (SSL) connection"
8. Enter your Exchange username and password. In most cases these will be the same login credential you use to logon to your computer
9. Enter your Active Directory Domain. If you don't know this check with your system administrator.
10. Select "Save password" unless you want to be prompted for a password when you open email.
11. Click on "Next."



12. Select the items you want synchronized with your PDA.
(Note: Contacts will synchronize your personal contacts list in Exchange. It will not sync the global address list)
13. Click "Next."

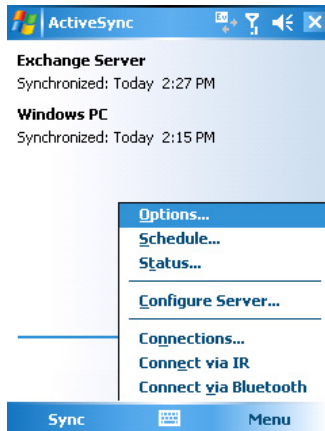


14. Click "Finish."

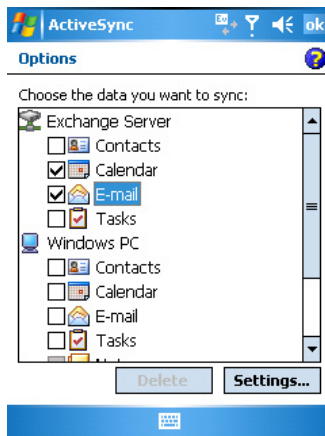


15. ActiveSync will then synchronize mail with the Exchange server.

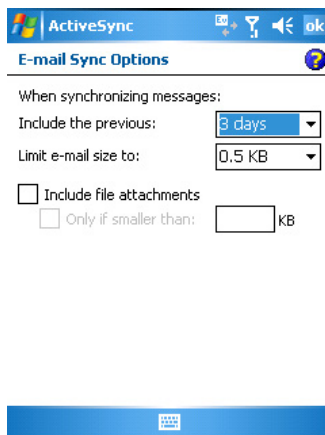
16. After the account is set up on the PDA, there are a few things you may want to configure on the device itself. From “Start,” “Programs” select “ActiveSync”



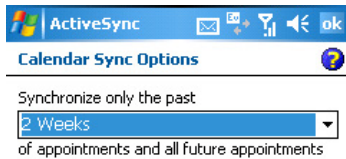
17. In the lower right hand corner tap on “Menu” then select “Options.”



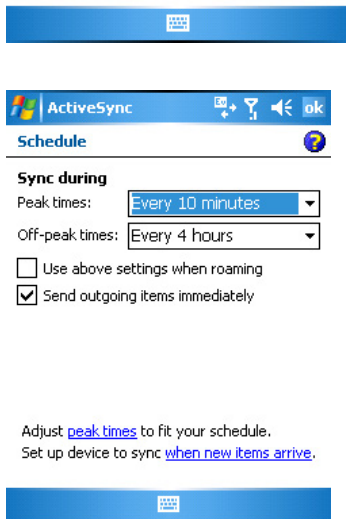
18. Select “Email” under “Exchange Server” then tap on “Settings”



19. From here, you can set preferences as to the number of days of mail to store on the device, whether to download attachments and the limit on size of emails to download. Remember that the device has much more limited storage than your computer. After making selections, tap “OK” in the upper right hand corner



20. Next, select “Calendar” and tap on “Settings.” Here you have the option of determining how much of your **Exchange** calendar you want downloaded to the PDA device. It will not synchronize the Oracle Calendar. Make your selection and tap “OK.”



21. From the ActiveSync screen again, tap on “Menu” and select “Schedule.” Here are options to tell the device when and how often to sync with the Exchange Server. When adjusting these settings, remember that syncs are a battery-intensive function. If it is set to sync periodically throughout the night and the device is not plugged into a power source, it may drain the battery.