

## Setting up Exchange on a Treo mobile device



1. From the home screen, select “VersaMail”



2. Press the menu button, scroll to “Accounts” and select “Account Setup”



3. Tap on “New” to create a new account



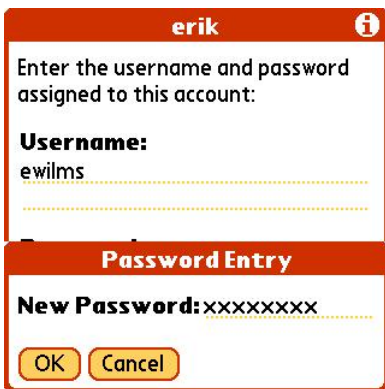
4. Enter a name for the account, then click on the arrow for the drop down menu on “Mail Service”



- From the drop down menu choose "Exchange ActiveSync" Then tap on "Next"



- Under "Username" and "Password" enter your Exchange username and password. These should be the same you use to login to your Windows domain. Username should be entered in the form of domainname/username as shown below.



- When entering the password it will show up in plain text, but will not display afterward. Once you've entered the password, tap on "OK"



- Once the password is entered, it will say "Assigned" Tap on "Next."



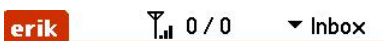
9. Enter your email address and exchange.colostate.edu under "Mail Server." Then tap on "Next."



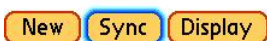
10. Tap on "Done."



11. Tap on "Yes."



12. Tap on "Sync."



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13. Your mail and calendar will now sync with the exchange server.

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