

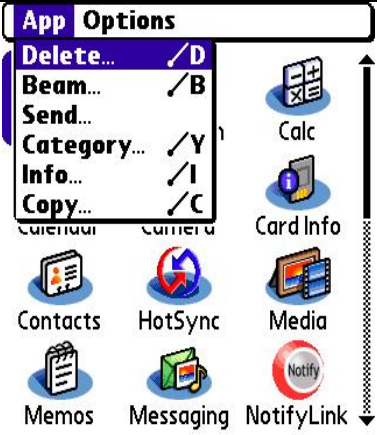
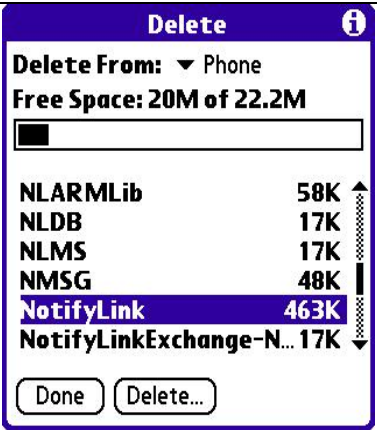



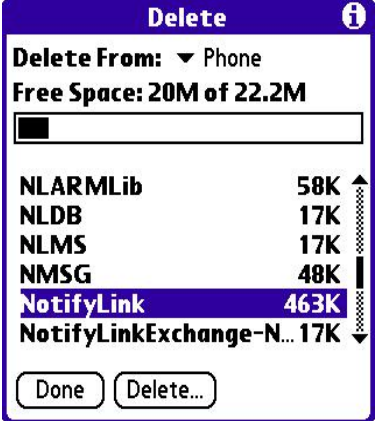
Uninstalling NotifyLink and Configuring Your Treo 650 SmartPhone with Exchange at MUSC



If you used NotifyLink to sync your SmartPhone with the GroupWise server, you have to complete two basic functions: uninstall NotifyLink and then configure VersaMail to work with MUSC's Exchange Server. As a result, this document has two distinct sections.

Section I: Uninstalling NotifyLink from Your Treo 650 SmartPhone

<p>On your device, press Power/End  to wake up the screen, and then press Center to turn off Keyguard.</p> <p>Press Applications  to get the main screen of the device, tap in the upper left hand corner (on the clock) to retrieve the drop-down list.</p> <p>From the list, select "Delete".</p>			
<p>Then highlight the file Notifylink; now tap on Delete.</p>			
<p>Then tap Yes on the Delete Application pop up window.</p>			
<p>Then repeat the steps on those files listed to the right. You may not have all of these files. Different versions have different files, but we listed them all here so everyone can</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> Notifylink Cypher HWP NACS </td> <td style="width: 50%; text-align: center;"> NLMS NMSG RijndaelGladmanLib NWIP </td> </tr> </table>	Notifylink Cypher HWP NACS	NLMS NMSG RijndaelGladmanLib NWIP
Notifylink Cypher HWP NACS	NLMS NMSG RijndaelGladmanLib NWIP		

make sure the files have been deleted.	NCSR NLDB	PIM NLARMLib
After you have deleted the files, tap on Done.		

When you have completed deleting those files, take your battery out of your phone and then replace the battery. Boot your phone up and start the steps above again but this time the only file you will need to delete is NotifyLinkExchange.

You have now uninstalled NotifyLink from your phone and are ready to set up VersaMail to work with Exchange.




Setting up VersaMail to work with a Microsoft Exchange ActiveSync account

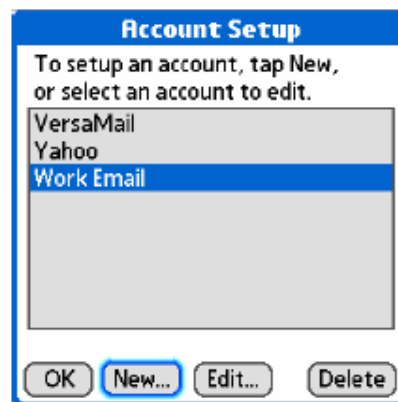
Although Microsoft Exchange ActiveSync works with the Calendar, Contacts, and VersaMail applications, you enter the Microsoft Exchange ActiveSync account settings in VersaMail. You can enter settings for only one Microsoft Exchange ActiveSync account.

TIP On a Windows computer, you can also use your computer to set up VersaMail to work with a Microsoft Exchange ActiveSync account, and then synchronize to transfer the info to your smartphone (see [Working with accounts on your computer](#)). This is useful for those who prefer to enter info on their computer.

IMPORTANT If you set up VersaMail to work with Microsoft Exchange ActiveSync, ActiveSync automatically pushes Calendar and Contacts information, or automatically

synchronizes it, directly with the Exchange server, along with email messages. You cannot choose to synchronize Calendar and Contacts info with Palm Desktop software or Outlook once you set up VersaMail to work with a Microsoft Exchange ActiveSync account. If you do not want to download Calendar and Contacts directly from the server, do not set up VersaMail to work with a Microsoft Exchange ActiveSync account.

- 1 Go to **Applications**  and select **Email** .
- 2 Press **Menu** .
- 3 Select **Accounts**, and then select **Account Setup**.



- 4 Select **New**.
- 5 In the **Account Name** field, enter a descriptive name.
- 6 Select the **Mail Service** pick list, and then select **Exchange ActiveSync**.

- 7 Select **Next**.
- 8 Enter the username you use to access your email.

- 9 Select the **Password** box, enter your email account password, and then select **OK**.
- 10 Select **Next**.
- 11 Enter your email address and Exchange mail server name. Select **Next**.

INFORMATION FOR MUSC (steps 8 and 11 above):

Step 8: USERNAME: This is your NetID / LYNX user ID

Step 11: EMAIL ADDRESS and EXCHANGE MAIL SERVER NAME: These are, respectively, *{userID}@musc.edu* and *"exchange.musc.edu"*.

12 Select one of the following:



Done: Select **Done** to finish setup and go to the Inbox of the account you set up.

Advanced: Select **Advanced** to set advanced mail options (see [Setting advanced mail options](#)).

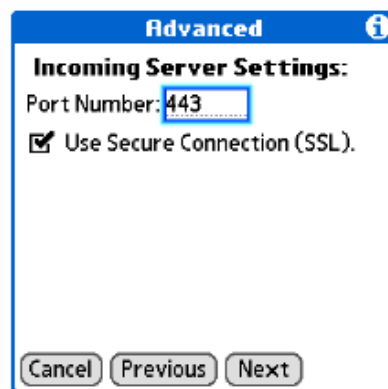
Test Settings: Select **Test Settings** to test settings for this account.

Setting advanced mail options

In most cases, you do not need to change the default advanced mail options. Check with your system administrator to see if you need to change the port number,

uncheck the Use Secure Connection box, or enter proxy server information.

1 Select any of the following:

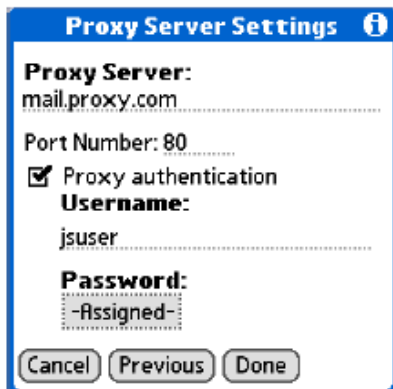


Port Number: By default, the port number setting is 443. You may need to change the port number if you choose not to retrieve incoming mail over a secure connection.

Use Secure Connection (SSL): By default, this box is checked, meaning you can retrieve incoming mail over a secure (Secure Sockets Layer, or SSL) connection (see [Using SSL security](#)). Uncheck the box if you do not want to receive email over an SSL connection.

2 Select **Next**.

- 3 If you use a proxy server, enter the proxy server name and port number, and check the **Proxy authentication** box if your server requires authentication. Check with your system administrator for this information. When you have finished, select **Done**.



Using push

What is push?

Push is a feature provided by Microsoft Exchange ActiveSync that pushes email messages, Calendar events, meeting invitations, and updated contact information it receives onto your

smartphone. Likewise, when you create an email message or event or you update a contact on your smartphone, it is pushed to the server.

KEY TERM Push Technology in which a server automatically delivers new information (such as new email messages) to a device and retrieves new information from a device; the user does not need to do anything.

In addition, when you delete or change an email message (for example, mark a message read or unread) in one location, the change is pushed to the other location.

How does push work?

When you set up an Exchange ActiveSync account, push email, calendar, and contact information begins automatically as long as your server supports push and has push turned on.

DID YOU KNOW? When push is enabled, certain preferences change for your Microsoft Exchange ActiveSync account only. A new AutoSync preference is created, including AutoSync and Alerts options. The Advanced preferences, including Connection and Server options, are removed.

Push from server to smartphone happens automatically as new or changed items arrive on the server. If items are created or changed on the smartphone, the items are pushed from smartphone to server at the following times:

- When a server-to-smartphone push takes place.
- When you select Sync in your Exchange ActiveSync account to manually retrieve information.
- At a preset time interval, if neither of the preceding two events takes place during that interval—for example, if neither a server push nor a manual sync takes place for 10 minutes.


DID YOU KNOW? You can manually retrieve information at any time by selecting Sync.

If your server does not support push or does not have push turned on, push does not take place.

DID YOU KNOW? Your smartphone screen turns on and an alert appears anytime you receive a new message. To save battery life, you can turn alerts off for your Exchange ActiveSync account. Go to the account, press **Menu**, select **Options**, and then select **Preferences**. Select **Alerts**, and then uncheck the **Alert me of new mail** box.

Turning off push

When push is enabled, you can turn it off—for example, to save battery life.

- 1 Open VersaMail and go to your Exchange ActiveSync account.
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Select **AutoSync**, and then do one of the following:
 - To switch from push to an AutoSync schedule for email, calendar, or contacts, select the **When** pick list and then select any schedule option

except As Items Arrive (see [Setting Auto Sync preferences](#)).

- To turn off push and manually retrieve information, uncheck the box next to either Mail, Calendar, or Contacts. The other boxes are unchecked automatically (see [Setting Auto Sync preferences](#)).

Synchronizing with the server

Once you set up VersaMail to work with Microsoft Exchange ActiveSync, you can turn off push (see [Turning off push](#)) and then synchronize with the server and download email messages, Calendar events, and Contacts information in one of four ways:

- Download individual application information from within that application.
- Download information for all three applications from within any one of the applications.

- Set up the Sync button in VersaMail to download information for all three applications.
- Set up an Auto Sync schedule to download information for one, two, or all three applications.

These methods are described in this section.

Retrieval of email messages and Calendar and Contacts info for an Exchange ActiveSync account is different from that of other accounts. These differences apply no matter which method you use to synchronize.

DID YOU KNOW? When you synchronize a Microsoft Exchange ActiveSync account, a copy of any message sent from your smartphone is placed in the Sent Items folder on the Exchange server. A copy of any message deleted from your smartphone is placed in the Deleted Items folder on the server.

Time intervals When you synchronize with the server, Microsoft Exchange ActiveSync retrieves email messages and Calendar events for the time interval set on

your smartphone. The default for email messages is three days and for Calendar events is two weeks, but you can set a preference to change the time interval (see [Setting Auto Sync preferences](#)). Microsoft Exchange ActiveSync also retrieves all Contacts information that is new or has been updated since the last time you synchronized the Contacts application; there is no time interval for retrieving contacts.

Wireless synchronization Microsoft Exchange ActiveSync supports wireless synchronization with the server only. To retrieve email messages and Calendar and Contacts info, you must use one of the four synchronization methods listed above. If you synchronize your smartphone with your computer (for example, by pressing the sync button on the sync cable), info from other applications—Tasks, Memos, and so on—is synchronized, but email messages and Calendar and Contacts info are not.



Message removal Microsoft Exchange ActiveSync removes any email messages and Calendar events from your smartphone that fall outside the time intervals set on

the smartphone. For example, if both the email and Calendar time intervals are set at seven days, any email messages or Calendar events that are eight days old are removed from your smartphone. This info is not removed from the Exchange server. Message removal does not affect Contacts info on your smartphone.

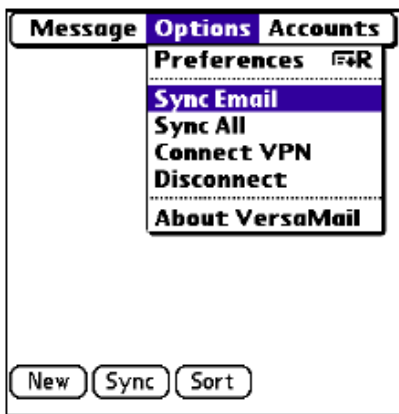
DID YOU KNOW? All recurring events on the server are downloaded to your smartphone, regardless of the time interval set for Calendar events.

TIP Increase the time interval for how many days' worth of email and Calendar events to retrieve so that recent messages and events are not removed from your smartphone.

Synchronizing individual application information



- 1 Go to **Applications**  and open the application—for example, Calendar.
- 2 (Optional) If you are using a VPN connection, connect to your VPN (see [Connecting to a VPN](#)).
- 3 Press **Menu** .
- 4 Select the sync option for the application:

- For VersaMail, select **Options**, and then select **Sync Email**.
- For Calendar or Contacts, select **Sync <app name>** from the **Record** menu.



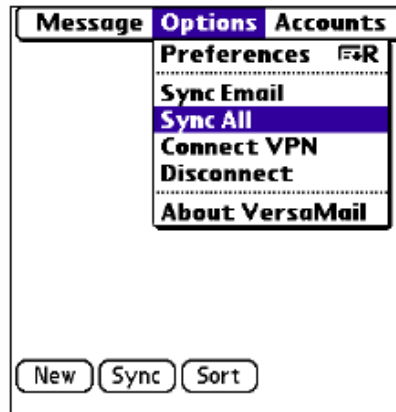
The application information is synchronized between your smartphone and the server.

Synchronizing information for all three applications

- 1 Go to **Applications**  and open one of the Calendar, Contacts, or VersaMail application.
- 2 (Optional) If you are using a VPN connection, connect to your VPN (see [Connecting to a VPN](#)).
- 3 Press **Menu** .

- 4 Select the sync all option for the application:

- For VersaMail, select **Options**, and then select **Sync All**.
- For Calendar or Contacts, select **Sync All** from the **Record** menu.






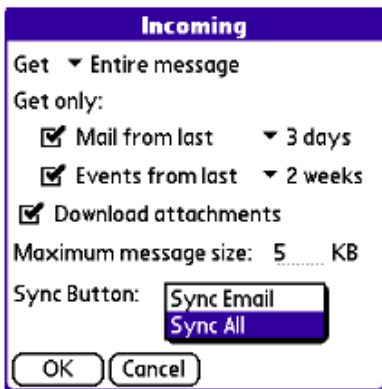
Email messages, Calendar events, and Contact information are all synchronized between your smartphone and the server.

Setting the Sync button to synchronize multiple applications

For a Microsoft Exchange ActiveSync account, you select the Sync button to retrieve email messages (unlike other accounts, where you select Get or Get &

Send). By default, selecting Sync in the VersaMail application synchronizes email messages only between your smartphone and the server. You can change the setting so that selecting Sync synchronizes Calendar and Contacts information as well.




- 1 Go to **Applications**  and select **Email** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Select **Incoming**.

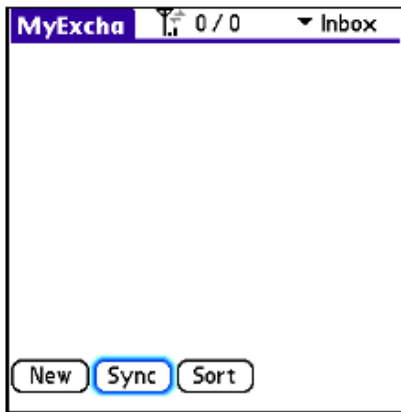


- 5 Select the **Sync Button** pick list, and then select **Sync All**.
- 6 Select **OK**.

Synchronizing using the Sync button




Depending on the preference you have set (see [Setting the Sync button to synchronize multiple applications](#)), use the Sync button to synchronize email messages only or to synchronize information for all three applications. If you synchronize Calendar and Contacts information using the Sync button, open those applications to view the updated info.

- 1 Go to **Applications**  and select **Email** .
- 2 (Optional) If you are using a VPN connection, connect to your VPN (see [Connecting to a VPN](#)).
- 3 Press **Menu** .
- 4 Select **Accounts**, and then select your Exchange ActiveSync account.
- 5 Select **Sync**.

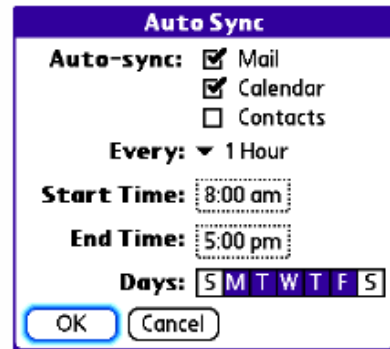


Setting Auto Sync preferences

As with other types of email accounts, you can set an Auto Sync schedule for a Microsoft Exchange ActiveSync account. Because this type of account synchronizes Calendar and Contacts information as well as email messages, you can set Auto Sync to take place for one, two, or all three applications.

- 1 Go to **Applications**  and select **Email** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Select **Auto Sync**.

- 5 Check the box next to each application you want included in Auto Sync.



- 6 Set schedule options:

Interval: For email messages, select the **Every** pick list and select the time interval, from 5 minutes to 12 hours. For Calendar events, select the **Events** pick list and select an interval from 2 weeks to 6 months. Note that if you set a more frequent interval, you may need to recharge your smartphone's battery more often. There is no time interval for retrieving Contacts info.

Start/End Time: Select the **Start** and **End Time** boxes, and then select the hour, the minute, and **AM** or **PM** to enter the time for the first and last Auto Sync to take place. Select **OK**.

Days: Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.

7 Select **OK**.

8 (Optional) Select **Sync**.


TIP You should manually retrieve any messages using the Sync button after setting up a scheduled Auto Sync. Then only new messages are retrieved during Auto Sync.

Using Remote Address Lookup

Exchange ActiveSync accounts, like all VersaMail accounts, use the Smart Addressing feature: When you begin to enter an email address in the To or cc field of a new message, a list of matches from your contacts list appears that corresponds to the characters you have entered so far. In addition, Exchange ActiveSync accounts offer Remote Address Lookup, which enables you to search for matching names

and addresses that exist on your corporate Exchange server.

BEFORE YOU BEGIN Before you can use Remote Address Lookup, your smartphone's phone must be on and you must be in a coverage area.

- 1 Open VersaMail and go to your Exchange ActiveSync account.
- 2 Select **New**.
- 3 On the new message screen, begin addressing the message. If the name you want does not appear on the Smart Addressing list, press **Menu** , select **Options**, and then select **Remote Lookup**.
- 4 Enter text that you want to find on the server. For example, type "Coll" to search for a person named Colleen.
- 5 Select **Search**. Any names or addresses on the server that match the characters you entered are displayed.

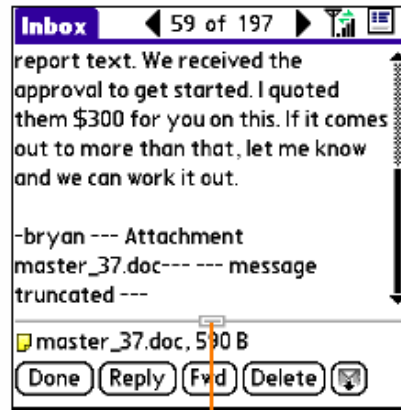


- When the name you want appears, select it, and then select **Add**.

Previewing attachments

A Microsoft Exchange ActiveSync account enables you to view a list of all attachments to a message, with approximate file size, so you can decide which ones you want to download. Unlike other accounts, you do not need to fully download a message to view the list of attachments; the list appears dimmed at the bottom of the message screen

whether or not the message is fully downloaded.






Box

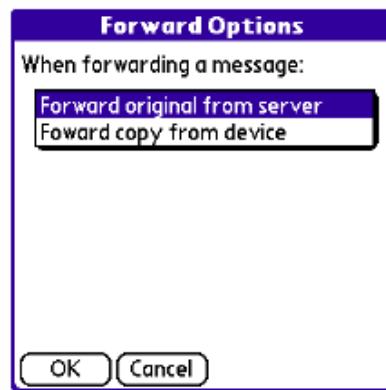
Select an attachment from the list to download it. Once the message is downloaded, you can work with it just like with any other attachment (see [Working with attachments](#)).

DID YOU KNOW? You can increase or decrease the size of the attachment preview pane on the message screen. Tap and drag the box on the preview border line up or down.

Forwarding email messages

For a Microsoft Exchange ActiveSync account, when you forward a message, the message is forwarded from the mail server by default. Forwarding from the server is faster and may save on data charges. However, not all email applications can read forwarded messages sent from the server; in this case, you can choose to forward directly from your smartphone.




- 1 Go to **Applications**  and select **Email** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Select **Forwarding**.
- 5 Select the **When Forwarding a message** pick list, and then select **Forward original from server** or **Forward copy from device**.

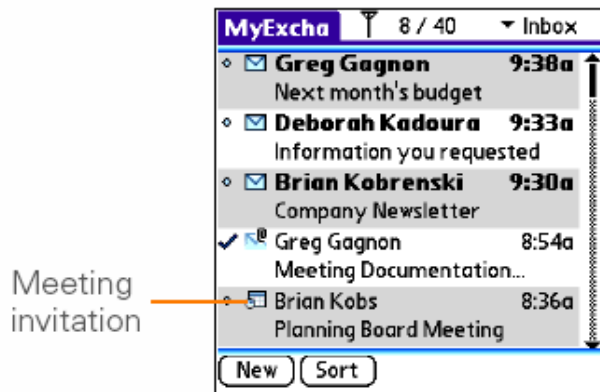


Working with meeting invitations

For Microsoft Exchange ActiveSync accounts only, each time you retrieve email messages either manually or through Auto Sync, Exchange meeting invitations are downloaded to your Inbox.

NOTE You cannot create meeting invitations on your smartphone. You can receive and reply to meeting invitations that are sent to you.

- 1 Go to **Applications**  and select **Email** .
- 2 (Optional) If push is turned off and you do not have an Auto Sync schedule set up, synchronize with the server to download new messages. (see [Synchronizing with the server](#)).
- 3 Select a meeting invitation to open it. Meeting invitations are displayed with this icon .






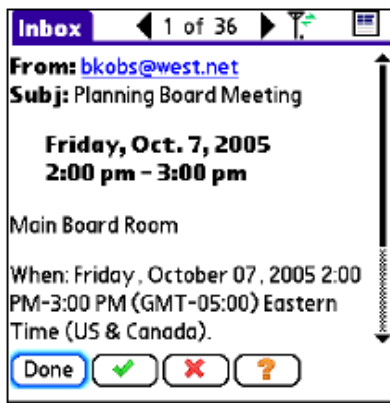
DID YOU KNOW? You can add names and email addresses directly to Contacts from the To or cc field of an invitation (see [Adding or updating a contact directly from a message](#)).

DID YOU KNOW? If you receive meeting invitations, the Reminders screen displays both the number of new email messages and the number of new meeting invitations for that account—for example, 5 new messages/ 2 new meetings (see [Viewing and using the Reminders screen](#)).

- 4 (Optional) If the invitation contains an attachment, open the attachment and view or save it before responding to the invitation (see [Working with a downloaded attachment](#)). Once you respond to the invitation, the attachment is removed.

TIP After opening an invitation, you can switch between full and concise meeting details by switching between full header view and short header view (see [Changing email header details](#)).

- 5 After reading the invitation, select **Accept** , **Decline** , or **Tentative**  (tentatively accept).



- 6 Select the response option you want from the dialog box:

Respond without comments: Sends an immediate email response to the meeting organizer by means of the Exchange server.

Respond with comments: Opens an email response form to which you can add comments before sending your response. Select **Send** to send the response to the meeting organizer by means of the Exchange server.

Don't respond: Updates the server with your reply, but does not send a response to the meeting organizer.

NOTE If you decline an invitation, the invitation is automatically put into the Trash folder.

DID YOU KNOW? When you send your response, the server is updated with the new meeting event, and immediately synchronizes the event to the Calendar application on your device. If you select Accept, the event appears in Calendar as a confirmed appointment.

TIP If you receive an updated meeting invitation, you can again choose to accept, decline, or tentatively accept. If you receive a meeting cancellation, you don't need to do anything.

DID YOU KNOW? You can forward meeting invitations in the same way that you forward email messages. The recipient receives the message as a meeting invitation.

Working with Calendar events

When you set up VersaMail to work with Microsoft Exchange ActiveSync, ActiveSync pushes any information in the

Calendar application directly from the Exchange server as well. Any new Calendar events on the server for the time interval set on your smartphone are pushed to your smartphone (the default is two weeks; see [Key features of Microsoft Exchange ActiveSync accounts](#)).

DID YOU KNOW? When you first set up VersaMail to work with Microsoft Exchange ActiveSync, all Calendar events on the server are pushed to your smartphone, and then any duplicate events are deleted from your smartphone.

IMPORTANT You cannot choose to synchronize Calendar events with Palm Desktop software or Outlook once you set up VersaMail to work with Microsoft Exchange ActiveSync. If you want to stop having Calendar events pushed from or synchronized with the server, you must delete the Microsoft Exchange ActiveSync account (see [Deleting an account](#)).

When using Calendar with Microsoft Exchange ActiveSync, note the following important features:

Time zones: Time zones are always included for Calendar events when you use Microsoft Exchange ActiveSync. When events are pushed from the Exchange server or you synchronize with the Exchange server and download new events, the time zone information is included with each event. If you travel to a different time zone, the event times are automatically adjusted in Calendar on your smartphone.

Attendees: For meetings, you can see a list of attendees. From the Day View, select the event, and then select **Details**. Select the **Attendees** field.

The Attendees field does not appear if the event is not a meeting. It is not available for events you create on your smartphone.

Server push or synchronization of Calendar events with Microsoft Exchange ActiveSync

When ActiveSync pushes Calendar events from the server, or you synchronize Calendar events with the Exchange server, the following takes place:

- Any events you create on your smartphone are pushed to or synchronized with the server.

NOTE You cannot create meeting invitations on your smartphone. You can receive and reply to meeting invitations that are sent to you.

- Any events you create or change in Outlook on your computer that are on the Exchange server are pushed to or synchronized with your smartphone.
- Any meeting invitations are displayed in the Inbox of your Microsoft Exchange ActiveSync account in VersaMail. When you respond to an invitation, the response is pushed to or synchronized with the server, and then synchronized from the server to Calendar on your smartphone.

Updating Contacts information

When you set up VersaMail to work with Microsoft Exchange ActiveSync, ActiveSync pushes information in the Contacts application directly from the Exchange server as well. Any contact information that has been newly entered or that has been updated on the server since the last Auto Sync or manual sync is downloaded to your smartphone. Any information that has been entered or updated on your smartphone is pushed to the server as well.

DID YOU KNOW? When you first set up VersaMail to work with Microsoft Exchange ActiveSync, all contacts on the server are downloaded to your smartphone, and then any duplicate contacts are deleted from the smartphone.

IMPORTANT You cannot choose to synchronize Contacts information with Palm Desktop software or Outlook once you set up VersaMail to work with

Microsoft Exchange ActiveSync. If you want to stop synchronizing Contacts info with the server, you must delete the Microsoft Exchange ActiveSync account (see [Deleting an account](#)).

Contact fields

Some contact fields that appear on your smartphone—for example, the Picture field and the custom fields—do not appear on the Exchange server, and some fields that appear on the server do not appear on your smartphone. The server manages these fields as follows:

- If you enter information in a field in Contacts that does not appear on the Exchange server, the information does not appear in Outlook when push takes place or you synchronize; it is stored in a field on the server that is not displayed in Outlook. However, the information is not lost; it continues to appear on your smartphone.
- If you enter information in a field in Outlook that does not appear in Contacts on your smartphone, the information does not appear on your smartphone when push takes place or you synchronize. Again, the information is not lost; it continues to reside on the server and appears in Outlook on your desktop.
- The Picture field does not appear on the Exchange server. Any picture you add to a contact on your smartphone is stored in a field on the server that does not appear in Outlook, so the picture does not appear in Outlook when push takes place or you synchronize.
- The Ringtone field does not appear on the Exchange server. For smartphone models that have a Ringtone field in Contacts, any caller ID ringtone you select for a contact is stored in a field on the server that does not appear in Outlook on your desktop, so the ringtone does not appear in Outlook when push takes place or you synchronize.

- For VersaMail, select **Options**, and then select **Sync Email**.
- For Calendar or Contacts, select **Sync <app name>** from the **Record** menu.



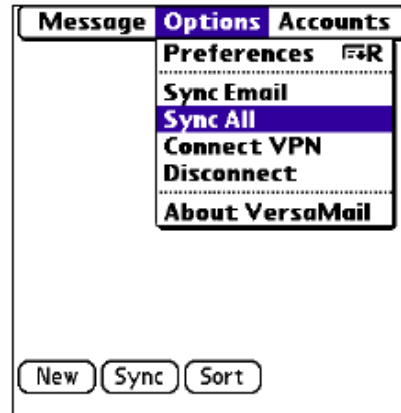
The application information is synchronized between your smartphone and the server.

Synchronizing information for all three applications

- 1 Go to **Applications** and open one of the Calendar, Contacts, or VersaMail application.
- 2 (Optional) If you are using a VPN connection, connect to your VPN (see [Connecting to a VPN](#)).
- 3 Press **Menu** .

- 4 Select the sync all option for the application:

- For VersaMail, select **Options**, and then select **Sync All**.
- For Calendar or Contacts, select **Sync All** from the **Record** menu.



Email messages, Calendar events, and Contact information are all synchronized between your smartphone and the server.

Setting the Sync button to synchronize multiple applications

For a Microsoft Exchange ActiveSync account, you select the Sync button to retrieve email messages (unlike other accounts, where you select Get or Get &

