

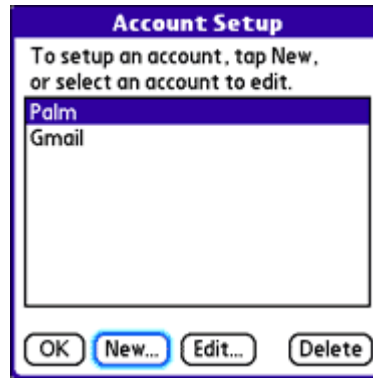


Setting up your Exchange account in VersaMail


On your smartphone, press Power/End  to wake up the screen, and then press Center to turn off Keyguard.

Press Applications  and select Email to open the VersaMail application.

If this is the first email account you've set up in VersaMail, you'll see an initial setup option. Select Continue (not pictured)



If this is not the first email account you've set up in VersaMail, you'll see the Inbox.

From the Inbox, press Menu . From the Accounts menu, select Account Setup. Then select New (pictured).

Enter the basic account information:

- In the **Account Name** field, enter a descriptive name. This can be anything you wish, such as "Work Email."
- Select the **Mail Service** pick list, and then select Exchange ActiveSync.



Select Next.

Enter the account username and password:

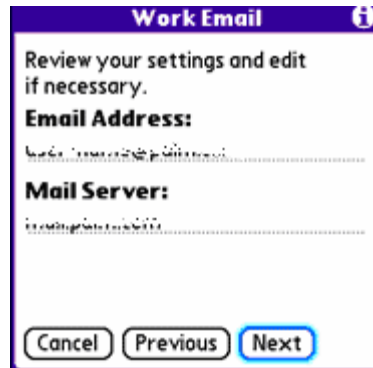
- Enter your **NetID** as your username.
- Select the **Password** box, enter your NetID password, and then select OK.



Select Next.


Enter your email address (NetID@musc.edu) and Exchange mail server name, **exchange.musc.edu**.

Select Next.



Select one of the following:

- **Done:** Finish and go to the Inbox of the account you set up, where you can begin getting and sending email.
- **Advanced:** Set more mail options.
- **Test Settings:** Ping the Exchange Server and find out if your settings are correct, without downloading email yet. You'll see a message that states whether the test was successful.



Optional: If you selected Advanced ...

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. Uncheck the box if you do not want to receive email over an SSL connection.



Select Next.