

Configuring and Using Your Windows Mobile 5.0 Smartphone with Exchange at MUSC

Basic Configuration

If you don't need step-by-step instructions, the following information will allow you to connect your device to Exchange.

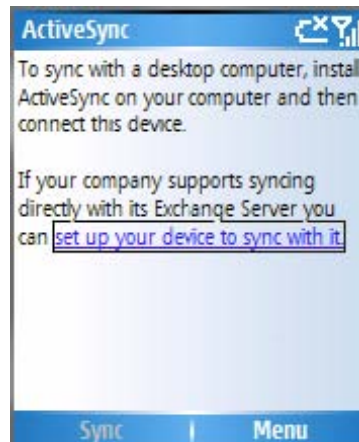
Server: **exchange.musc.edu**
User name: your NetID (i.e., the user ID you use to log into LYNX, WebApps)
Domain: **clinlan**
Password: your NetID (i.e., the user ID you use to log into LYNX, WebApps)

Configuring ActiveSync

Start the **ActiveSync** program by clicking on the Start menu, then click on the **ActiveSync** icon.



Click on the **set up your device to sync with it** link.



Enter the Server address: exchange.musc.edu

Leave the **SSL** box checked

Click **Next**

Edit Server Settings abc

Server address:

This server requires an encrypted (SSL) connection

Cancel | Next

Enter your **NetID user name**, NetID **password** and “**clinlan**” for the domain. Check the **Save Password** box if you want to use automatic synchronization. Note: There are security implications to storing your password on your device. Click **Next**

User Information

User name:
budderfly

Password:

Domain:
umroot

Save password

Back | Next

Leave all 4 data types selected. Calendar and Email have additional optional **Settings**.

Options

Choose the data you want to synchronize:

Contacts

Calendar

E-mail

Tasks

Finish | Menu

Click on **Sync**. Until you configure **Sync** on a **Schedule**, you will need to **Sync** manually from here.

ActiveSync

Exchange Server

Last: None

Sync | Menu

Setting Synchronization Time

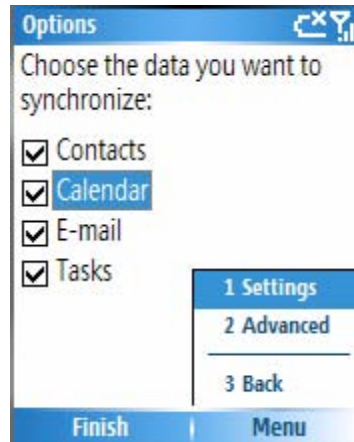
On the phone Home screen, click **Start** > **ActiveSync** > **Menu** > **Schedule**. (This may read “Mobile Schedule”.)

Do one or both of the following:

- Under **Peak times**, select **As items arrive**. It's more cost-efficient to synchronize on at regular intervals when mail volume is high.
- Under **Off-peak times**, select **As items arrive**. This can be more cost-efficient than synchronizing on a regular schedule when mail volume is low.

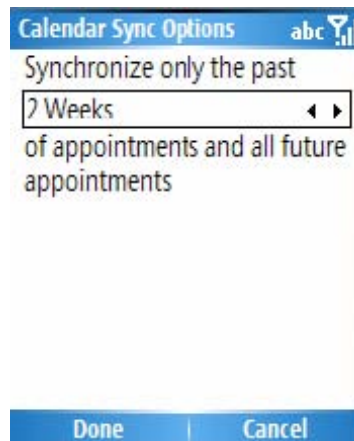
Optional Settings

Click **Start** and then **ActiveSync** Click on **Menu** and then **Options**



Select **Calendar** and click **Settings**

Two weeks' of past appointments and all future appointments is the default. Make your selection then click **OK** in the upper right hand corner



Select **E-mail** and click **Settings**

Three days' of previous email, maximum 0.5KB messages, and no file attachments are the defaults. Make your selections, then click **OK**

