

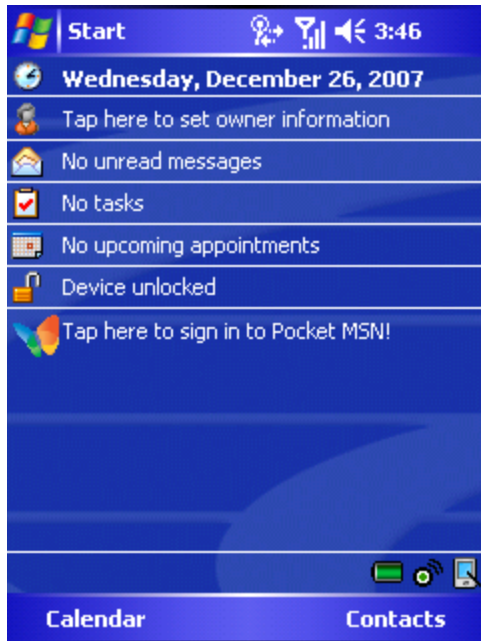


INFORMATION & TECHNOLOGY SERVICES HELP DESK

WINDOWS MOBILE

HOW TO SETUP YOUR EXCHANGE MAILBOX ON YOUR MOBILE DEVICE

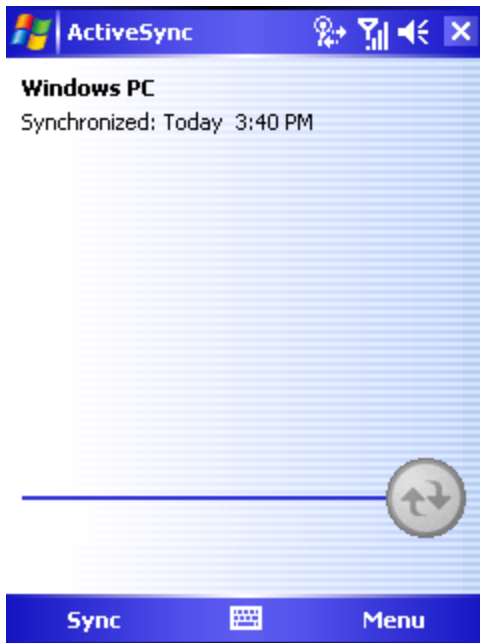
1. Click the “Start Button.”



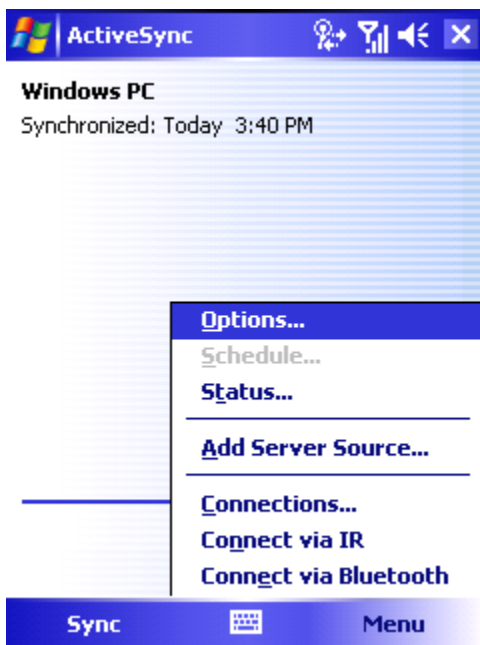
2. Click on “ActiveSync.”



3. **Click** on “Menu.”



4. **Click** on “Add Server Source.”



5. **Enter the Server address:** with “mavmail.mnsu.edu” and also make sure the check box for **This server requires an encrypted (SSL) connection** is checked.

ActiveSync

Edit Server Settings

Server address:

Note: This is the same as your Outlook Web Access server address.

This server requires an encrypted (SSL) connection

Cancel Next

6. **Enter** the following information:
 - a. **Username:** Your MavMail username
 - b. **Password:** Your MavMail password
 - c. **Domain:** campus
7. If you want to save your password, **check** “Save password.”

ActiveSync

Edit Server Settings

User name:

Password:

Domain:

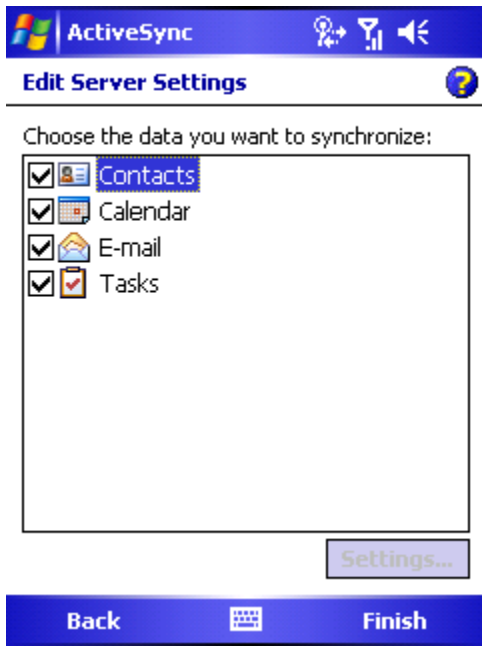
Save password
(required for automatic sync)

Advanced...

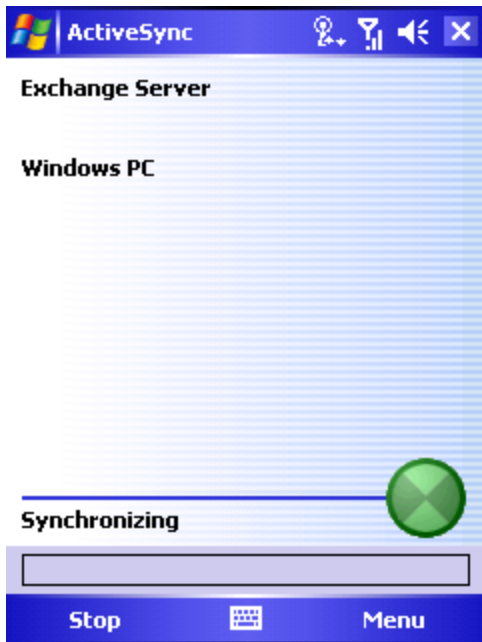
Note: If this box is checked, anyone using your mobile device can access your mailbox.

Back Next

8. **Check** the box of the folder(s) that you want the Exchange Server to synchronize.



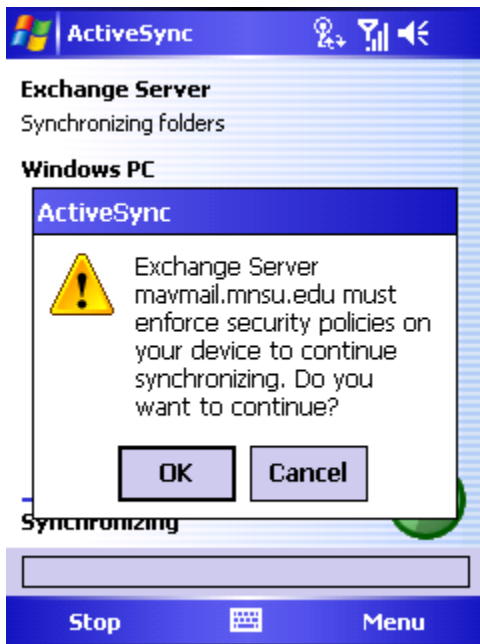
9. You may get the following screen while it starts synchronizing.



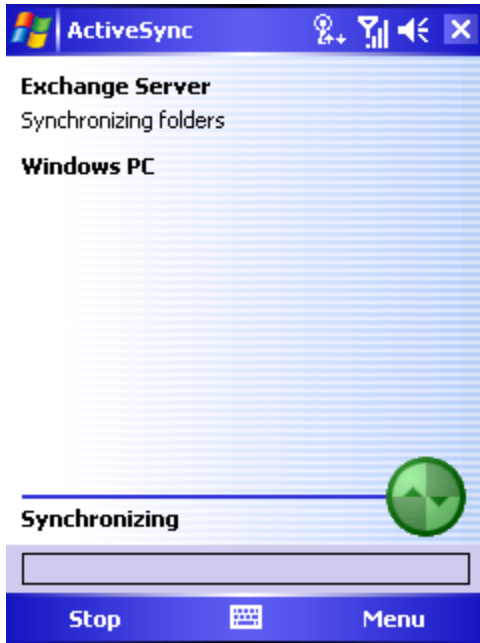
10. If you didn't choose to save your password, you need to enter your password.
 - a. If it doesn't accept your password, try the following:
 - i. Make sure you are connected to the wireless network and logged in. You can test this by going to a webpage you haven't opened before.
 - ii. If that doesn't work, try resetting your password at <http://mnsu.edu/password>
 1. If you have any questions on how to reset your password. If you are still having difficulties please contact the HelpDesk at (507)389-6654.



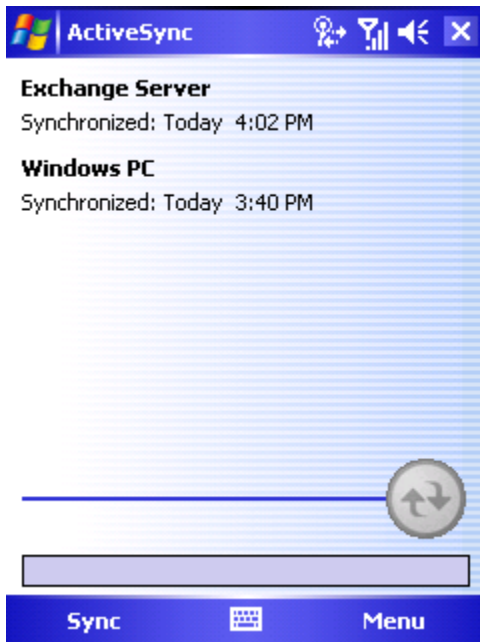
11. Click "OK" when you get this security prompt for the Exchange Server.



12. Your device will begin synchronizing with the Exchange Server. This may take a few minutes to download everything to your device.



13. Once done synchronizing, you should get the following screen and see the message **Exchange Server** and below it the current date.



14. If everything worked then just **click** the “Start” button and choose one of your folders to view your content.
- a. **Calendar**
 - b. **Contacts**
 - c. **Messaging**

