



Windows Mobile

ActiveSync Setup

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How to Configure ActiveSync for Windows Mobile Devices

After the ActiveSync service has been ordered for a User's mailbox, the User will receive a "Welcome to ActiveSync" email with instructions for connecting their device to their Exchange mailbox using ActiveSync setting. These settings are to be entered into the device itself.

NOTE: Be aware that all new ActiveSync accounts may take up to 15 minutes to set up.

1. From the device's home screen select **Start** → **Programs**.



2. Select the **ActiveSync** icon.



3. Select **Set up your device to sync with it** from the Exchange Server support option.



4. For the **server address**: **mail.h01.hostedmail.net**
5. Make sure the **This server requires an encrypted (SSL) connection** checkbox is checked.



6. Select **[Next]**.
7. **Username**: Enter your *Windows Domain username*, found in the Control Panel under the mailbox you need to setup. Some devices have two separate fields for the domain and username information. If this is the case for your device, enter the first part in the **Domain** field and the second part (after the slash) in the **Username** field.
8. Enter your computer login password in the **password** field.
9. For **Domain**, enter your domain name.
10. Make sure the box for **Save password** is checked, then select **[Next]**.



11. Place a check mark beside the items that you would like to sync with your device and select **[Finish]**.



The first time your device syncs, you may receive the prompt to enforce security policies on your device.

12. Select **[OK]** to proceed and synchronize your device.

Other Important ActiveSync Options

- Set Schedule for receiving email: **Start | Programs | ActiveSync | Menu | Schedule | Select from drop-down** (Peak/Off Peak).
“As Item Arrive” = Push. Battery life is impacted the more often you receive email.
- Determine how much email is pulled into each folder: **Start | Programs | ActiveSync | Menu | Options | Click on Email icon > Settings.... | Select from drop-down** (Select the number of days of email to download →3 is the default).