

## **PDA Setup Guide for Exchange (Windows Mobile 5.0)**

### Getting Started

**Note:** You need install Exchange certificate on your Windows mobile device at first.

1. Insert your "Getting Started" CD or download "ActiveSync" from Internet at first.
2. Next, install ActiveSync on your PC by following the instructions on screen.
3. Follow the Sync Setup Wizard, then do one of the following:
  1. Create synchronization between your PC and device using a Wired or Wireless ActiveSync.
  2. Configure an Exchange Server connection to sync directly with the Exchange Server.

If Data Service isn't provided through your cell provider (GPRS), you can utilize the internal wireless. Directions for setup can be located here: [Windows Mobile 5.0 Wireless Setup](#)

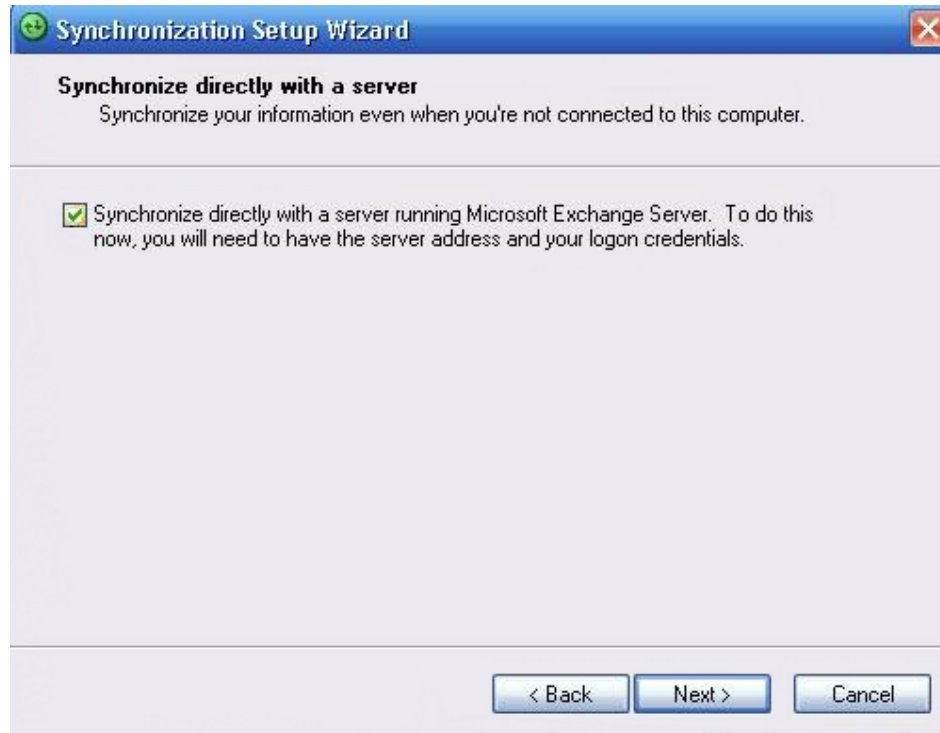
### Instructions for Wired ActiveSync

**Step 1:** After Installing ActiveSync from your "Getting Started CD", plug in your Windows Mobile Device.

**Step 2:** Once the device is detected, ActiveSync will launch and connect to your device. The setup wizard will launch, click **Next**.

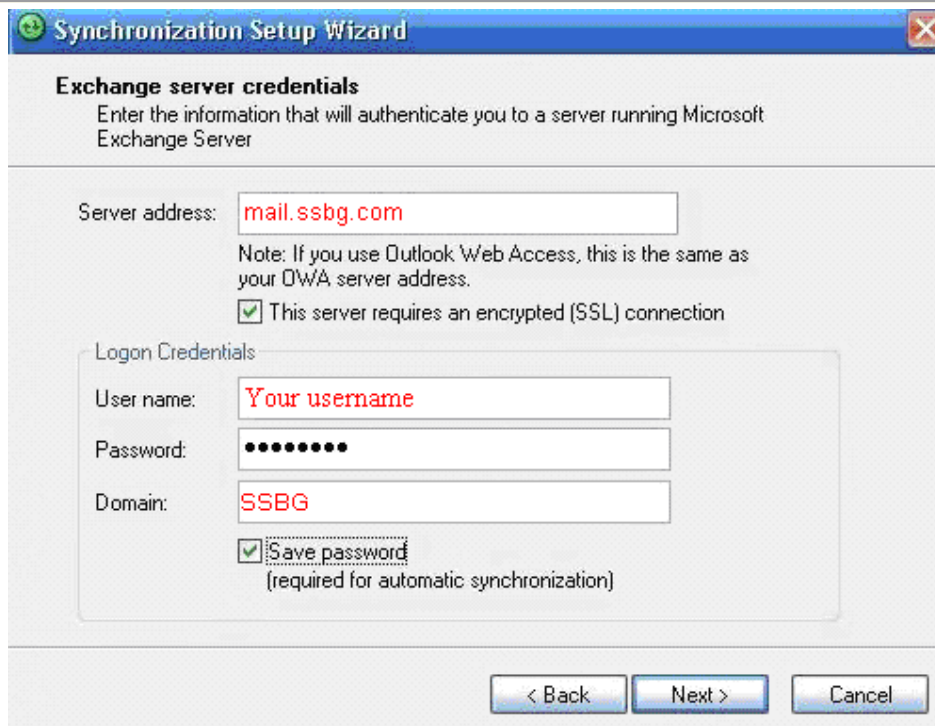


**Step 3:** Make sure the following box is checked: "Synchronize directly with a server running Microsoft Exchange Server. To do this now, you will need to have the server address and your logon credentials." Click Next.

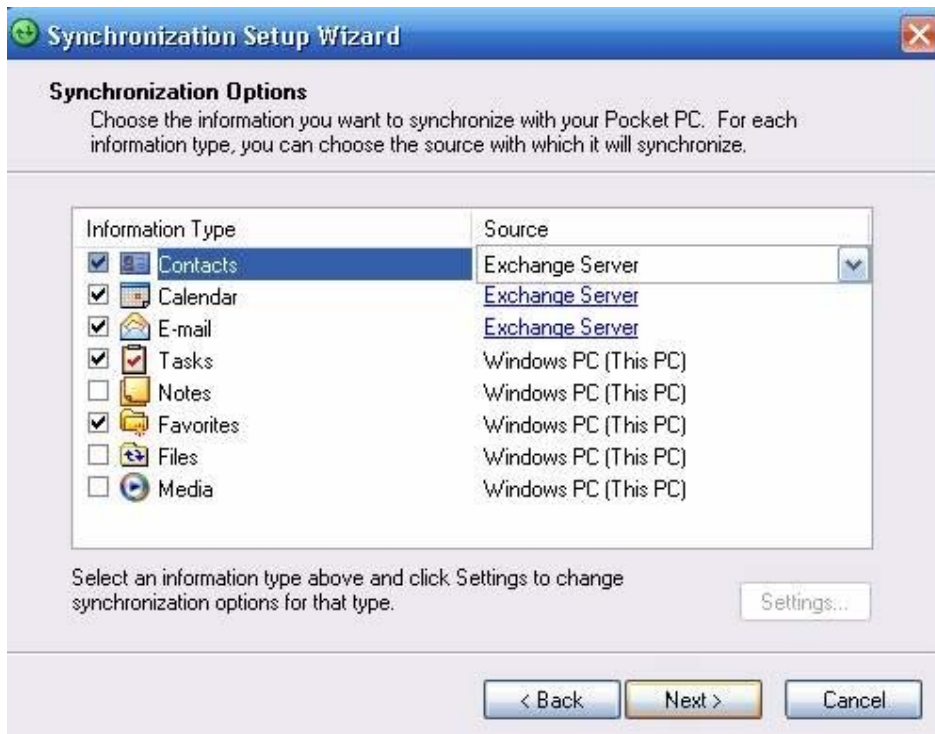


**Step 4:** Enter the following information in the boxes provided, and then click Next.

- **Server address:** mail.ssbg.com
- Check the box, "This server requires an encrypted (SSL) connection."
- **User name:** Your username
- **Password:** Your password
- **Domain:** Your Domain name
- Check the "Save password" box.



**Step 5:** On the following screen, you will be able to choose the items that you wish to sync with your Windows Mobile Device. After checking the appropriate boxes, click Next.



**Step 6:** You should now see the, "Completing the Pocket PC Sync Setup Wizard". Click Next.



Step 7: The next screen should show your device syncing. After synchronization completes, click **Finish**.



## Instructions for Wireless ActiveSync

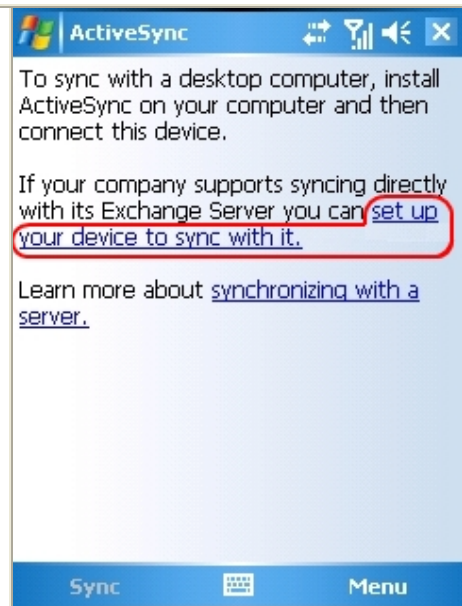
Step 1: Click Start -> Programs



Step 2: Tap on the ActiveSync icon.



**Step 3:** In this window click "set up your device to sync with it."



**Step 4:** Enter **mx.robartsinteriors.com** as the Server address. Make sure the "This server requires an encrypted (SSL) connection" box is checked. Click Next.



**Step 5:** Enter the following information, then click Next. If you would like your password saved, check the "Save password box."

- User name: Your Username
- Password: Your Password
- Domain: RIA

ActiveSync

**Edit Server Settings**

User name:

Password:

Domain:

Save password  
(required for automatic sync)

**Advanced...**

Back **Next**

**Step 6:** Check or Uncheck the data you want to synchronize. Tap **Finish** at the bottom right of the window.

ActiveSync

**Edit Server Settings**

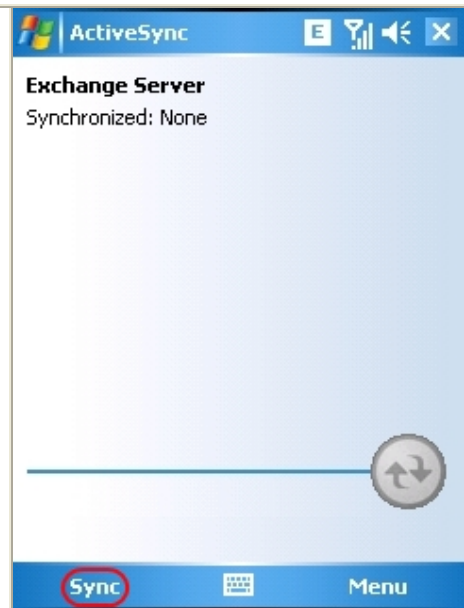
Choose the data you want to synchronize:

- Contacts
- Calendar
- E-mail
- Tasks

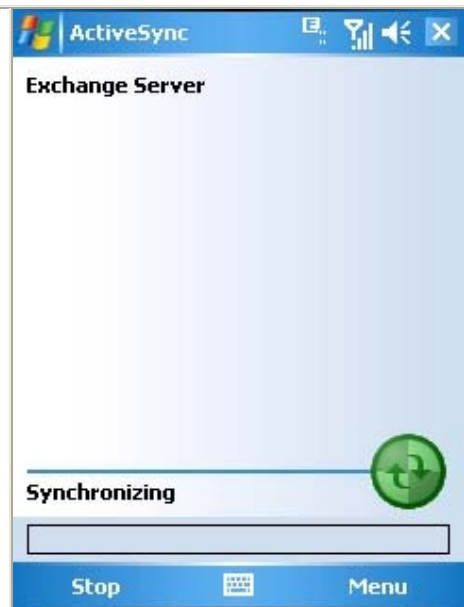
**Settings...**

Back **Finish**

Step 7: Tap on **Sync** at the bottom of the window



Step 8: If everything was entered correctly, you should see the "Synchronizing" screen at the right.



**Step 9:** To sync on your PC, open ActiveSync and click the "Sync" icon.

