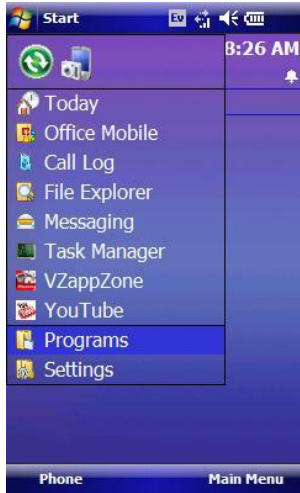


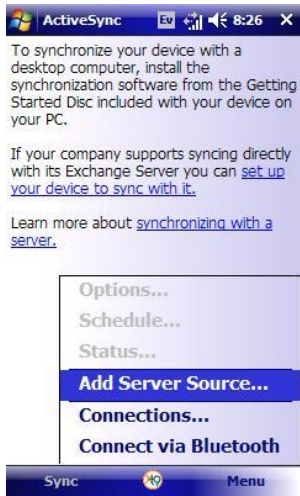
Windows Mobile 6.1 Email

These setup instructions are designed for Windows Mobile smartphones using a data plan. If you do not have a data plan through your cellular provider, please do not proceed with this setup.

- 1) From the “Today” screen, open the Start menu and select “Programs”.



- 2) Find and open “ActiveSync” from your list of programs.
- 3) Open the “Menu” list and select “Add Server Source”.



- 4) Enter your full Shippensburg email address and press “Next”.



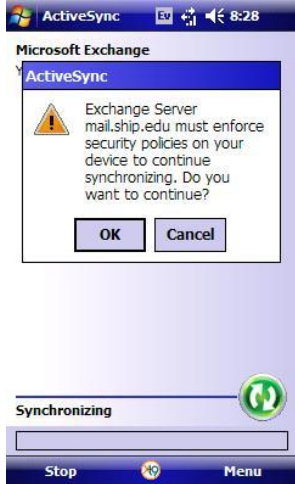
- 5) Enter required information, check "Save password", press "Next".
 - a. Username: Your email address minus "@ship.edu"
 - b. Password: Your most recent network/email password
 - c. Domain: ship

- 6) Under "Server address" enter: mail.ship.edu
- 7) Check "This server requires an encrypted (SSL) connection" and press "Next".

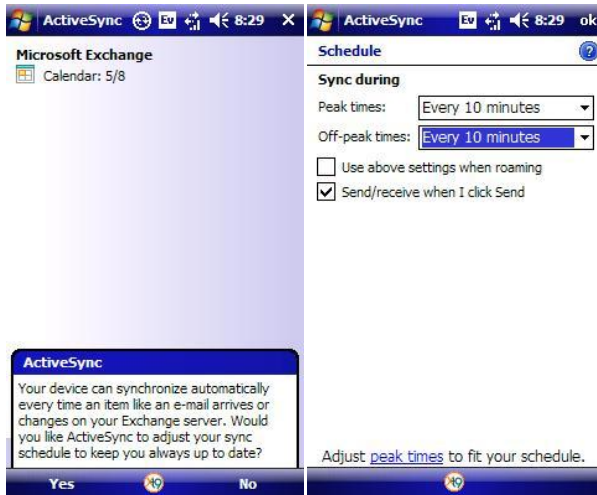
- 8) Check all items you wish to sync wirelessly and press "Finish".

Note You will only be able to sync each item from one source using Mobile Outlook. Any preexisting setups will be removed and deleted if you choose to sync them with the Shippensburg server. This does not include any email setup using POP or IMAP connections.

9) If prompted to enforce security policies on your phone, press "OK".



10) ActiveSync will give you the option to setup a sync schedule. This will allow you to change the interval at which your server data is synchronized. Select the settings you prefer and press "ok" in the upper right corner.



11) You should now see sync screen displaying when your phone was last synchronized. If you do not see a date and time, press "Sync".

