

## How do I Configure Exchange on my Windows Mobile 6.x Device through my Provider's Wireless Network?

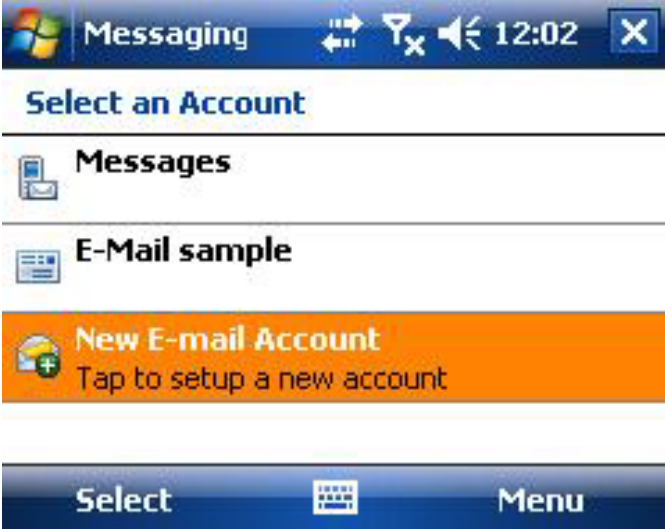
The following instructions will show you how to configure your Windows Mobile 6.x device to download your Haas Exchange Email, Calendar and Contacts. The document covers syncing over your mobile service provider's network, but please note that it may also be possible to synchronize your Exchange account using ActiveSync over a USB cable (or wireless Wi-Fi connection). You will need to check the manual that came with your device or the manufacturer's website for instructions on how to synchronize your device locally with your computer.

This document also assumes that you are configuring your Windows Mobile PDA/Smartphone to connect with Haas exchange email server **for the first time**. Please be advised that **any existing information**, such as contacts, calendar entries, or email messages that are currently on your device **will be overwritten the first time you synchronize your device with the Haas exchange server**. If you want to keep any of this information you will need to **create a backup on your local computer** (or in some other way) prior to setting up and syncing your Haas exchange account. See step 6 below for more information.

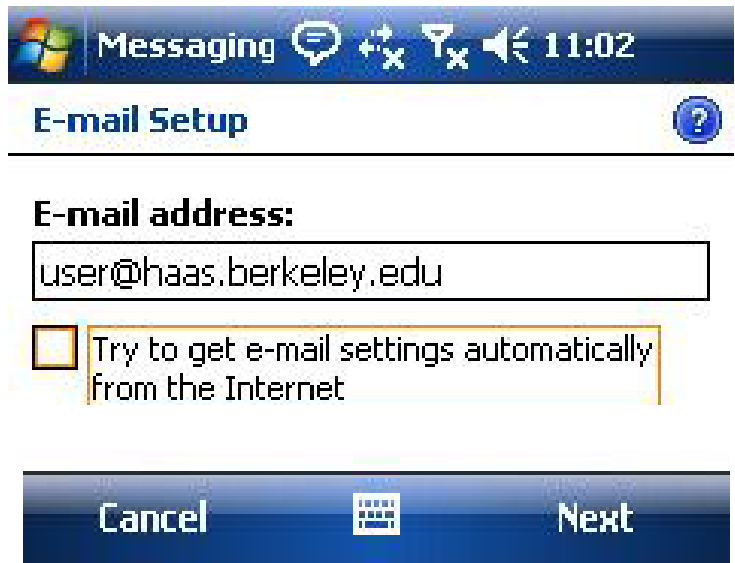
Additionally, Microsoft recommends that all Windows Mobile PDA/Smartphone users confirm that they are running the latest version of Windows Mobile to take advantage of many platform enhancements over the previous versions. For more information, please visit the following link from Microsoft:

<http://www.microsoft.com/windowsmobile/en-us/meet/wm61-faq.msp>.

If you are uncertain that you have the latest update or not sure how to **correctly** apply the update please consult a technical support representative with your mobile service provider.

Step	Procedure
1	<p>Before proceeding, make sure that your device has an operational wireless connection. You can check the bars to see how strong of a signal you have.</p> <p>At the home screen, press the left soft key which should be located under the <b>"START"</b> icon of your Windows Mobile device display screen taskbar.</p> <p>Tap <b>Start &gt; Messaging &gt; New E-mail Account</b></p>
	 <p>The screenshot shows the Windows Mobile 6.x Messaging application interface. At the top, there is a blue header bar with the Windows logo, the word 'Messaging', and system icons for signal strength, Wi-Fi, and battery, along with the time '12:02' and a close button. Below the header, the text 'Select an Account' is displayed. Underneath, there are three menu items: 'Messages' with an envelope icon, 'E-Mail sample' with a document icon, and 'New E-mail Account' with a plus sign icon. The 'New E-mail Account' option is highlighted in orange and includes the text 'Tap to setup a new account'. At the bottom of the screen, there is a blue bar with 'Select' and 'Menu' options, and a keyboard icon.</p>

Step	Procedure
2	<p>Enter your e-mail address in the form of <b>user@haas.berkeley.edu</b>, where you substitute your account name for <b>“user”</b>. If a checkbox labeled <b>“Try to get e-mail settings automatically from the Internet”</b> (or similar message) is checked, uncheck it.</p> <p>Tap <b>Next</b>.</p>



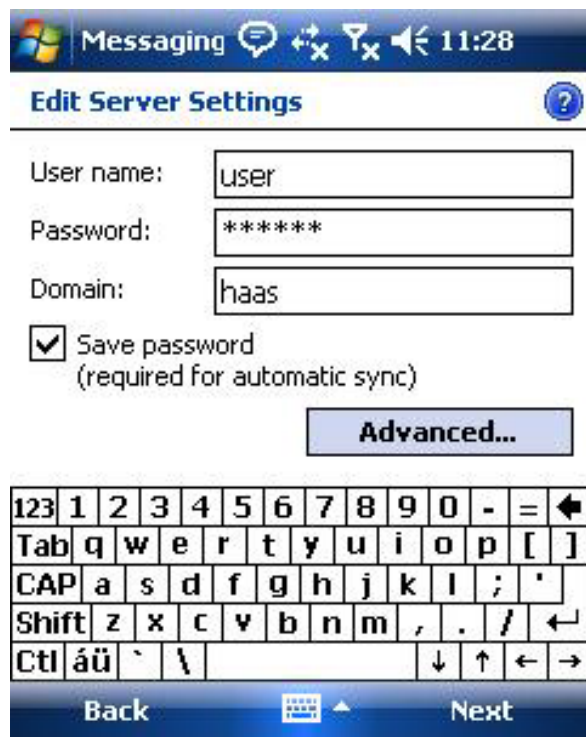
Step	Procedure
3	<p>Under <b>Your e-mail provider</b>, tap <b>Exchange server</b>, and then tap <b>Next</b>.</p>



Step	Procedure
4	Under <b>Server address</b> enter <b>mail.haas.berkeley.edu</b> . Leave the box labeled “ <b>This server requires an encrypted (SSL) connection</b> ” checked (if it isn't checked tap it to put a checkmark in it). Tap <b>Next</b> .



Step	Procedure
5	Enter your <b>Haas User Name</b> and <b>Password</b> . <b>Note:</b> Do not enter the full email address with the “@” sign, your Haas username is usually your first name, underscore, and then your last name (e.g. john_doe).  Under “ <b>domain</b> ” enter <b>haas</b> . Make sure the box “ <b>Save password</b> ” is checked. Tap <b>Next</b> .



Step	Procedure
6	<p>Tap the boxes next to the options for downloading data: <b>Contacts, Calendar, E-mail (Tasks if desired)</b>.</p> <p>Again, <b>please note</b> that any prior information on your device will be overwritten with any information you have on the Haas Exchange server. If there is information on your device that you want to keep, find out if there is a way for you to synchronize your device to your computer and your local Outlook account. If you can synchronize your device with Outlook, you should next set up your Haas exchange account on your computer. See the Email section of the Haas How do I website for instructions (<a href="http://groups.haas.berkeley.edu/HCS/howdoi.html">http://groups.haas.berkeley.edu/HCS/howdoi.html</a>). After you set up your exchange account you can manually copy your Contacts, Calendar, and Tasks to your Haas exchange account --prior to synching your device over your cell phone company's network. For instructions on how to manually copy your Outlook local Contacts or Calendar to the Haas exchange server, please see Step 23 of the document: <a href="#">How do I Convert Outlook IMAP to Outlook Exchange on my Office 2007 Laptop or Home Desktop?</a></p> <p>When you are done choosing the data you want to synchronize tap <b>Finish</b>.</p> <p>At this point, your email should start appearing in the Inbox of your device.</p>

