



NORTHWOOD UNIVERSITY

Synchronize with an Exchange Server (Outlook email)

When you sync with an Exchange Server, you'll not only get your corporate Outlook email, but you'll also be synchronizing your Outlook Calendar and Contacts.

What do you need?

- **Windows user name:** The name you use to log into Windows on your PC.
Example: John Doe.
- **Password:** It's the same as the Windows password you use on your PC.
Example: j0hnd03
- **Domain:** northwood
- **Exchange Server address:** mail.northwood.edu

Internet connection: Usually this is provided by your Windows Mobile 5 Smart Phone's wireless phone connection, or from an add-on Wi-Fi card (sold separately) connected to a wireless access point.

Set up an Exchange Server sync relationship

Easiest way: When you install the software from the Treo setup CD, you'll be asked whether you want to sync directly with an Exchange Server. Enter the Exchange Server address and password during installation. These settings will be transferred to your Windows Mobile 5 Smart Phone when you sync.

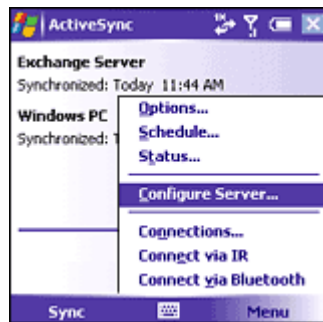
1. Press Start , then select Programs



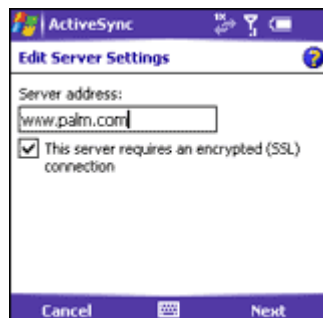
2. Select ActiveSync.



3. Press Menu and select Add Server Source.

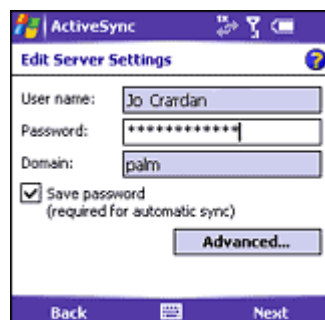


4. Enter the Exchange Server address, then press Next.



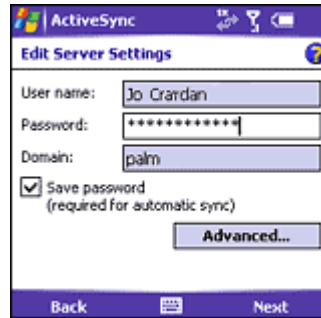
mail.northwood.edu
Make sure that the box is checked.

5. Enter your Outlook user name, password and domain.

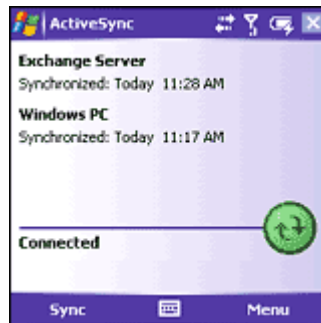


Your username
Your password
Domain: Northwood
Make sure that the box is checked.

6. Press Next and enter your server settings.



7. Check the boxes next to the Outlook components you want to sync from the Exchange server. We recommend leaving all these boxes checked so that you get the most out of your syncs when you're away from your desk. Then select Finish.



Please note: Northwood University only supports Windows Mobile 5 Smart Phone. Palm OS and other versions of Windows Mobile are not supported.