

Configuring Server ActiveSync on Microsoft Pocket PC 2005

There are two ways to enter the necessary configuration settings onto your PDA to enable Server ActiveSync:

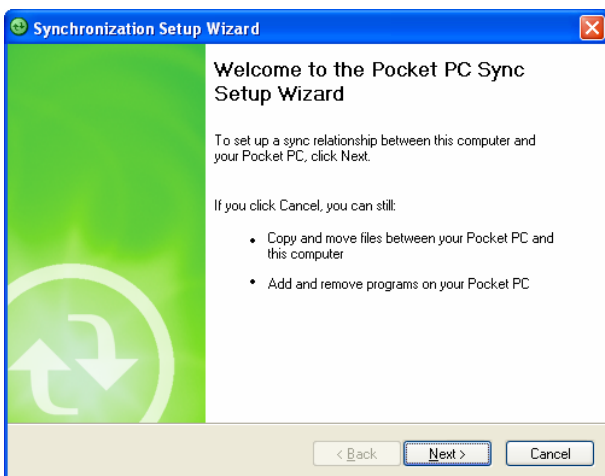
- From your PC
- On the device itself

From your PC

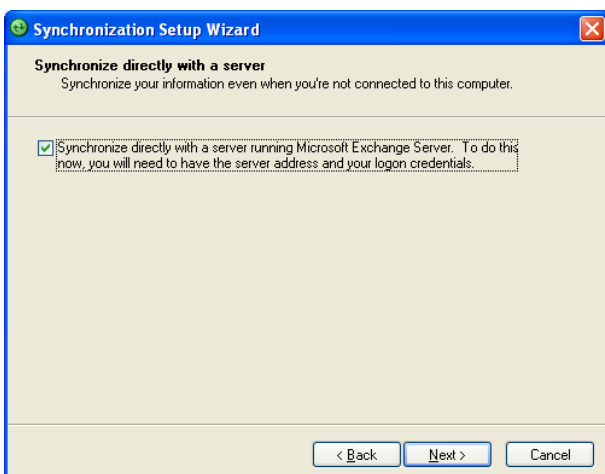
IMPORTANT: DO NOT connect your Pocket PC to your PC unless you have first installed Microsoft ActiveSync (version 4.1 or later is recommended for Windows Mobile 5 devices).

Launch Microsoft ActiveSync from the Start menu.

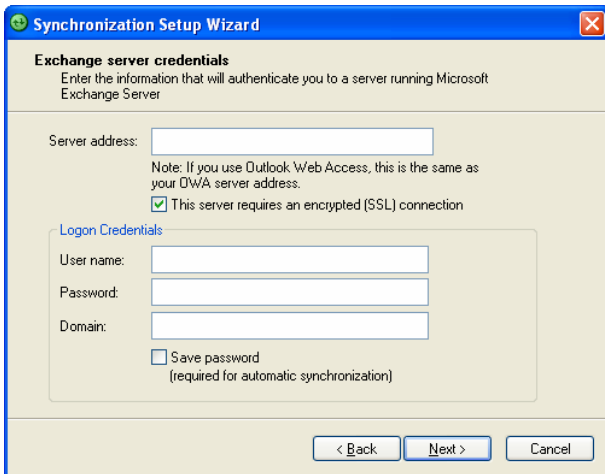
Connect the PDA to your PC via the cradle or USB cable. ActiveSync will detect the new device automatically and launch the Synchronisation Setup Wizard:



Click **Next**. The following window will be displayed:



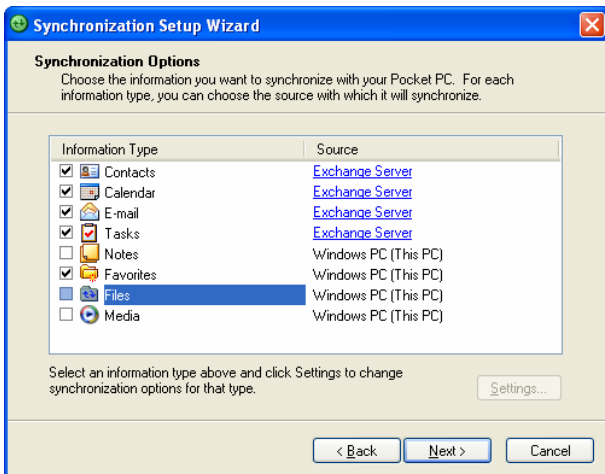
Tick the option to **Synchronise directly with a server running Microsoft Exchange Server**. Click **Next**. The following window will be displayed:



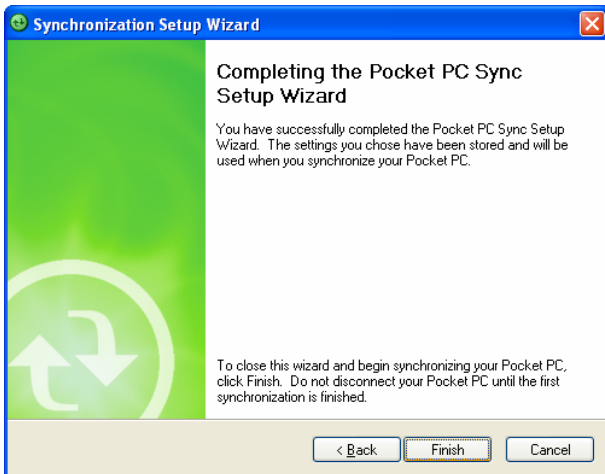
In the **Server address** field, enter the name or the IP address of your Exchange server. This needs to be its “fully qualified name” so that it can be accessed from the Internet (eg “exchange.mydomain.net/exchange”)

In the **Logon Credentials** section enter your **User name**, **Password** and **Domain** details as provided by your network administrator. Once all of the details have been entered, click **Next**.

ActiveSync will now attempt to contact the Exchange server to verify the details you have entered. If you do not wish to connect at this time click **Skip**. The following window will be displayed:

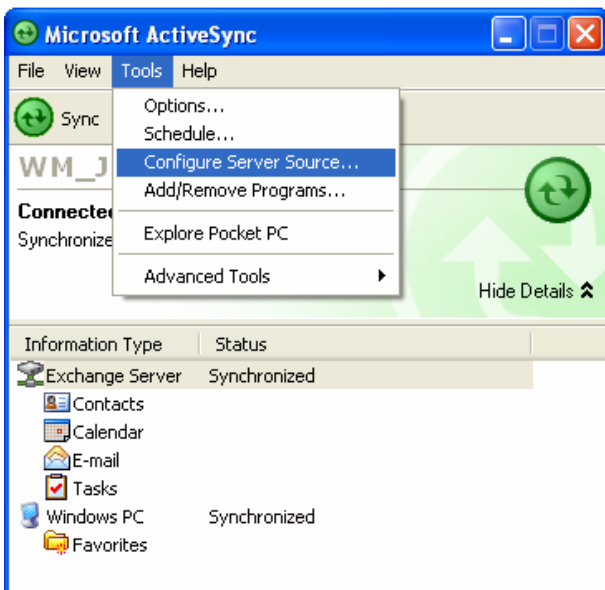


Here you can configure which folders are synchronised directly with the Exchange server and which folders are synchronised with Outlook running on your PC. Once you have configured your preferences, click **Next**. The following window will be displayed:



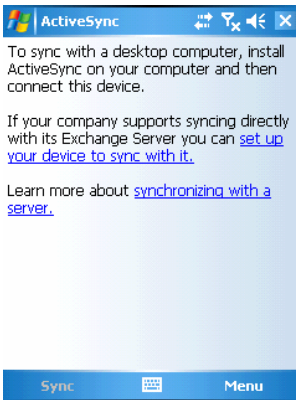
Click **Finish**. Server ActiveSync has now been configured.

Should you wish to adjust these settings at any stage, this can be done within ActiveSync. Open the **Tools** menu and select **Configure Server Source**:

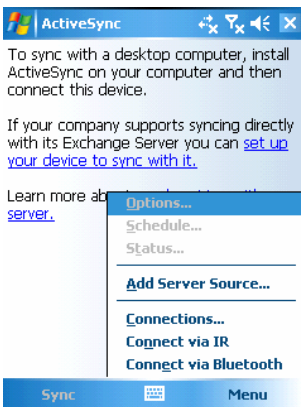


On the device itself

It is also possible to configure Server ActiveSync on the Pocket PC itself. From the **Start** menu select **Programs**, and then **ActiveSync**. If this is the first time you are using ActiveSync, the following screen will be displayed:



Tap on the **Menu** button and select **Add Server Source**:



The following screen will be displayed:

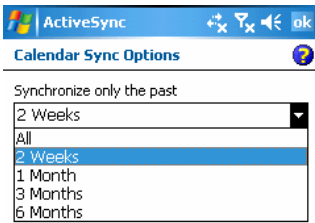


Enter the name or the IP address of your Exchange server. Again, this needs to be its “fully qualified name” so that it can be contacted from the Internet. Tap **Next**. The following screen will be displayed:

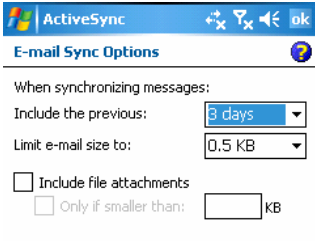
Enter your **User name**, **Password** and **Domain** settings as provided by your network administrator. Tapping on **Advanced** allows you to specify how conflicts are handled should a duplicate item be found on the device and on the server that have slightly different details:

Tap **Next**, the following screen will be displayed:

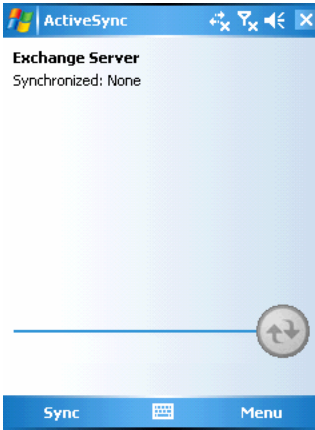
Select which folders you wish to synchronise. There are no settings available for the Contacts or Tasks folders. The Calendar settings allow you to specify how far back into the past you wish to synchronise:



The Email settings allow you to specify how far back into the past you synchronise, as well as the size of emails and email attachments:



Once you have configured your preferences, tap **Finish**.



Should you wish to alter these settings at any stage, tap on the **Menu** button and select **Configure Server**

