# 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:

Synchronization Setup Wizard	
Exchange server Enter the inform Exchange Serv	r <b>credentials</b> nation that will authenticate you to a server running Microsoft rer
Server address:	Note: If you use Outlook Web Access, this is the same as your OWA server address.
- Logon Credenti	This server requires an encrypted (SSL) connection
Password:	
Domain:	Save password (required for automatic synchronization)
	<pre></pre> <pre></pre> <pre></pre> <pre></pre> <pre>Cancel</pre>

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:

	Information Type
rver	🗹 🚨 Contacts
rver	🗹 📑 Calendar
rver	🗹 🙆 E-mail
rver	🗹 🛃 Tasks
(This PC)	🗌 🗖 🞑 Notes
(This PC)	🗹 🗔 Favorites
(This PC)	Files
(This PC)	🗆 🕑 Media
	Image: Second seco

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:

👭 ActiveSync 🛛 🤻 🏹 🕂
Edit Server Settings
Server address:
Cancel 🔤 Next

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:

ActiveSyr	nc + <mark>t</mark> x <b>Y<sub>X</sub> +</b> €
Edit Server Se	ettings 📀
User name:	
Password:	
Domain:	
Save passw (required fo	ord r automatic sync)
	Advanced
123 1 2 3 4	567890-= 🗲
Tab q w e	r t y u i o p [ ]
CAPIASIC	fghikl/
Shift z x c	<b>∀</b> b n m / . / ←
Ctl áü 📩 🔪	↓↑.

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:

<b>/</b> /	ActiveSync		
Ad	vanced		0
If th	here is a conflict:		
Rej	place the item on	my device	•
Eve	nt logging:		
No	ne		•



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:

NotiveSync	≓ <sub>×</sub> Ÿ <sub>×</sub> ⊧€	ok
Calendar Sync Options		0
Synchronize only the past		
2 Weeks		-
All		
2 Weeks		
1 Month		
3 Months		
6 Months		



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:

nctiveSync	, ⇔ <mark>x</mark> ¶x ¶€ ok
E-mail Sync Options	0
When synchronizing message	es:
Include the previous:	3 days 🔷 🔻
Limit e-mail size to:	0.5 KB 🔻
Include file attachments Only if smaller than:	КВ



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

ActiveSy	nc
Exchange Ser Synchronized: M	<b>ver</b> Jone
	Options Schedule Status
	Configure Server
	Connections
	Conn <u>e</u> ct via Bluetooth
Sync	Menu