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## Configuring ActiveSync to Synchronize with Exchange

One option that mobile device users have for synchronizing data with their Exchange account is ActiveSync. In order for this means of synchronization to function properly, the device must have a connection to a wireless network or the device must be activated with a data plan. If a device has one of the above means of connecting to retrieve data then it can be configured as listed below.

**Please note: These instructions are for Windows Mobile devices.**

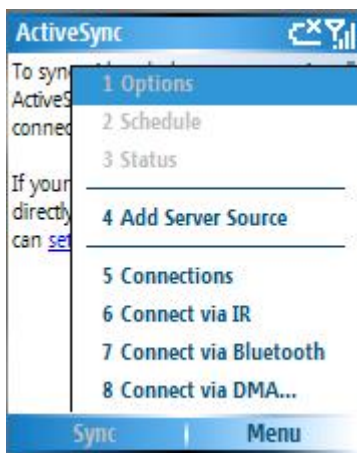
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To set up a Windows Mobile 5 Smartphone to synchronize with Exchange:

- On the main screen, click **Start->ActiveSync**



- On the ActiveSync main screen click **Menu->Configure Server** (or **Add Server Source** if you haven't set the device to sync with Exchange before)



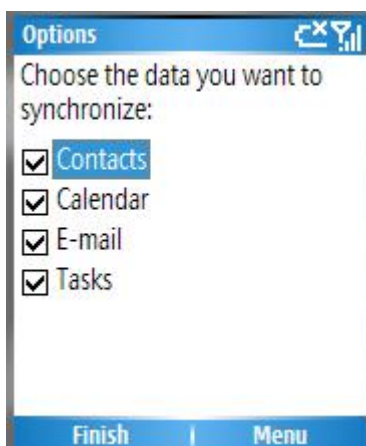
- Enter the server address **mail.utmb.edu** and ensure the checkbox for **This server requires an encrypted(SSL) connection** is checked, click **Next**



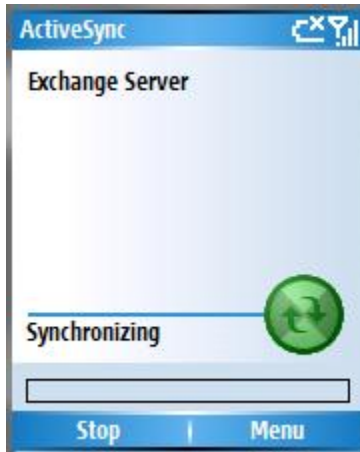
- Enter your username, the corresponding password, and the domain (UTMB.EDU). If you would like the phone to remember your password so you don't have to enter it again make sure the **Save Password** check box is checked, otherwise uncheck it. Click **Next**



- Check the boxes for the items you'd like to synchronize with the Exchange Server (**Contacts, Calendar, Email, Tasks**). Click **Finish**.



- ActiveSync will then use its current connection (either wireless or data plan) to synchronize information between your device and Exchange.



- Once this has completed you can browse your messages using the Outlook Email client on your mobile device.

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To set up the synchronization schedule:

- On your mobile device's main screen click **Start->ActiveSync**
- On the ActiveSync main screen click **Menu->Schedule**
- On this screen you have options for **Peak Times** and **Off-Peak Times**. Under both of these options you can choose **As Items Arrive** (can be more cost and battery efficient than synchronizing on a regular schedule when mail volume is low) or you can set a specific amount of time between synchronization checks (i.e. **Every 5 Minutes, Every 30 Minutes**, etc.). The second option can be more cost and battery efficient when mail volume is high.