



Connecting to Exchange with ActiveSync or iPhone

This guide will help users synchronise wirelessly with a mobile device to Exchange 2007 system for Diary, Email, Contacts and Tasks.

This document supports **ActiveSync** on **Windows Mobile 6** and **iPhone 3G** (see section 2) only. Some settings may vary depending on your mobile software.

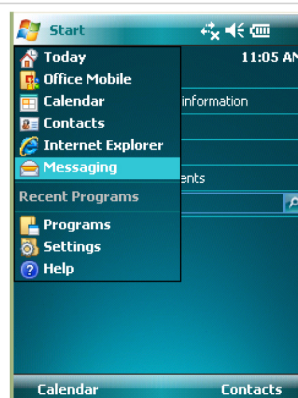
Note: If you are using any other mobile software, refer to guidance on connecting to Exchange, supplied with your mobile device. If you wish to synchronise your mobile through Outlook on your desktop computer see <http://www.microsoft.com/windowsmobile/en-us/help/synchronize/activesync-outlook.msp> (short URL: <http://tinyurl.com/activesync-outlook>)

Mobile knowledgebase: Mobile users may wish to consult the Exchange Mobile Knowledgebase, a community-driven online user forum at <http://www.wiki.ed.ac.uk/display/KnowExchange>

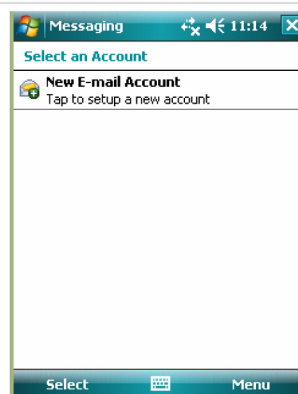
1. Connecting to Exchange with ActiveSync

IMPORTANT: Make sure your wireless or data connection on your mobile device is switched on.

1. Choose **Messaging** from the **Start** menu.



2. Select **New E-mail Account**.



3. E-mail address:

- This field should not contain your actual email address, but rather:
yourUUN@exseed.ed.ac.uk

Note: Do not “try to get email settings automatically” as auto-discovery does not work.

Choose **Next**.

4. Select **Exchange server** from “Your e-mail provider”.

Choose **Next**.

5. Type in the **Server address**:

- www.exseed.ed.ac.uk**

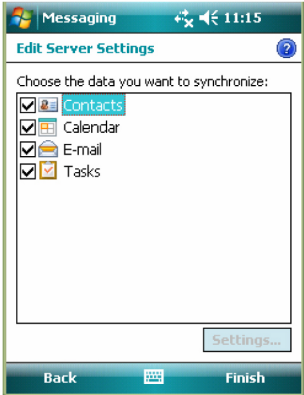
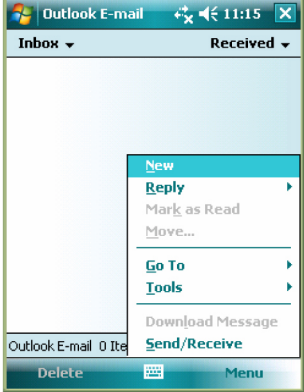
Check the box for **This server requires an encrypted (SSL) connection**.

Click **Next**.

6. Enter your **User name**, **Password**, and **Domain**:

- Username:
yourUUN
- Password:
your password
- Domain:
ed.ac.uk




Click **Next**.

<p>7. Choose the data you want to synchronise.</p> <p>Click Finish.</p>	
<p>8. On successfully completing the above steps, you can access your folders on the Exchange system.</p> <p>Hint: From Menu > Tools you can change synchronisation timings, or manually Send/Receive on demand.</p>	


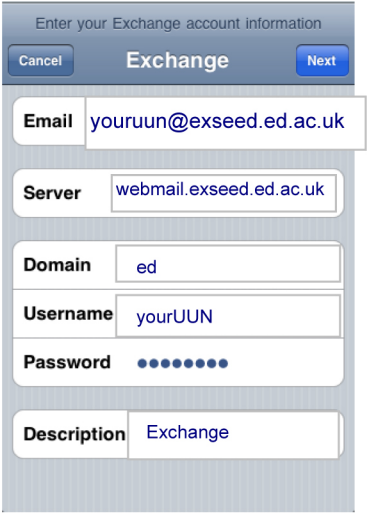
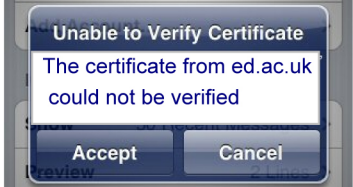



2. Connecting to Exchange with iPhone

This guidance will help users synchronise wirelessly through iPhone to Exchange for Mail, Contacts and Calendar.

<p>IMPORTANT: Check that your version of the iPhone can support the calendar and contact functions as earlier versions only supported email on Exchange. Make sure you have all the latest updates before trying to connect to the Exchange system.</p>	
<p>1. On the Home screen, press the Settings icon.</p>	
<p>2. On the Settings screen, scroll down and select Mail, Contacts, Calendars.</p>	
<p>3. On the Mail, Contacts, Calendars page go to Accounts.</p> <p>Press Add Account...</p>	

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<p>4. On the Add Account screen,</p> <p>Press Microsoft Exchange.</p>	
<p>5. On the Exchange screen, enter the following details:</p> <ul style="list-style-type: none">• E-mail Address - This field should not be your actual email address, instead: yourUUN@exseed.ed.ac.uk• Server webmail.exseed.ed.ac.uk• Domain ed• Username yourUUN• Password: Your password• Description Exchange <p>Press Next.</p>	
<p>6. A warning message - "Unable to Verify Certificate" may appear.</p> <p>Press Accept.</p>	
<p>7. On the next Exchange screen, select the items you want to synchronise.</p> <p>Press Save.</p>	
<p>8. Click Exchange in the Accounts section to begin using your Mail, Contacts and Calendar.</p>	