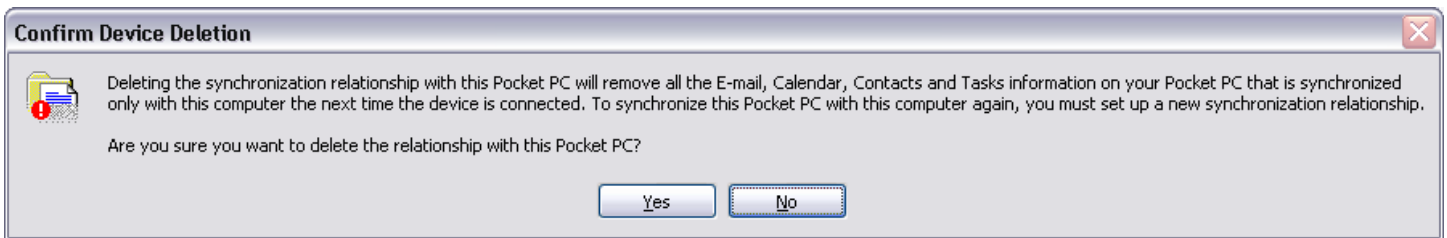


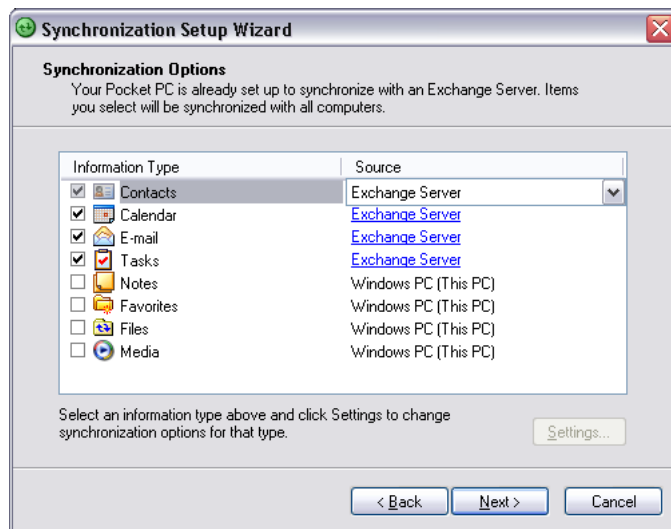


DOCUMENT PURPOSE: To connect Mobile devices running the Pocket PC, or Windows Mobile 5 OS to Exchange Server 2003 using Active Sync version 4.2.

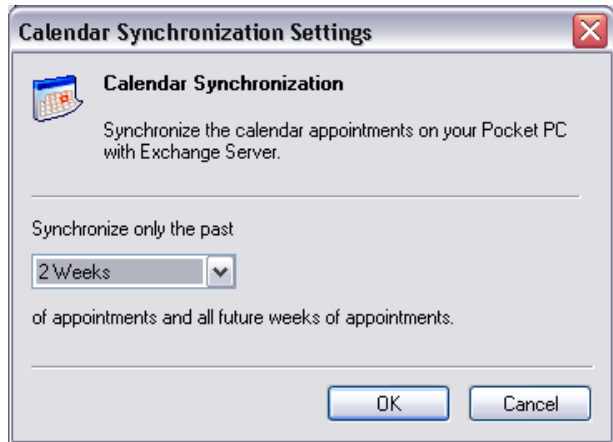
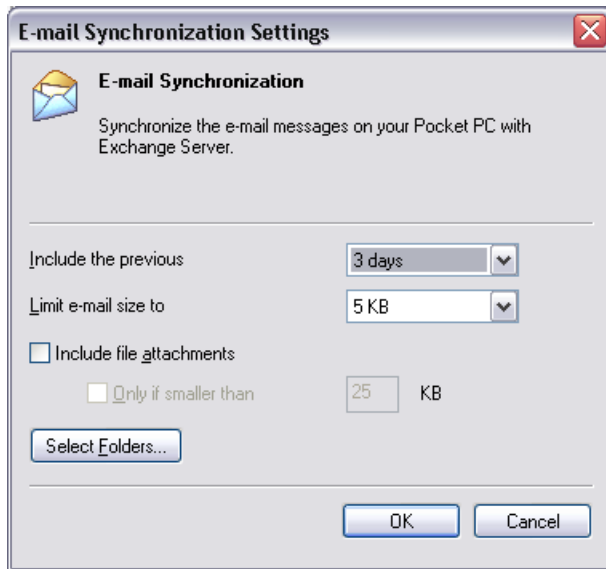
- 1.) First, if a previous Exchange server, or PC connection is present it must be deleted within Active Sync under **File >> Delete Mobile Device** (**this will remove all previous e-mail from the device**).
 - a. **NOTE:** The device must be **DISCONNECTED** in order to perform the deletion.



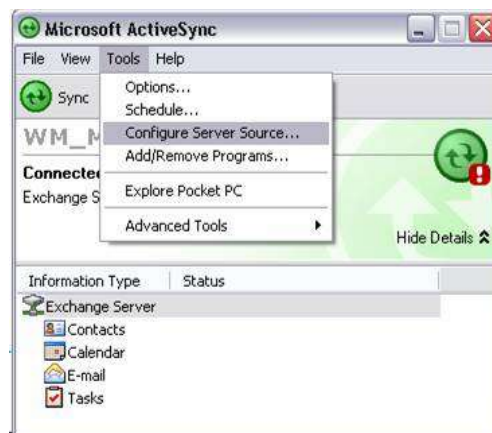
- 2.) After the device is deleted it can be re-connected to the computer.
- 3.) A pop-up will prompt you to create a new Active Sync connection.
- 4.) Go through the following screens, all defaults can be accepted.. Exchange Server should be the source and all Windows PC items should be **UNCHECKED**.



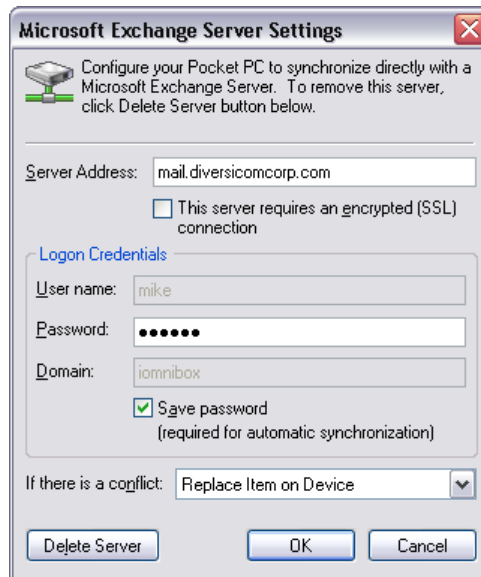
- a. You can highlight E-mail, or Calendar and click “Settings...” to adjust E-mail size and Calendar options, though the defaults should be adequate.



5.) Exchange connection needs configured after the Active Sync connection is established by clicking **Tools >> Configure Server Source...**



6.) Enter the server URL, i.e. (**grace.companyname.com**) and on client systems ensure **SSL** is **UNCHECKED**..



NOTE(s):

- In some cases the PDA device will prompt for a username/password, or other sync information.
- Synchronization could take several minutes if a lot of e-mails/contacts are set to sync.