Configuring Microsoft Exchange for Windows Mobile 6
To configure Windows Mobile 6 for Microsoft Exchange, do the following:

1. Click Start > Programs.
2. Click ActiveSync.
3. Click Menu > Add Server Source....
4. In the Server address: box, enter xch.csi.cuny.edu
   Make sure there is a check mark in the box labeled, *This server requires an encrypted (SSL) connection.*
5. In the User name: box, enter your FirstName.LastName
6. In the Password: box, enter your FLAS password
7. In the Domain: box, enter flas.csi.cuny.edu
8. Click Advanced....
9. Click the drop-down menu labeled, *If there is a conflict...*, and select *Keep the item on my device*. Click Advanced....
10. Click Next.
11. You will now be asked what information you would like to synchronize between Windows Mobile 6 and Exchange. Refer to the information labeled, "Synchronization Choices," below. We recommend syncing e-mail, calendar, and tasks. If you use Outlook or Entourage on your computer to manage phone numbers for people you call, consider syncing contacts as well.
12. Click Finish.
13. If Windows Mobile 6 does not start synchronizing automatically, click Sync.

**Advanced Options**

If Windows Mobile 6 is configured to synchronize E-mail, it will retrieve email messages that are three days old (or newer). If Windows Mobile 6 is configured to synchronize Calendar, it will retrieve calendar events that are two weeks old (or newer).

To synchronize email messages that are more than three days old, do the following:

1. Click Start > Programs.
2. Click ActiveSync.
3. Click Menu > Options....
4. Select E-mail.
5. Click Settings....
6. Click the drop-down menu labeled *Download the past*: and select the desired length of time. To retrieve all email in your Exchange mailbox, select *All*.

To synchronize calendar events that are more than two weeks old, do the following:

1. Click Start > Programs.
2. Click ActiveSync.
3. Click Menu > Options....
4. Select Calendar.
5. Click Settings....
6. Click the drop-down menu labeled *Synchronize only the past* and select the desired length of time. To retrieve all calendar events, select *All*.

**Synchronization Choices**

Carefully review this information before configuring Exchange on Windows Mobile 6. This information pertains to step 11 in the instructions, "Configure Exchange on Windows Mobile 6," found above.

- **E-mail** - Select *E-mail* to synchronize your Exchange email.
  - Allows you to send and receive Exchange email.
  - Allows you to receive and respond to Exchange meeting invitations.
Recommended for all Exchange users.

**Contacts** - Select Contacts to synchronize your Exchange contact list.
- **Important**: To avoid losing contacts currently stored in Windows Mobile 6, select the advanced option, *Keep the item on my device*, as described in steps 8 and 9, above. This will cause your contact lists to merge (i.e. contacts in Windows Mobile 6 will be added to Exchange, and contacts in Exchange will be added to Windows Mobile 6). Failure to select this advanced option will cause your Exchange contact list to REPLACE the Outlook Contacts (but not Sim Contacts) currently in Windows Mobile 6.
- **Please Note**: You can search the Global Access List (GAL) in Exchange via the Corporate Directory in Windows Mobile 6, even if you choose *not* to sync contacts. For example, if you choose not to sync contacts, you can still search the Corporate Directory/Global Access List when adding new contacts.
- Allows you to access your Exchange contact list.
- Allows you to create contacts through Exchange.
- We recommend caution. You should only sync your Exchange contact list if you use Outlook or Entourage on your computer to manage phone numbers for people you will call (friends, family, etc.).

**Calendars** - Select Calendars to synchronize your Exchange calendar.
- Synchronizing Calendars will cause your calendars to merge (i.e. events currently in Windows Mobile 6 will be added to your Exchange calendar, and events currently on your Exchange calendar will be added to Windows Mobile 6).
- Allows you to view your Exchange calendar.
- Allows you to create appointments and meeting requests through Exchange.
- Recommended for all Exchange users.

**Tasks** - Select Tasks to synchronize your Exchange tasks.
- Synchronizing Tasks will cause your task lists to merge (i.e. tasks currently in Windows Mobile 6 will be added to your Exchange tasks, and tasks currently in Exchange will be added to Windows Mobile 6).
- Allows you to view your Exchange tasks.
- Allows you to create tasks through Exchange.
- Recommended for all Exchange users.

**CONGRATULATIONS!**

You have successfully setup your Microsoft Exchange account for use on Windows Mobile 6 devices.