

Process ID:	Revision	Date	Created by:
14	01	May-2012	Luigi Cioffi

## PURPOSE:

This document explains how to configure access to the Intertek corporate e-mail system on a Windows Mobile Smartphone device.

## IT POLICY:

Access to the e-mail system using mobile devices is only authorized upon written approval by an IT Manager and a Business Manager.

## PROCESS STEPS:

1. Confirm that the e-mail administrator has enabled the **ActiveSync** package on your mailbox.

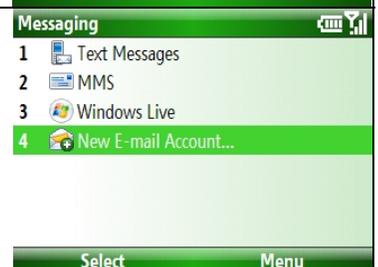
2. Press the **Start** button on the mobile device Home Screen.



3. Open the **Messaging** application.



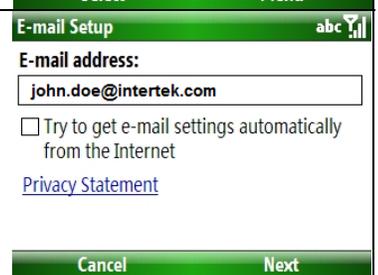
4. Select **New E-mail Account...**



5. Enter your **E-mail address**.

6. **Uncheck** the option **try to get e-mail settings automatically...**

7. Click **Next**.



<p>8. Under <b>e-mail provider</b>, select <b>Exchange Server</b>.</p> <p>9. Click <b>Next</b>.</p>	
<p>10. <b>Confirm</b> the use of Outlook with Exchange.</p> <p>11. Click <b>Next</b>.</p>	
<p>12. Enter the following <b>Server address</b>: <b>rpc.postoffice.net</b></p> <p>13. <b>Check</b> the box to confirm that <b>This server requires an SSL connection</b>.</p>	
<p>14. Enter the following information:</p> <p>Under <b>Username</b>, enter <b>your e-mail address</b>.</p> <p>Under <b>Password</b>, enter your <b>email password</b>.</p> <p>Under <b>Domain</b>, enter <b>EXCHPROD</b></p> <p>15. Click <b>Next</b>.</p>	
<p>16. Select the data you would like to synchronize with the Exchange Server:</p> <p>17. Click <b>Finish</b>.</p>	
<p>18. <b>Wait</b> for your device to complete the initial synchronization to your server.</p> <p>This may take a few minutes.</p>	