

Windows Mobile Setup Guide

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.

PR	OCESS STEPS:		
1.	Confirm that the e-mail administrator has enabled the ActiveSync package on your ma	ailbox.	
2.	Press the Start button on the mobile device Home Screen.	T-Mobile Wi-Fi: Off No upcoming appointme Profile: Normal	Image: Second system Image: Second system Image: Second
3.	Open the Messaging application.	Start Explorer Messaging More	Windows Media ActiveSync Wenu
4.	Select New E-mail Account	Messaging 1 Ent Messages 2 MMS 3 M Windows Live 4 R New E-mail Ac Select	ت <u>۲</u> ۱۱ count Menu
5.	Enter your E-mail address .	E-mail Setup	abc
6. 7.	Uncheck the option try to get e-mail settings automatically Click Next.	E-mail address: john.doe@intertek.	com ettings automatically
		from the Internet Privacy Statement	
		Cancel	Next

8.	Under e-mail provider, select Exchange Server.	E-mail Setup	abc
a	Click Next	Your e-mail provider:	
5.		Exchange server	••
		Your organization of company prov with e-mail using a Microsoft Excha server. If unsure, contact your IT pe or helpdesk.	ides you nge rsonnel
40	Or a Constant of Order Laboration	Previous Nex	t cmi¶il
10.	Confirm the use of Outlook with Exchange.	Outlook with Exchange	
11.	Click Next.	To set up Outlook to synchronize di with your organization's Exchange e server, click Next	rectly e-mail
		Contact your help desk or administr get server settings and user name for account.	ator to or your
		Previous Nex	t
12.	Enter the following Server address:	Edit Server Settings	ahc Y ıl
	rpc.postoffice.net	Server address:	anc :11
		rpc.postoffice.net	
13.	Check the box to confim that This server requires an SSL connection.	Note: This is your Outlook Web Accordent server address.	ess
		This server requires an encrypte connection	d (SSL)
		Cancel Nex	t
14.	Enter the following information:	User Information	abc 灯
	Under Username , enter your e-mail address .	john.doe@intertek.com	
	Under Password, enter your email password.	Password:	
	Under Domain. enter EXCHPROD	****	
15	Click Next	Domain: EXCHPROD	
		Back Next	+
16	Select the data you would like to synchronize with the Exchange Server:	Options	Con ții
17	Click Einish	Choose the data you want to synchro	onize:
17.		Contacts	
		E-mail	
		✓ Tasks	
		Finish Men	u Jana Bu
18.	Wait for your device to complete the initial synchronization to your server.	Outlook E-mail	<u>, m</u> all
	This may take a few minutes.		
		Delete Men	u
L			