

This guide provides a step-by-step view for setting up Windows Mobile by covering the following:

- Getting Started
- Exchange Settings
- Server Settings
- Exchange Active Sync
- Tips

## Detailed Information

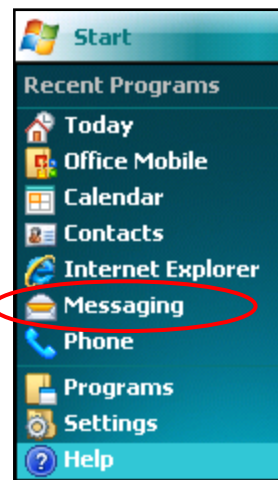
---

### GETTING STARTED

***\*You must have an existing data plan through your service provider to connect\****

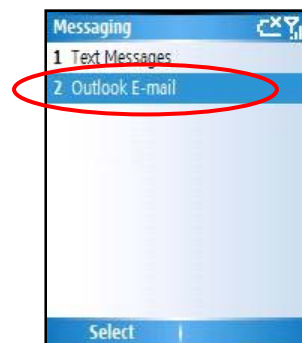
Locate your Outlook Email setup window by doing the following:

Press **Start**



Select **Messaging**

Select **Outlook Email**



At the **Setup Outlook Email** instruction screen – *Press Next*

## SERVER SETTINGS

Match the following settings:

**Server Address:** owa.txwes.edu

**Check** for required encryption



*Click Next*

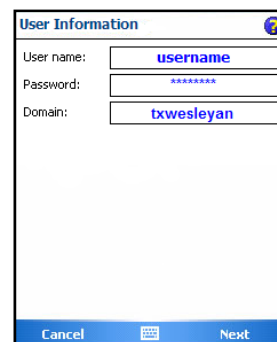
## USER INFORMATION

Enter TX Wesleyan account information as follows:

**User Name:** your network login

**Password:** your current account password

**Domain:** txwesleyan

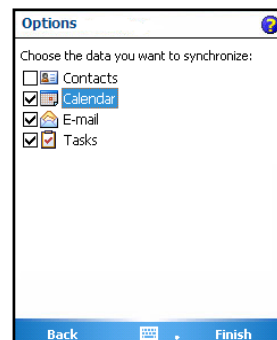


*Click Next*

## SYNC DATA

Select options to synchronize:

**Check** all items **except** **Contacts** – this will prevent your phone from downloading addresses from the Global Address List on the server



*Click Finish*

Select **Menu**



Select  
**Send/Receive**

**Send/Receive**

Email, personal calendar, and tasks will begin downloading to your Windows Mobile phone.

---

### **ADDITIONAL ASSISTANCE**

Should you encounter any issues when setting, please contact the Technology HELP Desk to request assistance:

**Technology HELP Desk: 817-531-4428**