Mail for Exchange Email Set Up Guide

With Mail for Exchange, you can wirelessly access your email, calendar, and contacts from your Microsoft Exchange account on your Nokia E62. You can synchronize your data manually or schedule the synchronization automatically so your data is always up-to-date on your device and on your computer.

This guide explains how to:

- Install and open Mail for Exchange on your Nokia E62.
- Create a synchronization profile that controls what and when you synchronize.
- Synchronize your device to get your email, calendar, and contact entries from your Microsoft Exchange 2003 server.

Note: Mail for Exchange works with Microsoft Exchange 2003 servers with Service Pack 2 (SP2) only.

The use of Mail for Exchange requires a PDA Connect for Microsoft Direct Push data plan or another eligible PDA Connect plan. Contact Cingular at 1-866-CINGULAR (1-866-246-4852) for more information.



🗻 Before you begin

You will need to do the following to complete the set up of your Mail for Exchange account:

- 1. Complete the initial Nokia E62 device set up using the Getting Started Guide.
- 2. Find the name of your Microsoft Exchange 2003 server.*
- 3. Obtain the Domain from where you download your email.*
- 4. Find your network user name and password.
- * Contact your company's IT help desk.

Please complete all set up steps listed in this guide.

Installing Mail for Exchange on the device

To begin the Mail for Exchange installation directly from your Nokia E62, follow the steps below.

- Power on your device to connect to the mobile network (if not already on). You will know that your device is connected to the network when you see the signal bars () in the upper left-hand corner of the device display. Your device needs to be in a network coverage area to continue.
- 2. Select the Menu key () > Email > E-mail inst. to open the email installation application. Read the application information.
- 3. Select Options > Installable clients.
- 4. Scroll down to Mail for Exchange, then select Options > Install.
- Fill in the required information (location, name, mobile number, email address), accept the End User Software Agreement and select Send.
- 6. The file will begin to download automatically and download details will display on your device (fig. 2.1).



fig. 2.1

💽 Installing Mail for Exchange on the device (cont.)

After the file has been downloaded to your device, continue with the Mail for Exchange installation:

- 1. Select Yes when asked if you want to install Mail for Exchange (fig. 3.1).
- 2. Select Continue after you read the application information (fig. 3.2).
- 3. You will see an "Installation Complete" notice when Mail for Exchange has finished installing on your device.
- 4. Select **Options** > **Exit** to close the browser.

After you have installed Mail for Exchange on your device, open the application by selecting the Menu key (💽) > Apps. > Mail for Exchange.







fig. 3.1

Working with a synchronization profile

With a profile, you can customize certain Mail for Exchange synchronization settings. For example, you can control when you want synchronization to happen (peak, off peak, weekdays) and what you want to synchronize (email, contacts, calendar). To create your synchronization profile:

- 1. Obtain from your IT department the name of the Microsoft Exchange 2003 server you are using, your username, password, and domain.
- On the device, select Yes when prompted "You have no Mail for Exchange Profile. Create Profile?" (fig. 4.1). A list of categories for profile settings appears (fig. 4.2). Mail for Exchange can use most of the default profile settings although within each category, you must enter all settings marked by an asterisk (*).





fig. 4.2

S Working with a synchronization profile (cont.)

- Open the Connection tab and enter your Microsoft Exchange server. Then scroll to and select Access Point, and from the list of access points select E-mail Settings.
- 4. Select the type of information you want to synchronize in the **Sync content** tab (fig. 5.1) and how often to synchronize in the **Sync schedule** tab (fig. 5.2).
- 5. In the **Calendar, Contacts** and **Email** tabs, fill in the required settings for synchronizing this data.

Note: When choosing the **Initial sync** settings in the **Calendar** and **Contacts** tabs, be sure to choose the option **"delete items on phone"** (fig. 5.3). Not choosing this option will cause any calendar or contact items that may already exist on your device, to be duplicated.



fig. 5.1







fig. 5.3

G Working with a synchronization profile (cont.)

- 6. Press the **Back** key twice to save your profile (fig. 6.1 and fig. 6.2).
- 7. After creating a profile, synchronize your device with your Microsoft Exchange account to get your email, calendar, and contact entries on your device for the first time. If you selected anything other than Manual sync in the Sync schedule tab, synchronization will begin automatically. To synchronize manually, press the Menu key () then select Apps. Open Mail for Exchange (), then select Options > Synchronize.

After you enable email synchronization, a Mail for Exchange folder appears within the main Messaging folder of your device. To read your email messages, select the Menu key (() > Messaging, then scroll to the Mail for Exchange folder.



🗍 Summary

For more information, take a look at the following resources.

Mail for Exchange User Guide

This guide offers comprehensive information about using Mail for Exchange on your Nokia device.

Nokia Support on the Web

Check <u>www.nokiausa.com/support</u> for the latest information.

1-888-NOKIA-2U (1-888-665-4228)

Nokia provides toll free customer support, Monday – Friday from 8:00 a.m. to 12:00 a.m. EST and Saturday – Sunday from 10:00 a.m. to 7:00 p.m. EST. Hours subject to change.

1-866-CINGULAR (1-866-246-4852)

Contact Cingular for service or billing related questions.

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