

Connecting to BGSU's Exchange Server from your Palm Device

1. Go to Applications and launch e-mail on your phone.
2. Open the Menus. Choose Accounts, then Account Setup. Click the **New...** button.
3. Name the account (e.g. BGSU Exchange) and select Other as the Mail Service, then IMAP as the protocol. Click **Next**.
4. Enter your email address (*username@bgsu.edu*) as the username and then your password. Click Next.
5. Enter your email address, **mail.bgsu.edu** for the Incoming Server, and **outbound.bgsu.edu** as the Outgoing Mail Server. Click **Next**.
6. Your setup is not done. You will need to provide a few additional settings so click the **Advanced** button.
7. For the Advanced Incoming Server settings, click 'Use Secure Connection (SSL)' and set the port to 993. Click **Next**.
8. For the Advanced Outgoing Server settings, click both 'Use Secure Connection (SSL)' and 'Use Authentication (ESMTP)', and set the port to 587. Username and password fields will appear. Enter your username (just your username, not full email address) and password. Click **Done**.