

Microsoft Exchange Setup in VersaMail for Palm OS Users with Wireless Data Minutes

NOTES:

- Please make sure to read through all of the instructions **BEFORE** proceeding.
- Make sure that you have wireless data minutes with your carrier **BEFORE** proceeding.

Preparation:

- Please make sure to do a hot sync with your computer before setting up Microsoft Exchange on your wireless Palm handset.

Configuring Versamail:

1. Launch VersaMail (either called VersMail or Email on your handheld)
2. Use the file drop down button and select Account -> Account Setup
3. At the “Account Setup” window, click “New”
4. Enter an account name for your new account
5. In the “Mail Service” dropdown window, select Exchange ActiveSync, and click “Next”
6. In the “Username” field, type “**username@bgsu.edu**”
7. Enter your Exchange password in the Password field, and click “Next”
8. Under Email Address, make sure it displays **username@bgsu.edu**
9. For Mail Server, enter mail.bgsu.edu, and click “Next”
10. On the following screen, click “Advanced”
11. Make sure that the “Use Secure Connection (SSL)” box is checked and change the port number to 993
12. Click Next, then Done. If prompted, confirm that you wish to overwrite your settings.
13. Finally, click “OK” and you should be prompted to perform an initial syn. If not, click the “Sync” button on the main email screen.