



FREIE UNIVERSITÄT BOZEN

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## **ActiveSync: How to synchronize a Windows Mobile 2003 Device with the Exchange Server**

## **Description of “Exchange Active-Sync”**

With the introduction of Exchange Server 2003 into the university network some interesting new features are available. One of this is “Exchange Active-Sync”, which allows every Windows Mobile 2002 (or 2003) powered device to synchronize Calendar, Contacts and Emails directly with the mailservser by using any available Internet connection. This way you don’t need to be connected anymore with your Hotsync-station to a PC for being able to synchronize your mailbox items using Outlook as a midway connection between the device and the mailservser.

For example it is possible to establish a Internet connection by using a Windows Mobile 2003 powered smartphone (for example via GPRS) and synchronize this way all mailbox items from every point on earth.

## **Prerequisites**

- A Windows Mobile powered device (from version 2003 and newer)
- A internet connection that can be used by this device
- Mobile Outlook installed on the device

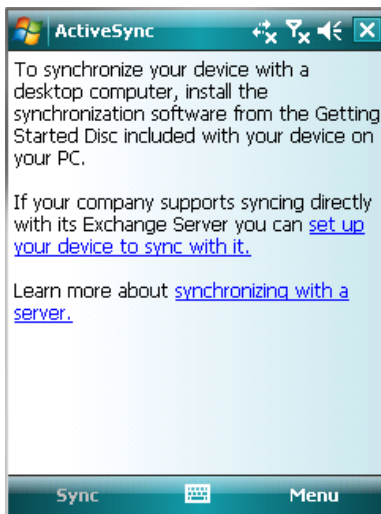
## Configuration steps on the device for Server ActiveSync

**Hint:** In this document is described the configuration procedure directly on the device. It is also possible to configure Server ActiveSync by using the Active-Sync-Tool on a workstation in conjunction with the synchronization cradle.

- Start the device and tap on the shortcut to “ActiveSync” – normally you can find it in Start/Programs



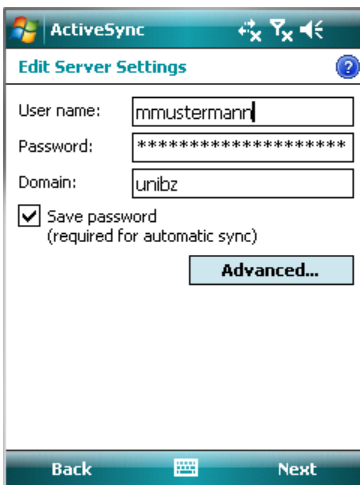
- You enter the “ActiveSync” configuration screen



- Tap on “Extras” on the bottom left corner on the screen and choose “options” from the dropdown menu
- Change to the Tab named “Server”



- Server Address: webmail.unibz.it
- Activate the option: This server requires an encrypted (SSL) connection
- Activate the desired elements under the section titled “Synchronize following elements”
- Tap on the button titled “Options”



Enter following values

- Username: enter your own username here
- Password: enter your own password here
- Optionally you can choose to activate the option “store password”. This way you don’t need to enter it every time you are connecting to the server for synchronization.

Now you can close all configuration Windows, the Server “ActiveSync” is ready to be used!

## How to synchronize with the server

After you have configured the device, follow this steps to synchronize with the server:

- Establish an Internet connection with the Windows Mobile Device
- Tap on the shortcut to “ActiveSync” – normally you can find it in Start/Programs



- Tap on the “Synchronize” button in the middle of the screen
- The synchronization should now occur. If you have not configured the option to store the password, you are asked to enter your UNIBZ username and password during this operation.