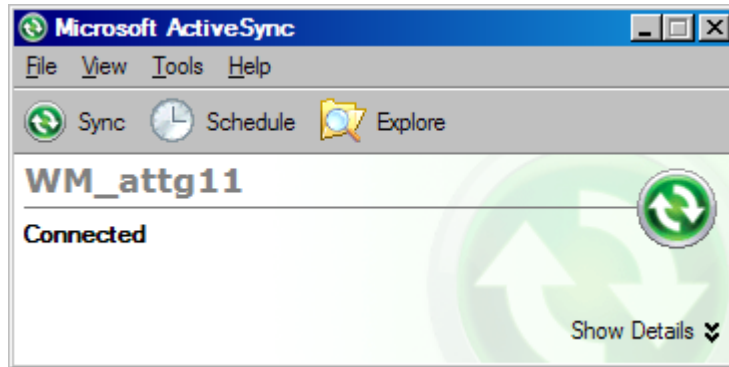
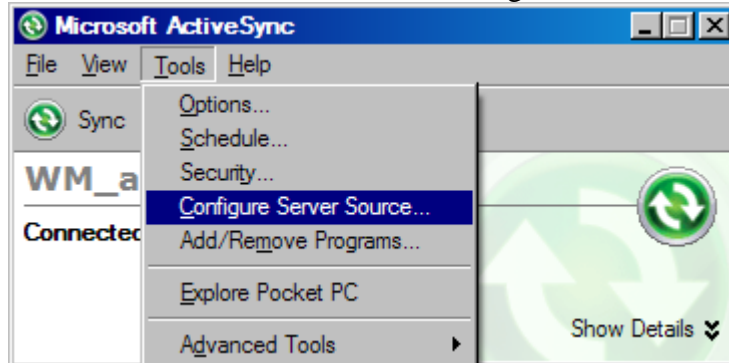


## Setting up Exchange synchronisation with Activesync for a Windows mobile device

Start Activesync on your PC with the device connected.  
If this is your first time you will be prompted to set up a device partnership.



Select Tools from the menu then Configure Server Source.



The exchange server address is:

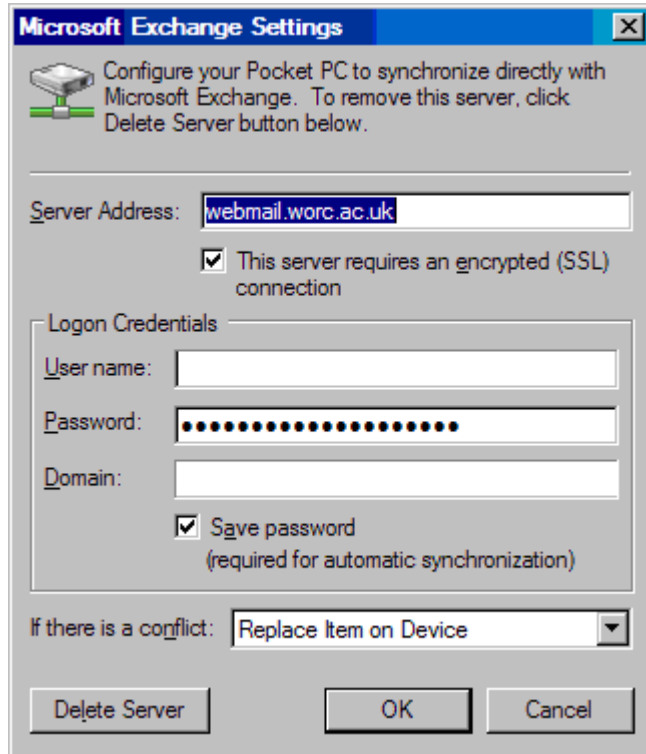
webmail.worc.ac.uk

Make sure the tick box for this server requires an encrypted SSL connection is ticked.

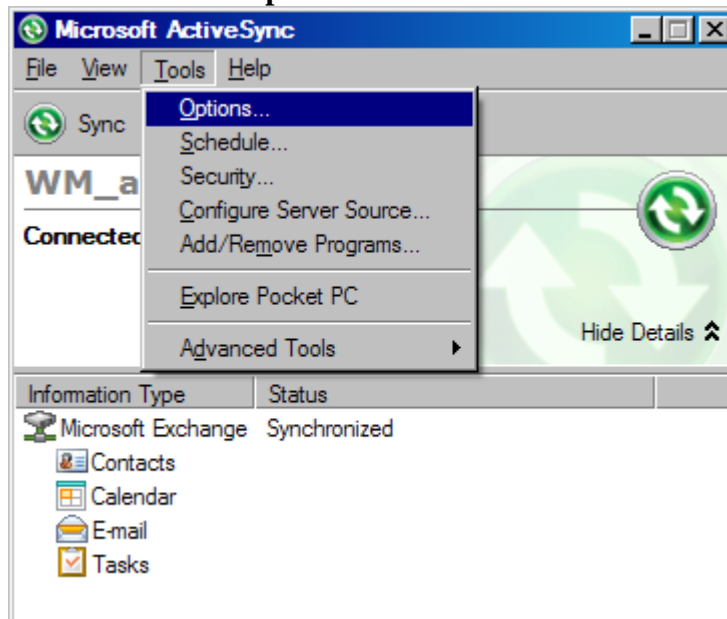
Now fill in your Worcester University username and password.

For the Domain type worc

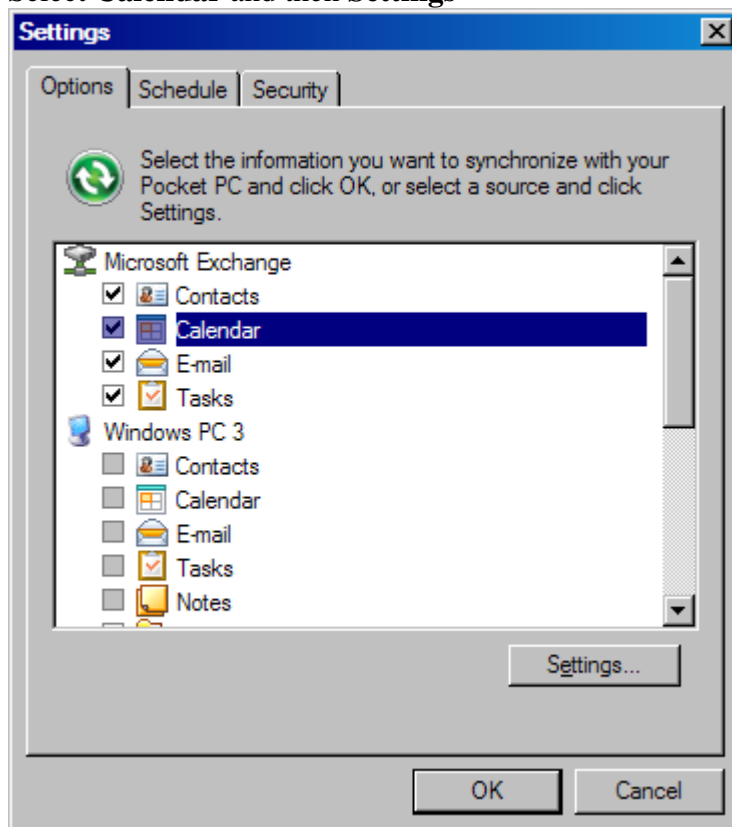
Click OK



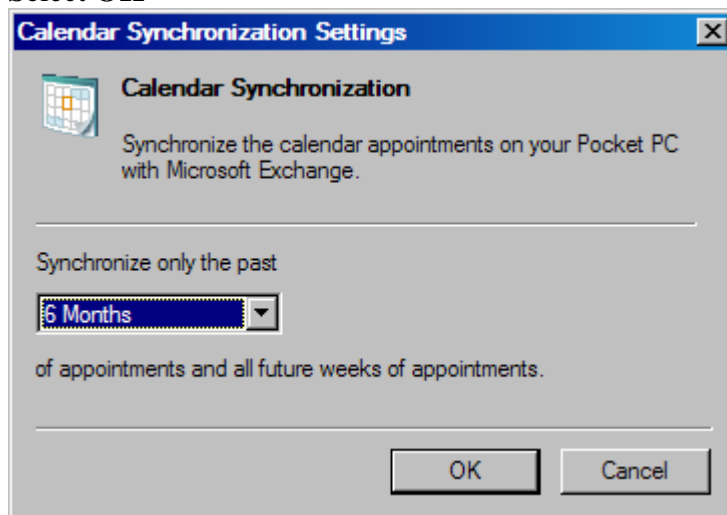
Select **Tools** then **Options**



Select **Calendar** and then **Settings**



Select how much of your Outlook calendar you wish to synchronise.  
Select **OK**

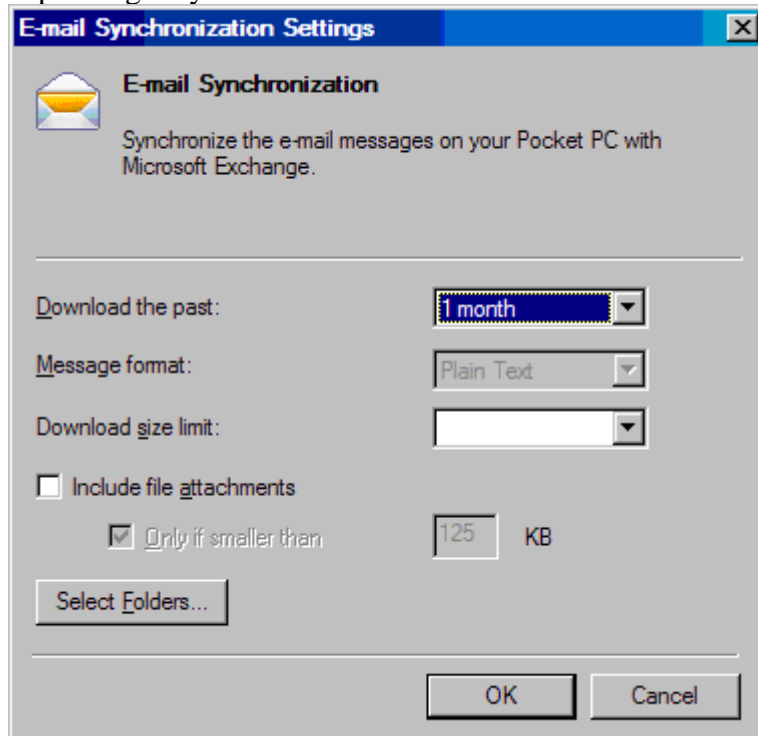


Select **E-mail** and then **Settings**

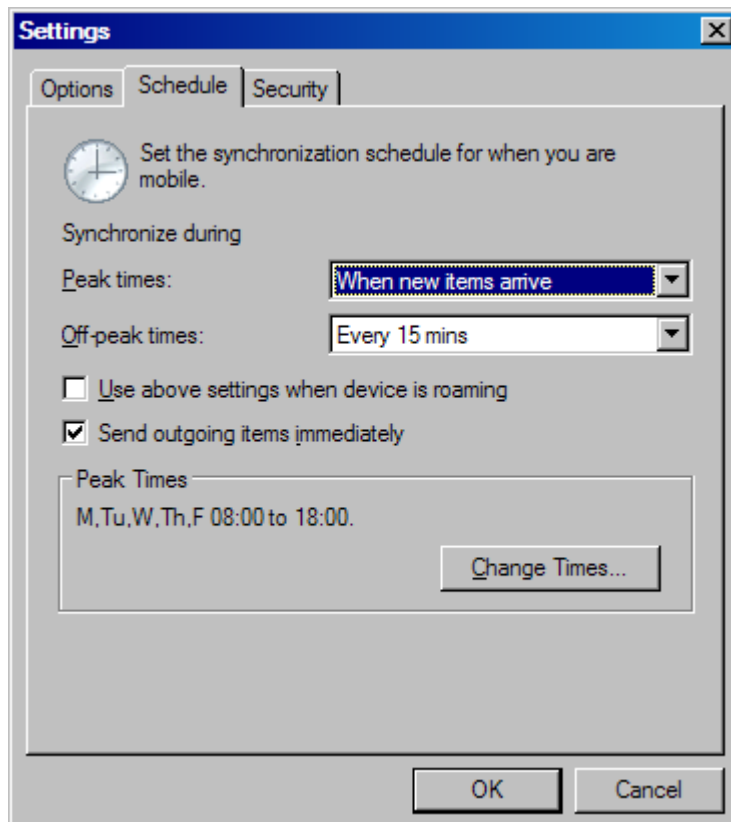
Select far back to synchronise received email.

Select you message size limit and whether to automatically download attachments.

Downloading all email sizes and attachments may incur higher data charges depending on your data tariff.



Select when you wish the device to check for messages in peak and off peak times.



Click OK and the folders will be synchronised to you device.