ActiveSync Phone Setup Guide

Windows Mobile 5/6
1. **Remove** all current **ActiveSync** and **GoodMobile** accounts from device.
2. Open **ActiveSync**.
3. Select **Menu**.
4. Select **Configure Server**.
5. Enter **https://mail.sienaheights.edu** as the **Server Name**.
6. Check the check box labeled **This server requires an encrypted (SSL) connection**.
7. Enter your **Siena username**.
8. Enter your **Siena password**.
9. Set the domain to **sienanet**.
10. Check the check box labeled **Check to save password**.
11. Verify that the items you want to synchronize are checked (ex. contacts, mail, calendar, tasks).
12. Select **Finish**.
13. Please allow this to synchronize; it may take a few minutes to do so.
14. You will be prompted with a dialog asking to **enforce security policies on your device**.
15. Select **OK**.
16. When the synchronization is complete the process is complete.

Palm OS
1. Remove all current **VersaMail** and **GoodMobile** accounts from device.
2. Open your **Email**.
3. Select **Continue**. **DO NOT** select **HotSync**.
4. Set account name to **SHU**.
5. Set mail service to **Exchange ActiveSync**.
6. Set **username** to **username@sienahts.edu**, please note **SIENAHTS.EDU**
7. Enter your **Siena password**.
8. Select **Next**.
9. Set email address to **username@sienaheights.edu**, please note **SIENAHEIGHTS.EDU**.
10. Set mail server to **mail.sienaheights.edu**.
11. Select **Next**.
12. Select **Test Connection**.
13. If it passes go to step 15.
14. If it fails please verify all information.
15. Select **Done**.
16. It will then prompt, select **Yes**.
17. When the synchronization is complete the process is complete.
Apple iPhone
1. Press the Mail icon.
2. Select Microsoft Exchange.
3. Enter your Siena Heights email address.
4. Domain= sienanet
5. Enter your Siena Heights username
6. Enter your Siena Heights password
7. Select Next
8. You will be prompted concerning a certificate, please press Accept
9. Enter in the mail server field, Mail.sienaheights.edu
10. Select Next
11. Sync only mail. If you have it sync contacts or calendars it will overwrite the information currently on the phone.
12. Enter Mail and press Refresh.
13. When the synchronization is complete the process is complete.