

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.