

Windows Mobile Mail Setup

1. Have the Start screen of your mobile device showing. Tap on **Start** to display your Programs.



2. On the Programs screen, tap to select **ActiveSync**.



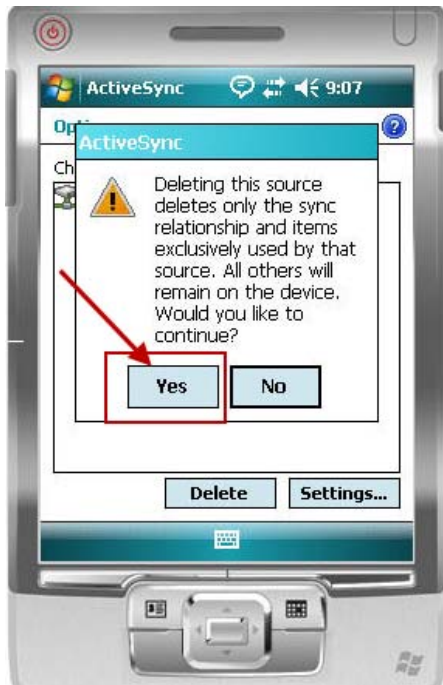
3. In the ActiveSync window, tap the Menu button and highlight **Options** in the menu.



4. In the Options window tap to highlight the words “Microsoft Exchange” and place a total of four checkmarks next to: Contacts, Calendar, E-mail and Tasks. Next, tap on the **Delete** button.



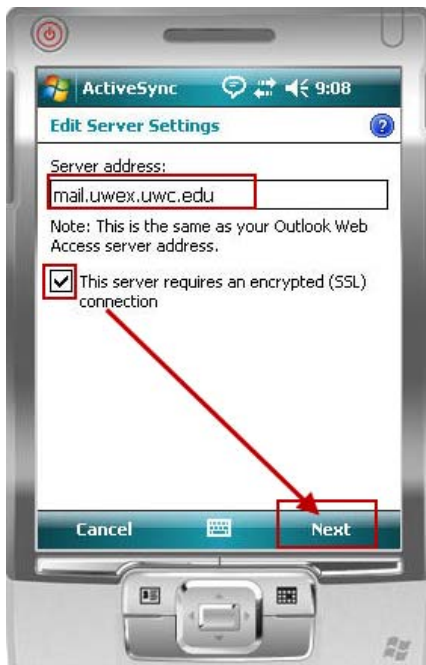
5. When the alert message pops up asking if you'd like to continue, tap on the **Yes** button.



6. In the ActiveSync screen, tap on the **Sync** button in the lower left corner.



7. In the Edit Server Settings window by “Server address” type in: **mail.uwex.uwc.edu**; next, click to place a checkmark next to “This server requires an encrypted (SSL) connection.” Last, tap to select Next.



8. On the next Edit Server settings screens, type in:
User name: your UWC or UWEX email username (Ex: smitj1609)
Password: your UW Colleges or UW-Extension email password
Domain: **uwcx** Next, click to place a checkmark next to “Save password”. Last, tap on **Next**.



9. On the final Edit Server Settings screen, tap on the **Finish** button, and you are done.

