

Treo 700wx Setup Instructions

What You'll Need: Treo 700wx; UR email username and password

To Activate Your Treo: Dial *228

To Configure Mail...

1. Click **Start**, then **Programs**, then **ActiveSync**
2. If your company supports syncing directly with its Exchange Server, you can set up your device to sync with it – click the link
3. Enter server address **webmail.ur.rochester.edu**, and then click **Next**
4. Enter your UR email **username** and **password**
5. Enter the domain **UR**
6. Check **Save Password**, and then click **Next**
7. Check all boxes on this screen
8. Highlight **Email** and click **Settings**
9. Check **Include File Attachments**. Check **Only if Smaller Than... 25 KB** and then click **Next**
10. Click **Finish**. (Note: click **Sync** if synchronization does not begin.)

Tip #1: To get to the Today screen, press the Phone/Send button.

To Add a Signature...

1. Navigate to the **Today** menu and click **Outlook Email**
2. Click **Menu**, then **Tools**, and then **Options**
3. Click **Signatures**
4. Make sure **Outlook Email** is selected, then check **Use signature with this account**
5. Enter signature text, and then click **OK**

To Sync Folders...

1. Navigate to the **Today** menu and click **Outlook Email**
2. Click **Menu**, then **Tools**, then **Manage Folders**
3. Select the appropriate folders, and then click **OK**

Tip #2: Press the Power/End button to bring back the display from a black screen.

To Reconfigure Mail (if there's a problem)...

1. Click **Start**, then **Programs**, and then **ActiveSync**
2. Click **Menu**
3. Click **Configure Server** and check settings with those detailed above

To Edit Exchange ActiveSync Settings...

1. Click **Start**, then **Programs**, and then **ActiveSync**
2. Click **Menu**, and then **Options**
3. Highlight **Exchange Server** and click **Delete**
4. Click **Menu**, then **Add Server Source**, and re-create the account as detailed above