Setting Up Windows Mobile® Messaging

Setting Up a Mail Account

1. Select Start / Messaging.

2. Tap Menu.

3. Select Tools / New Account.

4. Enter your entire email address (e.g., *yourname@yourdomain.com*) in the space provided. Be sure to use all lowercase letters. Then tap Next.

> Enter e-mail address:
>
> john.smith@mydomain.com

5. Windows Mobile will attempt to automatically configure your email settings. When the Status box displays, "*Completed*," tap Next.

6. Enter the following information in the spaces provided, and then tap Next:

> User information
>
> Your name: John Smith
> User name: john.smith@mydomain.com
> Password: *********
> ☑ Save password

- Your name—Enter your name, as you would like it to appear in the email messages you send.

- User name—Enter your entire email address (*yourname@yourdomain.com*), using all lowercase letters.

- Password—Enter the password associated with your email account.

- To save your password, check the Save password box.

7. Enter the following information in the spaces provided, and then tap Next:

> Account information
>
> Account type: POP3 ▼
> Name: Work Account

- Account type—Indicate whether you want to use POP3 or IMAP4. When you use POP3, you will have access only to the Inbox folder that is stored on our mail servers. When you use IMAP4, you have access to all folders, include Sent, Drafts, and any personal folders you have created.

- Name—Enter a descriptive name for the account (e.g., *Work Account*).

8. Choose one of the following:

- If you selected POP, enter the following information:

> Server information
>
> Incoming mail: secure.emailsrvr.com:995
> Outgoing mail: secure.emailsrvr.com:587
> Domain:

  - Incoming Mail: *secure.emailsrvr.com:995*
  - Outgoing Mail: *secure.emailsrvr.com:587*
  - Do not enter anything in the Domain box.

- If you selected IMAP, enter the following information:

> Server information
>
> Incoming mail: secure.emailsrvr.com:993
> Outgoing mail: secure.emailsrvr.com:587
> Domain:

  - Incoming Mail: *secure.emailsrvr.com:993*
  - Outgoing Mail: *secure.emailsrvr.com:587*
  - Do not enter anything in the Domain box.

  Note: If you have trouble sending email, please use your ISP's outgoing mail server settings.

9. Tap the Options button.

- Options Page 1—Set up automatic mail checking, if desired, and then tap Next.

- Options Page 2—Please check the following two boxes. (These boxes must be checked for your email to work properly.)

> ☑ Require SSL connection
> ☑ Outgoing mail requires authentication
>   ☐ Use separate settings

  - Require SSL connection
  - Outgoing mail requires authentication

  You should leave the Use separate settings box unchecked. Make any other changes, as desired, and then tap Next.

- Options Page 3—Indicate how much of each email message you want to receive when you sync. Make changes, as desired, and then tap Finish.

10. You will be asked whether you want to download email for this new account. Tap Yes or No, as desired.