

How do I configure my Smartphone for mailbox synchronisation?

Your Smartphone will sync using two methods. PC to Phone with Active Sync with a USB data lead, or remotely using GPRS.

To configure your Smartphone you will need to do two things. Firstly have your Outlook (Exchange) password and secondly your account will require 'Outlook Mobile Access' enabled on our server. However, before we can enable 'Outlook Mobile Access' please we will require Dean/Director approval in an email to ITHelp@tees.ac.uk.

Note the download data rate is generally £1 a megabyte so bear this in mind before downloading your data. We would recommend downloading your Contacts separately before excluding it from future downloads.

To configure your Smartphone open the Active Sync application and select the following options. Please note, these options may vary depending on the version of your Active Sync:

Menu
1 Options

Now pick 3 Server Settings

Enter your U number and Password and Domain ("windows") in the fields provided.

Check "Save password"

Server name: "sync.tees.ac.uk"

Check "This server uses an SSL connection"

Leave the SMS Address field blank

Press DONE