Configuring and Using Your Palm Treo 650 or 700p with the ITCS Exchange Service

The Palm Treo 700w/wx uses the Windows Mobile 5.0 operating system and therefore supports all Windows Mobile 5.0 features. To set up your 700w/wx, please refer to Configuring and Using Your Windows Mobile 5.0 Device with the ITCS Exchange Service.

The Palm Treo 650 and 700p use the Palm operating system. With the VersaMail application, the:

- **Treo 650** can sync your Exchange Inbox and Calendar, but not your Contacts.
- **Treo 700p** can sync your Exchange Inbox, Calendar, and Contacts.

**VERSAMAIL NOTE:** If VersaMail did not come with your Treo, please check with your wireless provider. The current stable version is 3.1B. To find your VersaMail’s version number, under the **Options** menu, select **About VersaMail**.

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### Basic Configuration and Syncing

If you don’t need step-by-step instructions, the following information will allow you to connect your device to the ITCS Exchange Service.

- **Server:** `exchange.umich.edu`
- **SSL:** must be active on port 443
- **User name:** your U-M uniqname
- **Domain:** `umroot`
- **Password:** your Exchange/Windows Active Directory password
1. In the Main menu, scroll down and tap VersaMail.

2. Tap Accounts and select Account Setup.

3. In the Account Setup window:
   a. select New.
   b. in the Account name field, enter Exchange.
c. from the Mail Service pop-up menu, select Exchange ActiveSync.
d. click Next.

4. In the Exchange window:
a. in the Username field, enter `umroot\` followed by your U-M uniqname; for example, `umroot\bjensen`.
   NOTE: Make certain you use a \backslash\ (\).
b. in the Password field, enter your Exchange/Windows Active Directory password.
c. Click Next.

5. In the next Exchange window:
a. in the Email Address field, enter your uniqname followed by `@umich.edu`; for example, `bjensen@umich.edu`.
b. in the Mail Server field, enter `exchange.umich.edu`.
c. click Next.
6. In the next Exchange window, click Advanced.

7. In the Advanced window:
   a. in the Port Number field, enter **443**.
   b. activate the SSL checkbox.
   c. click **Next**.

8. In the Proxy Server Settings window, click **Done**.
9. Back in the Exchange window, click **Test Settings**.

10. When the test is successful, click **OK**.

11. In the VersaMail dialog box, we recommend you click **Yes**.

**WARNING!** Please read the message before clicking Yes. Make certain any information in your Palm Calendar has already been transferred to your Exchange calendar.
12. In the Exchange window, click **Sync**. If your mail and calendar items do not appear, click Sync again.
E-Mail

To start VersaMail, use the dedicated e-mail button on your Treo.

**NOTE:** If this button does not start VersaMail, you can configure it by tapping **Preferences** in the main menu and selecting **Buttons**.

**HINT:** Alternatively, in the main menu, scroll down and tap VersaMail.

**CONTACTS LIST NOTE:** You cannot sync your Exchange Contacts list with your Treo. You must manually enter contacts into your Treo’s Contacts application.

Calendar

To open your Calendar, use the dedicated Calendar button on your Treo.

**NOTE:** If this button does not open your Calendar, you can configure it by tapping **Preferences** in the main menu and selecting **Buttons**.

**HINT:** Alternatively, in the main menu, scroll down and tap Calendar.

**CONTACTS LIST NOTE:** You cannot sync your Exchange Contacts list with your Treo. You must manually enter contacts into your Treo’s Contacts application.
Optional E-Mail Configurations
You may find these optional settings helpful.

1. In the Main menu, scroll down and tap VersaMail.

2. Tap Options and select Preferences.

3. Tap Delivery Options.
4. In the Delivery Options window:
   a. make changes based on your preferences.
      **HINT:** For maximum message size, we recommend 5-10 KB.
   b. tap **OK**.

5. Next to Delivery Options, tap **AutoSync**.

6. In the AutoSync window:
   a. check the Sync automatically checkbox.
   b. for Every, 15 minutes to 1 hour is a reasonable time frame.
   c. set the Start and End Times and Days to your preferences.
   d. tap the **Alerts** button.
7. Set the alerts to your preferences, then tap OK.

8. Tap OK again to set your AutoSync preferences.

9. If you prefer not to have VersaMail confirm your deletions, tap Deletion and uncheck the Confirm Deletion checkbox.