

OVERVIEW / PROCEDURE DESCRIPTIONS

These procedures cover the basic set up of a Palm Treo 750 Windows version with Exchange and preliminary user settings. Refer to the user manual for more detailed information.

STEPS

A. Email and Calendar Sync Set Up

These instructions will set up the Treo to automatically sync with the user's Outlook Email and Calendar.

1. Programs > Active Sync.
2. Click "Set up your device with it"
3. Enter Server Address: **email.csueastbay.edu**
4. Keep checked: "This server requires an encrypted (SSL) connection."
5. Click Next.
6. Enter User Name: NetID
7. Enter Password: NetID Password
8. Domain: ad
9. Click on: Save Password
10. Click Next.

B. Set Up Syncing Programs

1. Programs > Active Sync.
2. Menu (Bottom Right) > Options
3. "Check On" a Program (Contacts, Calendar, Email, Tasks) that you want synced.
4. Click Settings on the bottom right.
 - a. Calendar – Determine how many weeks back and in the future you want to sync.
 - b. E-mail
 - i. Determine how far in the past you want emails to load.
 - ii. The maximum size of the email that will initially display.
 - iii. Indicate Download options.
 - iv. Click Advanced in the bottom right.
 - Check Sign all outgoing e-mails.
 - Enter your e-mail address.

C. Set Up Email Folder to Sync

1. On your Mobile Desktop click Outlook E-mail.
2. Click Menu in the bottom right corner.
3. Tools > Manage Folders
4. Check On the folders that you want synced.
5. Menu (Bottom Right) > Options

D. Change Desktop – Today Settings

1. Change Items that are Displayed on the Desktop
 - a. Menu Button (Bottom right of Treo Desktop) > Today's Settings >
 - b. Click Items Tab
 - c. Check or uncheck items for items to be displayed on the desktop.
 - d. Ok to close.

2. Change Desktop Appearance
 - a. Menu Button (Bottom right of Treo Desktop) > Today's Settings >
 - b. Click Appearance Tab
 - c. Select the theme.
 - d. Ok to close.

E. Sounds

Start > Settings > Sounds & Notification

HELP

<i>If You Need Help With . . .</i>	<i>Contact</i>
Initial Setup and Syncing	helpdesk@csueastbay.edu 5-HELP (5-4357)
Phone Instrument Problems	Telephonehelp@csueastbay.edu 5-7483
User Guides, Troubleshooting Tips	http://www.palm.com/us/support/treo/treo750att/
Palm Treo Live Chat	http://www.palm.com/us/support/help/chat.html