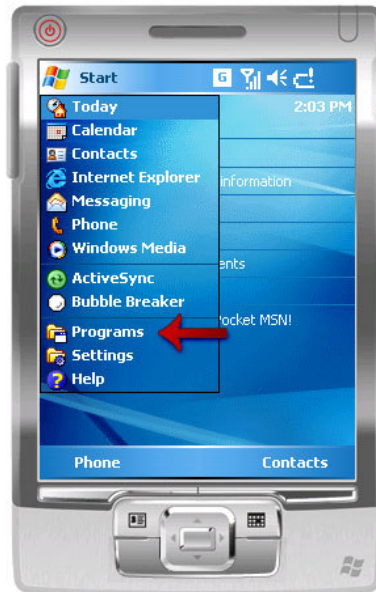




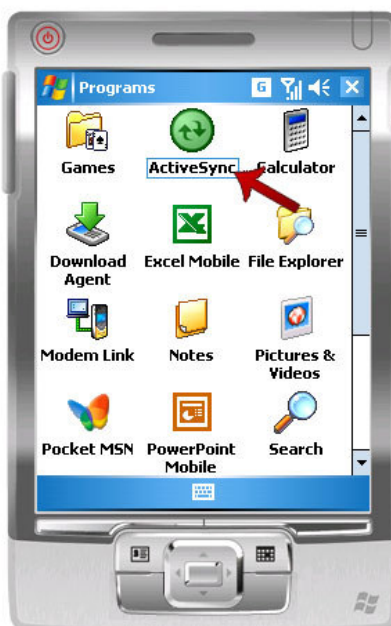
Syncing your PerfectServe account with Windows Mobile 5 using manual configuration for ActiveSync.

This article explains how to obtain wireless synchronization between your PDA/Handheld and your PerfectServe exchange service mailbox.

1. On your PDA/Handheld go to Start > Programs



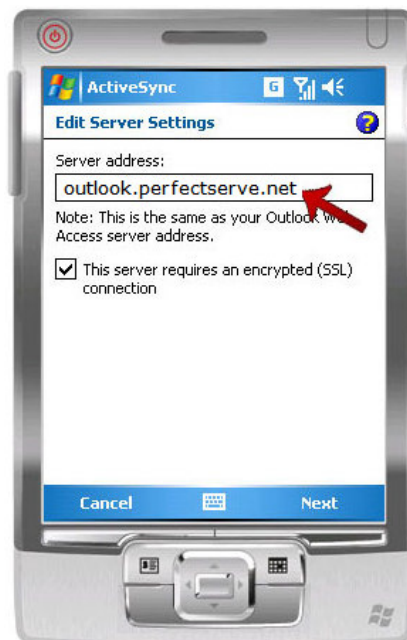
2. Select and click the icon ActiveSync.



3. On the Tools menu press Options
4. On this page you will see the following: If your company supports syncing directly with its Exchange Server you can [set up your device to sync with it.](#) Click this highlighted link.

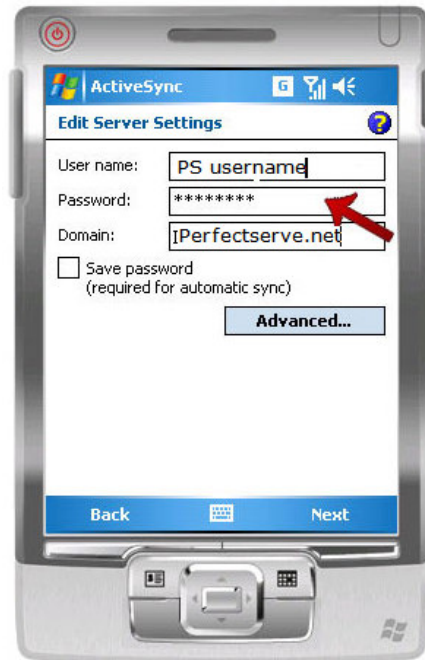


5. Under the heading labeled Edit Server Setting, type the following in the server address box: **outlook.perfectserve.net** and make sure that this server requires an encrypted (SSL) connection checkbox is checked.

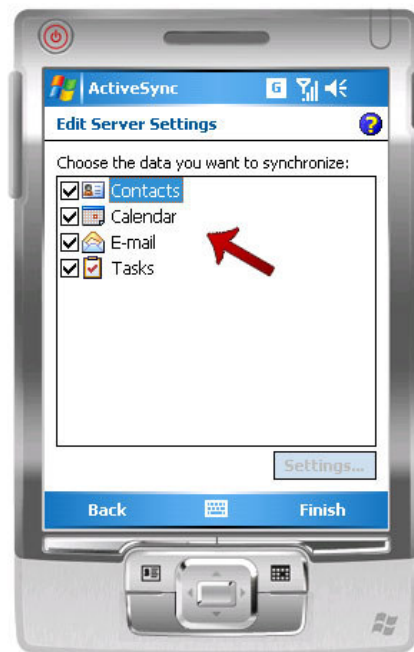


6. Select Next at the bottom of the screen.

7. Here you will find a screen where you will enter in your credentials to authenticate you on the exchange server. a. User Name: Your PerfectServe User Name b. Password: Your e-mail password c. Domain: perfectserve.net Check the Save password (required for automatic sync) checkbox if you desire automatic synchronization while roaming with your PDA/Handheld.



8. In the Rules tab make your selections as to the frequency of the ActiveSync operations. For example, what to do in case of an item conflict, and the level of logging, etc. When satisfied, click Ok
9. Under the heading Choose the data you want to synchronize you will find the following descriptions: Contacts, Calendar, E-mail, Tasks. Select the items you wish to synchronize with your PDA/Handheld.



10. Please be aware that the Calendar and Inbox choices also have the Settings button enabled. Click on it and make your choices (such as size of e-mails to download, weeks to synchronize and so on).

11. In the Mobile Schedule tab make your selections as to the frequency of the ActiveSync operations, and select which days and what hours are considered as "Peak Times". When done click Ok.
12. Now press the Sync button on the ActiveSync icon on your PDA/Handheld. At this point, you should receive a message telling you that your device is synchronizing. Once synchronizing is complete. ActiveSync will then tell you when your PDA/Handheld had last been synchronized.

