

NTU Outlook Mobile Access - Configuring Nokia E71 Mail for Exchange with GPRS

Nokia Mail for Exchange with GPRS-enabled (General Packet Radio Services) allows you to send or receive new e-mails from your **Nokia E71** while on the move. It also keeps track of appointments and associates in your NTU mailbox calendar and contacts list “in-sync” on the handy mobile device too.

To get started on **Nokia Mail for Exchange**:

Step 1 – What You’ll Need

- a. Check that your **Nokia E71** is **GPRS-ready** and that you have subscribed to GPRS data services from a mobile operator like Starhub, etc.

NOTE: GPRS usage is usually charged based on data traffic i.e. cost per kb. Please check out these rates from your mobile operator

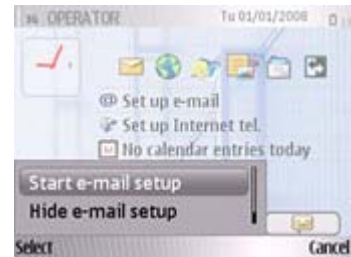


- b. Turn on GPRS and verify you have connectivity or coverage

NOTE: To reset the Nokia to factory default key in ***#7370#** and enter lock code as **12345**

Step 2 – Configuring Mail for Exchange on Your Nokia E71

- a. On your Nokia click highlight and select **Set up e-mail** using the Navigation Keys
- b. Select **Start e-mail setup**
- c. Click on **Start**
- d. Click on **Yes** to Allow connection



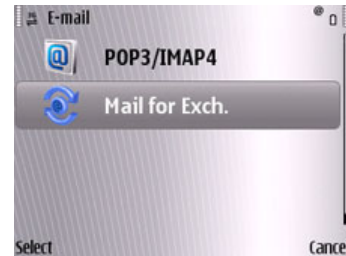
- e. Select **E-mail** enter:
 - E-mail address: **username@ntu.edu.sg**
 - Password:
 - User name: **username** (without the STAFF prefix)



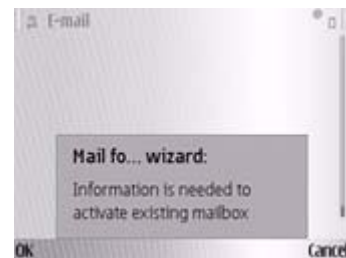
f. The setup wizard will notify you that this account requires additional setup. This is normal when using Mail for Exchange.



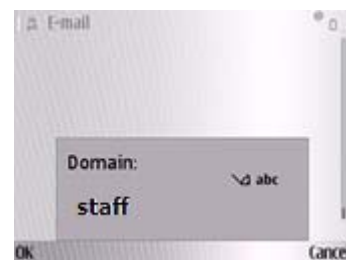
Select **Mail for Exch.**



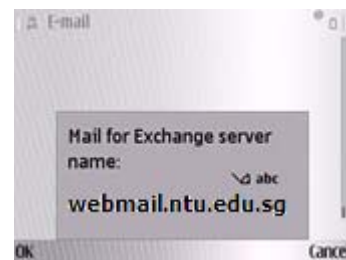
Click **OK** to continue



Enter Domain: **staff**



Enter Exchange server name:
webmail.ntu.edu.sg



Select **Yes** to install the Mail for Exchange software



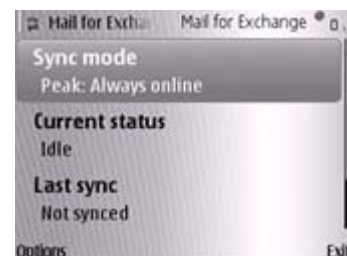
Mail for Exchange is used in place of other synchronization software. It's important that you don't use other methods to synchronize your contacts or you may lose some data.



Select **Continue** after you've read this notice.

Tips: By default the **Sync mode** is **Always online**. To minimize GPRS roaming charges while overseas, configure **Sync mode** to run

- **Manual**
- **Every 15 or 30 minutes**
- **Every 1 hour or 4 hours**



If you had selected **Manual**, to perform a synchronization, from main menu, select:

a. **Menu** then the **MfE** folder and select **Mail for Exchange**



b. highlight **Content synced** and click on **Options** then **Synchronize**

Step 3 – Synchronizing Calendar and Contacts

- a. By default, Calendar and Contacts synchronization are not enabled. To enable this feature, from main menu, select:



- **Menu** then the **MfE** folder and select **Mail for Exchange**

- highlight and click on **Content synced**



- b. Toggle **Synchronize calendars** and **Synchronize contacts** to **Yes**

- select **Options** and **Save**

- You will see a message "Mandatory settings missing. Exit without saving changes?" click **No**

- **Sync calendar back** option default is **2 weeks**. You may change this settings as required.

- Under **Initial sync** select **Delete items on phone** and select **Back**

- You will see a message
"Mandatory settings missing. Exit
without saving changes?" again.
Click **No** and select Under **Initial
sync** select **Delete items on
phone** and select **Back**

c. Highlight **Content synced** and
click on **Options** then
Synchronize

d. Once synced, can use the function
keys on your Nokia E71 to access
your mailbox items easily



Getting Help

If need to, our Helpdesk can be reached through the following channels:



Hotline: **6790 HELP(4357)** and press "9" to talk to
our operators. (manned daily from 7:00am to 11:00pm)



Website: **<http://helpdesk.ntu.edu.sg/>**



E-mail: **helpdesk@ntu.edu.sg**



Fax: **6792 7892**

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