

# NTU Outlook Mobile Access - Configuring ActiveSync on Mobile 5 Direct Push Email for Manual Synchronization

Windows Mobile 5.0 device with **Messaging and Security Feature Pack (MSFP)** allows you to get notified and receive always up-to-date e-mails from your NTU mailbox while on the move – automatically and instantly.

You can **disable** this automatic synchronization on your Mobile 5.0 to minimize GPRS charges or roaming charges while overseas, etc.


To configure Mobile 5.0 (with MSFP) ActiveSync to use manual synchronization instead:

## Step 1 – What You'll Need

- First configure your Mobile 5.0 for Direct Push Email using Help Sheet **NTU Outlook Mobile Access - Configuring ActiveSync on Mobile 5 for Direct Push Email using GPRS**
- You have subscribed to GPRS data services from a mobile operator like Starhub, etc.

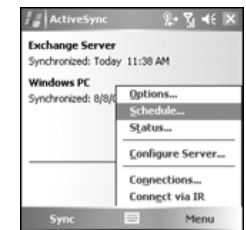


**NOTE:** GPRS usage is usually charged based on data traffic i.e. cost per kb. Please check out these rates from your mobile operator

- Turn on GPRS and verify you have connectivity or coverage 

## Step 2 – Configuring ActiveSync on Your Mobile 5.0 for Manual Sync

- On your Mobile 5.0 go to **Start > Programs > ActiveSync**
- On **Menu** choose **Schedule**

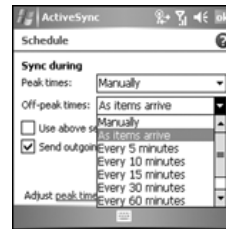


- Tap on **peak times** to customize your peak days and time that suits your weekly schedule if required



- d. In the drop down boxes for both Peak times and Off-peak times select **Manually**

Click **Ok** when done



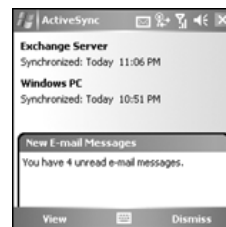
- e. To perform a manual sync, go to your ActiveSync program and tap on **Sync**

If properly setup, the latest new mails received in your NTU mailbox will be automatically downloaded to your Mobile 5.0




- f. You can then read, reply or delete these mails on your device.

However to keep the mails on your Mobile 5.0 and NTU mailbox "in-sync" or reconciled, you'll need to run manual sync again




## 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](mailto:helpdesk@ntu.edu.sg)**

 Fax: **6792 7892**