

# NTU Outlook Mobile Access - Configuring ActiveSync on Pocket PC 2003 with GPRS


**Outlook Mobile Access ActiveSync** with **GPRS-enabled** (General Packet Radio Services) allows you to **manually** send or check for new e-mails from your **Pocket PC 2003** 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 Pocket PC 2003 mobile device too.

To get started on Pocket PC 2003 ActiveSync:

## Step 1 – What You'll Need

- a. Check that your **Pocket PC 2003** 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 



## Step 2 – Configuring ActiveSync on Your PPC

- a. On your PPC go to **Start > ActiveSync**
- b. On the **Tools** menu press **Options**



- c. On the **Server** tab, enter the following settings:
  - Use this server:  
**webmail.ntu.edu.sg**
  - Select the **SSL connection** check-box
  - Choose the items you wish to synchronize with your NTU mailbox:



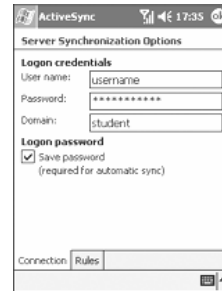
- Calendar
- Contacts
- Inbox

- d. The **Calendar** and **Inbox** have additional choices you could customize from **Settings** (such as limit size of e-mails to be downloaded, attachments, number of weeks to synchronize, etc.)
- e. Next click on the **Options** button

f. Enter your **network account**

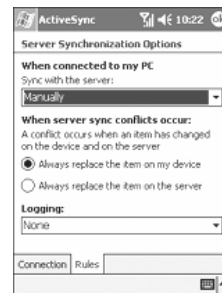
- username
- password
- domain name (STUDENT, STAFF or ASSOC)

and select **Save Password**



g. In the **Rules** tab choose the frequency of your ActiveSync operations, what to do in case of item conflict, and the level of logging (default is **None**). When satisfied, click **Ok**

**Note:** Logging is used only when the need to troubleshoot Activesync problems or issues



h. In the **Mobile Schedule** tab make your selections to the frequency of the ActiveSync operations, and select which days and what hours are considered as "Peak Times". When done click **Ok**

**Tips:** To minimize GPRS charges, configure Activesync to run **Manually**

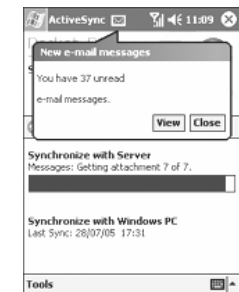


### Step 3 – Running ActiveSync on Your PPC

a. Now press the **Sync** button on the ActiveSync software to download or synchronize your Calendar, Contacts and Inbox for the first time




b. If successful, you should see this typical message as shown. For more guide on using Calendar, Contacts and Inbox on PPC, please refer to the user manual that come with your device



### 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**