

Email Clients Available at NTU

Microsoft PocketPC 2002 ActiveSync

If you have a Microsoft PocketPC 2002 PDA with a wireless connection, you will be able to synchronise your Exchange mailbox from anyway without connecting to your PC. Direct server ActiveSync allows you to send and receive email on the move. For the very basics in getting connected to NTUwireless using your PDA, please refer to the web site <http://wirefree.ntu.edu.sg/>.



PDA Network Settings

To begin, you will have to configure your PDA to use the NTU proxy server. This setting will also allow you to surf the Internet using your PDA while in the campus using NTUwireless. You will only need to perform the following steps once.

1. On the PDA, choose *Start, Settings, Connections* and tap on the *Connections* icon.
2. From the top, in the *When needed, automatically connect to The Internet using these settings*, choose *Internet Settings*.
3. Next, in the *When needed, automatically connect to Work using these settings*, choose *Work Settings*, and tap on *Modify*.
 - a. Tap on the *VPN* tab and click on *New*
 - b. In the *Name for the connection* enter *NTUVPN*. In the *Host Name* box enter *vpngate.ntu.edu.sg*. Then, click *Ok*.
4. Under *Proxy Settings* tab, check the box for *This network connects to the Internet* and also check the box for *This network uses a proxy server*.
 - a. In the *Proxy server* box enter: *proxy.ntu.edu.sg*.
 - b. Click *Ok* and save the settings.
5. On the third box, *My network card connects to*, choose *The Internet*.



Connections



ActiveSync Settings

You will now need to configure your ActiveSync settings on the PDA. This will set the server name and folders to synchronise with. You will only need to perform the following steps once.

1. On the PDA, choose, *Start, ActiveSync*.
2. Choose *Tools, Options*.
3. Choose the *Server* tab.
4. Select the checkbox next to each of the folders you want to synchronise. You may change the individual settings by highlighting the folder (example: *Inbox*) and then tap the *Settings* button.
5. In the *Server Name* box enter: *webmail.ntu.edu.sg*
6. Tap on the *Advance* button and enter your network *username* and *password*. Don't forget to enter your domain (STAFF, STUDENT or ASSOC) You may check on the *Save password* box so that you will not be prompted every time you sync your mailbox. (Remember to update the password once you have changed it.)
7. Tap on the *Rules* tab. You are recommended to select the option *Always replace the item on my device*. (Please note that if the items on the server has been replaced or removed by ActiveSync you will **not be able to recover** the missing items.)
8. Close all setting windows by clicking *Ok*.



- Calendar
- Contacts
- Inbox



Synchronising

You are now ready to synchronise your mailbox items. You should perform this step every time you want to update your PDA with the mail server. To do this: Choose *Start, Inbox* to open your Inbox and click on the *Sync* icon located on the bottom bar. This will synchronise your Inbox, Calendar and Contacts. (You may be prompted to enter your password if you did not save it.)



Sending & Replying Mails

To open an email in your Inbox just tab on it. You may reply to the email by selecting the *reply* icon located on the bottom bar and selecting *Reply* or *Reply All*. Once you have completed composing your message, just click the *Send* button on the top left.



Send

New mails can be created by clicking on *New* located on the bottom left. You may select recipient addresses from your Contact list by clicking on the *Contacts* icon on the bottom bar.



After you have completed sending mails, you will have to synchronise the PDA as stated in the section above.

