

1. On the Home screen, click **Start>ActiveSync>Menu>Configure Server**. If you have not yet setup sync with Exchange Server, this will say **Add Server Source**.
2. In **Server Address**, Enter the name of the server running Exchange Server, and click **Next**.
This will be webmail.stlcop.edu
3. Enter you user name, password, and domain name, and click **Next**.
Domain Name is STLCOPNT
4. If you want the phone to save you password so that you will not need to enter it again when connecting, select the **Save password** check box.
5. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
6. To change available synchronization settings, select the type of information and click **Menu>Settings**.
7. To change the rules for resolving synchronization conflicts, click **Menu>Advanced**.
8. Click **Finish**.

This page also has a lot of answers to FAQ's.

<http://www.microsoft.com/windowsmobile/en-us/help/synchronize/activesync-faq.mspx#3>