

Instructions for configuring your Nokia handheld device for retrieving emails through the Charles Sturt University mail server.

The following are the basic mail settings required for retrieving mail through the CSU mail servers on your mobile device.

As DIT does not support this feature, we will be unable to provide any further assistance other than this document in the set up and operation of your mobile device.

DIT also takes no responsibility for the loss of information, or functionality in your mobile device should you decide to proceed with this information:

Go to http://www.businesssoftware.nokia.com/mail_for_exchange_downloads.php and enter the model number for your phone. Download Mail for Exchange to your Phone or PC. It can be transferred from your PC using Bluetooth or the cable and software supplied in the box.

Go to the Menu and then to **MfE** folder on your mobile device where Mail for Exchange is installed. Select the Mail for Exchange icon. It looks like this:



When you start Mail for Exchange for the first time, you are prompted to create a profile. A profile lets you customize how you want Mail for Exchange to work. Select **'Yes'** to this prompt because to use Mail for Exchange, you need to enter some information in the profile.

Note: You may be able to receive the Exchange server name automatically. When prompted, enter your **E-mail address**, **Password** and **Access point**. A connection to the Exchange server is made and the correct server name is retrieved automatically. In case the automatic server name retrieval fails, continue the profile creation as instructed below. Regardless of whether the automatic retrieval fails or succeeds, the **E-mail address**, **Password** and **Access point** are saved to your profile.

A menu appears that lists categories of settings you can set to create a profile, as shown:

- **Connection.** Enter information that lets Mail for Exchange communicate with the Microsoft Exchange server that hosts your account. For CSU this is `weboutlook.csu.edu.au`. Secure connection is "Yes", Access Point is "Telstra Internet".
- **Credentials.** Enter information that identifies you to the Exchange server. This is your CSU username and password. The Domain is `csumain`.
- **Sync content.** Specify whether you want to synchronize e-mail, contacts, calendar, tasks, or any combination of the four.
- **Sync schedule.** Specify when you want synchronization to occur.
- **Calendar.** Specify how you want to synchronize your calendar.
- **Tasks.** Specify how you want to synchronize your tasks.
- **Contacts.** Specify how you want to synchronize your contacts.

E-mail. Specify how you want e-mail to behave on your device. Email address is `<your csu email>@csu.edu.au`

If you want to create a profile at a later date, you can select **Options > Create Profile** to access this menu again.

- 1. Servername:**
 - a. *weboutlook.csu.edu.au*
- 2. Username:**
 - a. *csumain\<your csu username>*
- 3. Password:**
 - a. *<your csu password>*
- 4. Email:**
 - a. *<your csu email>@csu.edu.au*
- 5. SSL:**
 - a. *YES/ON*

These are basic settings only but they should allow you to have email pushed to your device.