

Setting Up OHSU Email on a Windows Mobile Smartphone

Before you begin:

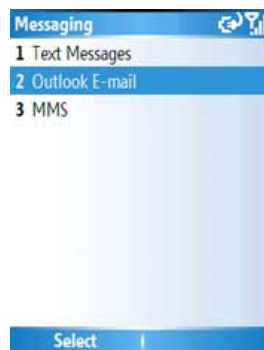
- Make sure you are signed up for data services with your wireless provider and that your phone is set up to send and receive data.
- Have your OHSU network username and password ready because you'll need to enter them on your phone.
- Your wireless provider may need to verify your phone and account information. If so, you may need to call your wireless provider to get your login settings.

1. Click **Start**.
2. Select **Messaging**.



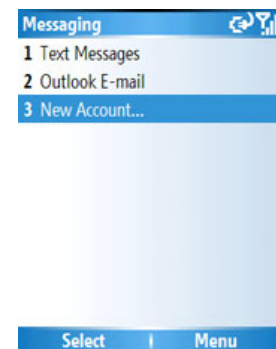
Windows Mobile (Ipaq, Treo, etc.)

3. Select **Outlook Email**.



Windows smartphone [Motorola Q]

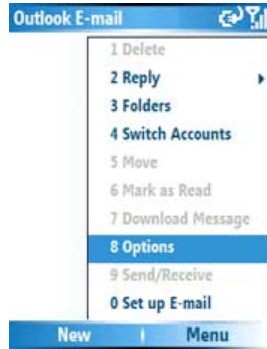
3. Select **New Account**.





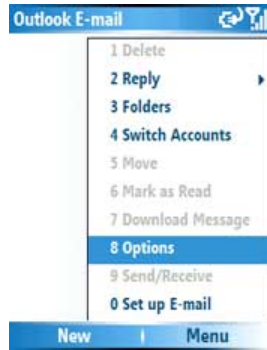
Windows Mobile (Ipaq, Treo, etc.)

- 4. Select **Menu > Options.**



Windows Mobile (Ipaq, Treo, etc.)

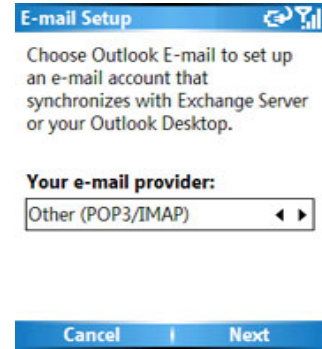
- 5. Select **New Account.**



- 6. **Your name:** (Your first and last name).
E-mail address: (username@ohsu.edu).
Ensure **Attempt to obtain email settings from the Internet** is unchecked.
Select **Next.**

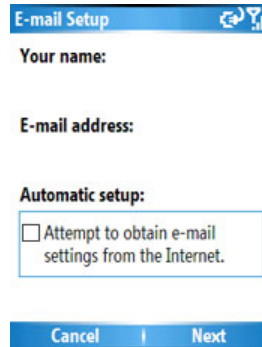
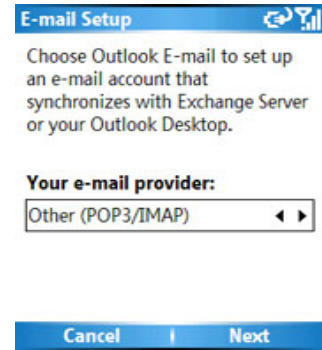
Windows smartphone [Motorola Q]

- 4. Select **Your e-mail provider.**



Windows smartphone [Motorola Q]

- 5. Select **Other (POP3/IMAP),** then **Done.**
Select **Next.**





- User name:** (Your OHSU network ID).
Password: (Your OHSU network password).
Check the **Save password** checkbox.
Select **Next**.

E-mail Setup

User name:

Password:

Domain (if necessary):

Save password

Previous | Next

- Server type:** IMAP4.
Account name: OHSU E-mail.
Select **Next**.

E-mail Setup

Server type:
IMAP4

Account name:

Network:
The Internet

Previous | Next

- Incoming Server:** mail.ohsu.edu
Check **Require SSL connection**.
Outgoing Server: mail.ohsu.edu
Check **Outgoing server requires authentication**.
Select **Next**.

E-mail Setup

Incoming Server:

Require SSL connection

Outgoing Server:

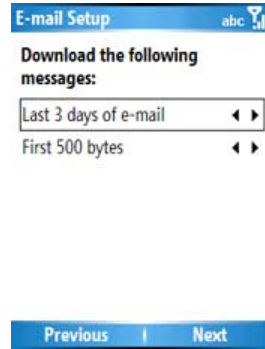
Outgoing server requires authentication

[Outgoing Server Settings](#)

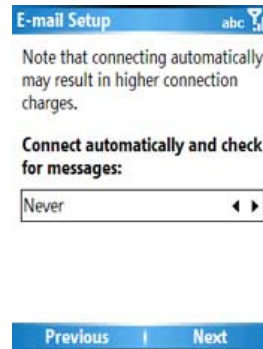
Previous | Next



10. Select **Next** for the default settings or change the settings according to your preferences and select **Next**.



11. Select **Next** for the default settings or change the settings according to your preferences and select **Next**. Select **Finish**.



Troubleshooting

Contact the Help Desk (503-494-2222).