

## **HOW TO SET UP THE EMAIL ON A WINDOWS MOBILE 5.6 and 7 DEVICE**

To set up Active Sync on the device, go to:

SETTINGS

EMAIL & ACCOUNTS

ADD AN ACCOUNT

SELECT ADVANCED SETUP

CHOOSE EXCHANGE ACTIVE SYNC

In this location you will choose the Folders you want to sync, along with other options.

TYPE IN YOUR EMAIL ADDRESS, PASSWORD, DOMAIN, USER NAME, SERVER

Ex: [FirstName.LastName@Nebraska.gov](mailto:FirstName.LastName@Nebraska.gov)

Password: your email login password

Domain: If you are not asked for it specifically, go to the next step. If you are asked for a domain, enter STN.

User name: [FirstName.LastName@Nebraska.gov](mailto:FirstName.LastName@Nebraska.gov)

SERVER: mobile.nebraska.gov