

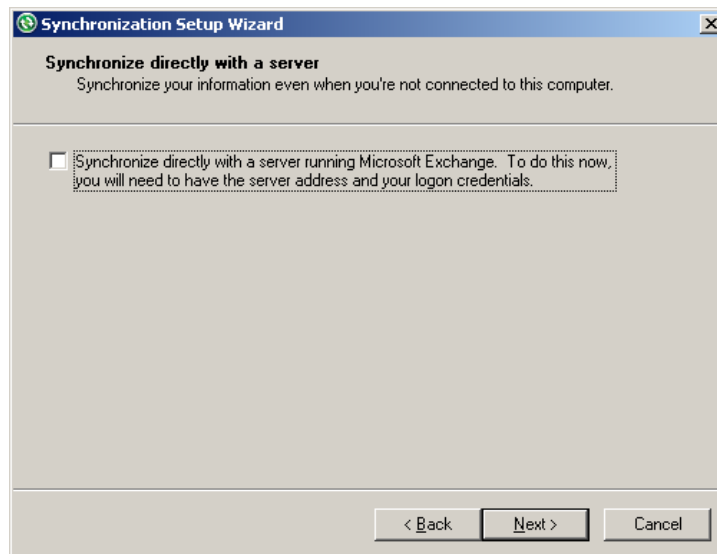
## Configuring Microsoft ActiveSync

This document outlines how to configure Microsoft ActiveSync to synchronise local information from a desktop PC.

1. Once you have connected your Windows Mobile device, the Synchronization Setup Wizard will automatically load. Click **Next** to begin the configuration.

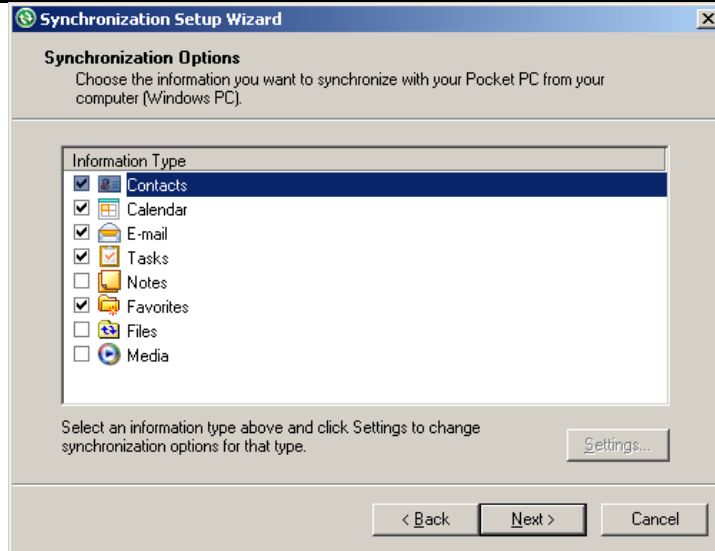


2. Make sure you have not ticked the box in the following screen, and simply click **Next**

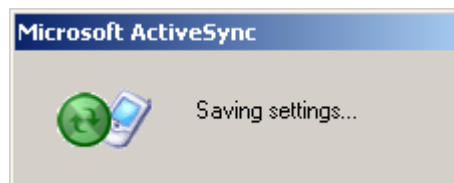
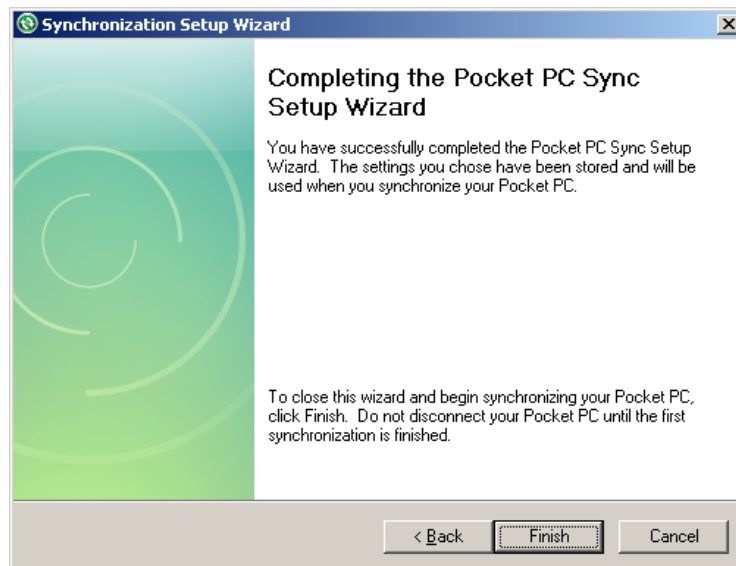


3. Select the elements you wish to synchronise with your Windows Mobile device by ticking the required boxes in the Synchronisation Options screen. The majority of these will be Microsoft Outlook folders, but you will also note that media files, internet browser favourites and local folders on your desktop PC can be synchronised.

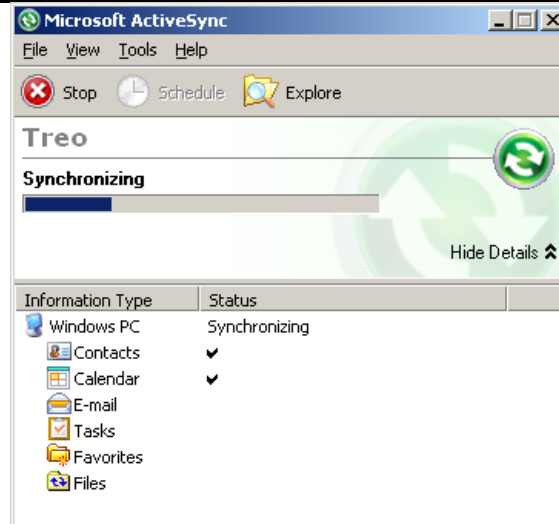
Once you have made your selections click **Next**.



4. Click **Finish** to complete the configuration wizard, the settings you have chosen will then be saved.



Once you have completed this, your Windows Mobile device will automatically start synchronising the folders you have selected (shown below).



As an additional note, if you double click on any of the Outlook folders in the Microsoft ActiveSync window (shown above) you can configure your chosen synchronisation parameters. For example, the amount of past events to be synchronised, or number of past emails can be set (examples shown below). Make the changes you require to these folders, and by clicking **OK**, your amendments will be saved for future use the next time you connect your Windows Mobile device to your desktop PC.

