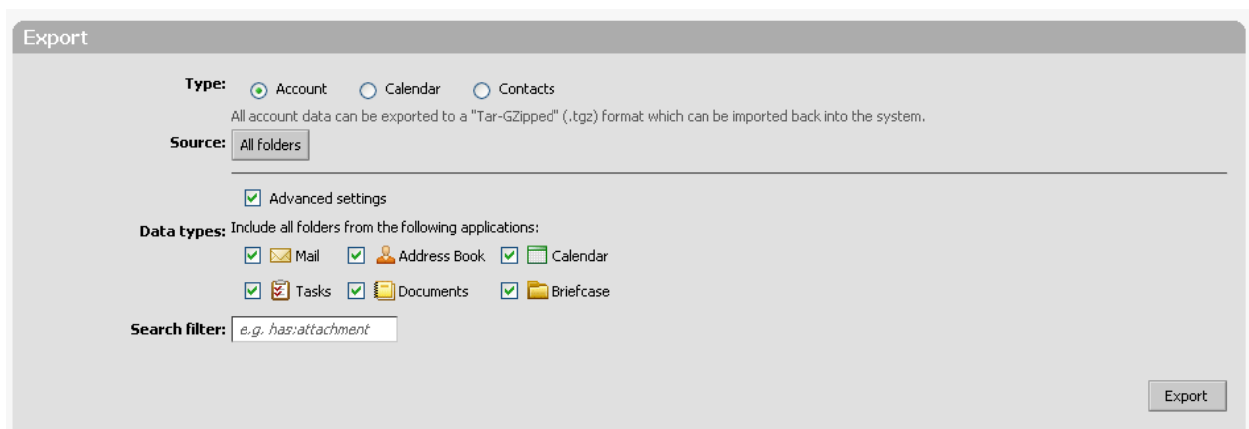


## Palm Treo 680 and 700p Instructions to Sync Contacts, Calendar Items and Email to SVSU Zimbra

- 1) Perform a HotSync to the Palm Desktop from the handheld
  - a. Plug handheld into cradle
  - b. Press HotSync button
  - c. Check log file to ensure Sync was successful
- 2) Export Calendar and Contacts from Zimbra
  - a. Log in to Zimbra
  - b. Click Preferences tab
  - c. Click Import/Export tab
  - d. Check the Account Type. Be sure you are in the Export category.
  - e. Check the Advanced Settings checkbox
  - f. Remove any items you do not need to back up
  - g. Click the button next to Source
  - h. Click on the Address Book heading
  - i. Click OK. This will enter the text All Folders onto the button
  - j. Click Export
  - k. Select location to save the file to



- 3) Download and install Versamail 3.5 or higher
  - a. Follow instructions on screen
- 4) Set up Versamail to connect to Zimbra
  - a. Click Start->Programs->Palm->Versamail Setup

VersaMail(TM) Account Setup Wizard

Set Up Email Account

Name this account (e.g., "Work Account"):  
Zimbra

Enter your Email Address (e.g., bob@mycompany.com):  
username@vmail.svsu.edu

Enter your User Name (the part before @ in your email address):  
username

Enter your Password:  
xxxxxxx

Click Next to continue or check this option for custom setup.

Help Back Next Cancel

- b. Type a name for the account, Email address, Username and Password.
- c. Check the box next to "Click Next to continue or check this option for custom setup". Click Next.



- d. Choose Exchange ActiveSync from the dropdown list, Click Next.



- e. \*\* Identify which server your account resides on, prior to configuring your device – It will be something like: `vmailbox#.svsu.edu`, replacing # with 1, 2 or 3 (i.e. `vmailbox2.svsu.edu`). To find out which server your account resides, you must first log onto your account in a browser and look at the address/URL identified.
  - f. Type `vmailbox#.svsu.edu` \*\* in the Exchange server field.
  - g. Uncheck the box next to “This server requires a secure connection (SSL)”
  - h. Click Test My Settings. A dialogue box should confirm that a connection was established.
  - i. Click Next.
- 5) Perform a HotSync between your computer and the handheld
- a. Plug handheld into cradle
  - b. Press HotSync button
  - c. Check log file to ensure Sync was successful

You will not need to HotSync with the cradle after this point unless backing up media and other items other than the calendar, contacts and Email.

## To Force a Sync to the Calendar Wirelessly

- 1) On the handheld, navigate to the Calendar.
- 2) Click the Menu button at bottom-left.
- 3) Select Sync Calendar.

## To Force a Sync to Email Wirelessly

- 1) On the handheld, navigate to the Email application.
- 2) Click the Menu button at bottom-left.
- 3) Click Options->Sync Email.

The first time a Sync is initiated, it may take up to 5 minutes to Sync all of the information. A dialogue box prompts the user to choose if they want to continue with the initial Sync as it is time-consuming.

Forced Syncs are not necessary as information is pushed automatically to the handheld. It is only necessary to do this if you have disconnected from the network or as an initial Sync.