

Configuring Palm OS devices with New Server Name

1. While in Mail, click on the Menu Options key on the device (usually at the bottom by the Alt key...looks like a box with two lines and a down arrow). This will open your menus.
2. Select Accounts> **Account Setup**.
3. Make sure that the account name is highlighted then click on **Edit**.
4. The next screen will show your Account Name, Email Address, and password.
5. Click **Next**.
6. Next Screen will show the Mail type (make sure it says **Outlook (EAS)**). Username (should be your **Bear_ID**), and the mail server should be: bu-mail.baylor.edu
7. Click Test Settings and make sure you get a **SUCCESS** message. If you do not get a success message please call the Helpdesk to log a ticket.
8. After a success click on **OK**.
9. Click on **Done**.
10. Click **OK**. If you are asked if you want to override existing settings please select **Yes**.
11. Your Inbox will be empty. Click on **sync** and your inbox should be populated.