

SHR Mail Setup – Windows Mobile 6

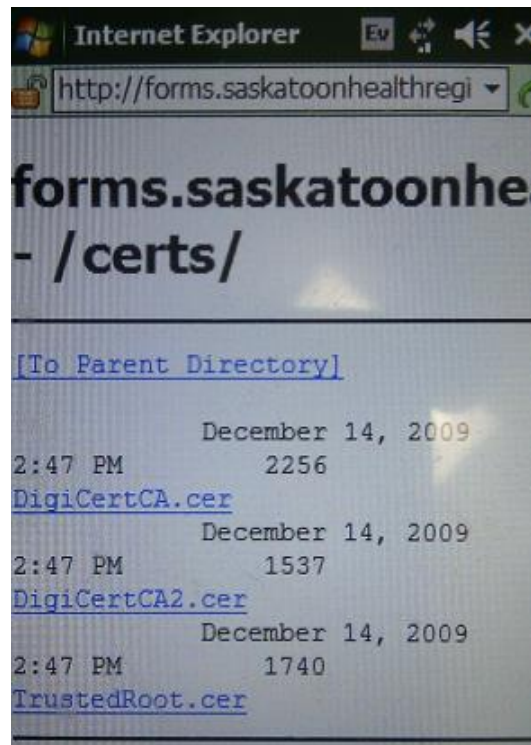
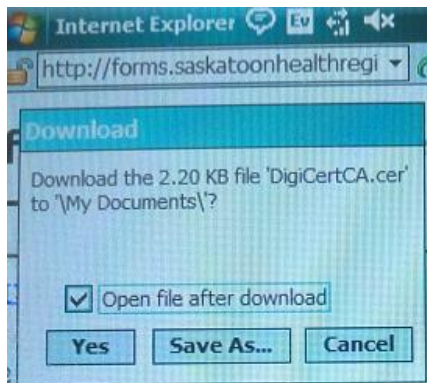
Samsung Omni – Important Note: Users with Samsung Omni phones will need to install new root certificates on their phones in order to re-establish ActiveSync.

To install new root certificates:

1. Open **Internet Explorer** and navigate to <http://forms.saskatoonhealthregion.ca/certs>.

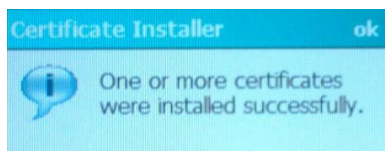
Important: Be sure to use Internet Explorer, not the default Opera browser.

2. Click on each certificate link (DigiCertCA.cer, DigiCertCA2.cer, TrustedRoot.cer) to install.
 - a) Click **Yes** at each prompt to download and install each certificate.



- b) After each certificate install, you will be prompted with a Certificate Installer window.

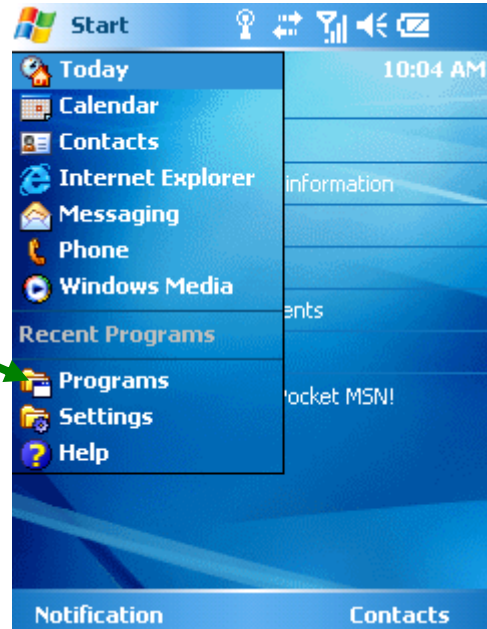
Click **OK** to return to Internet Explorer.



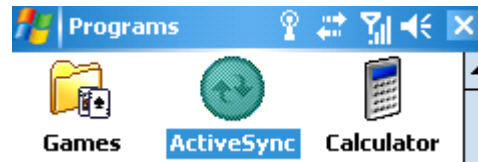
3. Once all the certificates have been installed, reboot the phone.
4. Continue with **Mail Setup**, below.

Mail Setup

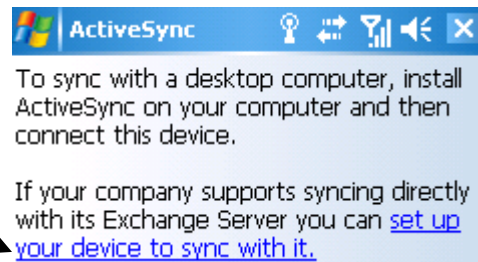
1. Select the Start button and then select 'Programs'



2. In the Programs window select ActiveSync.



3. In the ActiveSync window select **set up your device to sync with it.**



4. At the Edit Server Settings window:
 - a) in the Server address field enter eas.saskatoonhealthregion.ca using the provided onscreen keyboard.
 - b) Ensure that "This server requires an encrypted (SSL) connection" is selected by putting a check in the checkbox.
 - c) Then click **Next**.

ActiveSync

Edit Server Settings

Server address:

Note: This is the same as your Outlook Web Access server address.

This server requires an encrypted (SSL) connection

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Tab q w e r t y u i o p []

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Cancel Next

5. At the next Edit Server Settings Screen:
 - a) Enter your SHR User Name and Password.
 - b) In the Domain field, enter **sktnhr**
 - c) Select the checkbox to save password.
 - d) Then click **Next**.

ActiveSync

Edit Server Settings

User name:

Password:

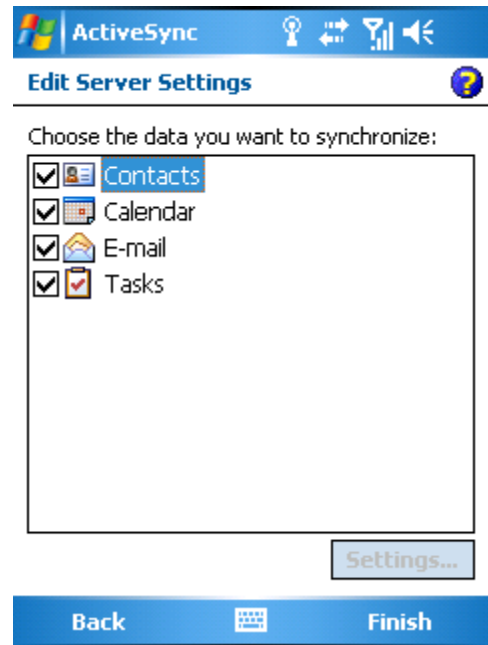
Domain:

Save password
 (required for automatic sync)

Advanced...

Back Next

6. At the next Edit Server Settings window:
 - a) Select the data you wish to synchronize.
 - b) Then click **Finish**.

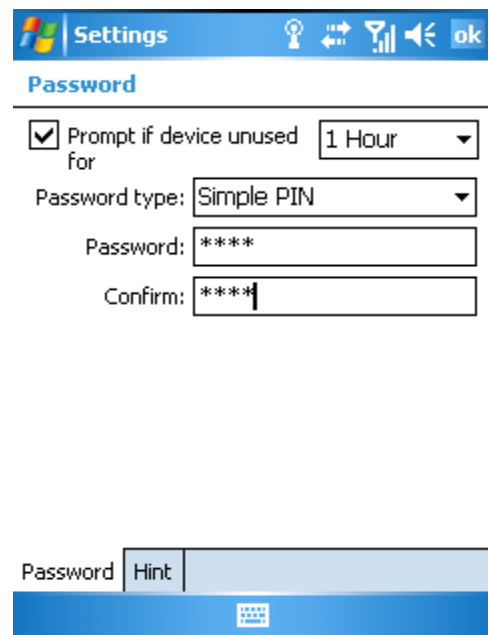


7. During the first synchronization, you will be prompted with a security policy to continue with synchronization.

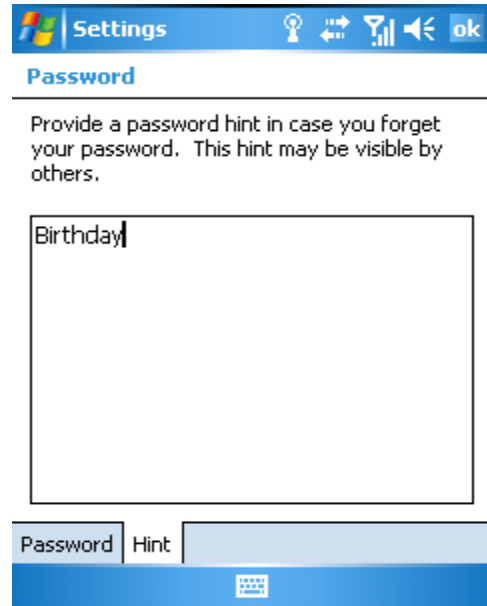
The security policy is local to the phone and will enforce a **6-digit** pin and other security settings to secure the data on the device.

- a) Select **OK** to the prompt.
- b) At the password window, set a **6 digit** pin using the onscreen keyboard.

Enter a new, 6-digit pin that is easy for you to remember but difficult for others to guess.



- c) To help with remembering the pin, use the Hint tab to help you remember this pin number in the event that you happen to forget.
- d) Then click **OK**.
- e) Click **OK** in the top right hand corner to finish setup.



If your phone is lost or stolen, please immediately notify the Information Technology Service Desk at 306-655-8200 to have your phone wiped remotely.