

Configure VersaMail for Zimbra Access

Please **NOTE** the following:

1. These instructions require a newer Palm device. Your device **MUST** have 802.11 wireless **OR** a data plan through your wireless telephone provider. WIU is **NOT** responsible for data charges incurred.
2. At some point, it may become necessary to move your account from one server to another. If this occurs, your synchronization will break. Please keep an eye on your server URL as noted in Step 2 below. If this address changes, you will need to re-configure your device.
3. You must Configure Palm HotSync before following these instructions.

Configure HotSync

1. On your PC, right-click on the **HotSync** icon on your toolbar and choose **Custom**.
2. Select **Calendar** from the list and click **Change**.
3. Select **Do Nothing** and click **OK**.
4. Select **VersaMail** from the list and click **Change**.
5. Select **Do Nothing** and click **OK**.
6. Click **Done**.

Configure VersaMail

1. First, log into your computers web browser to <https://zimbra.wiu.edu>
2. Once you are logged in, take note of the ZimbraX.WIU.EDU part of the URL that is displayed. It should read:
 1. <https://zimbra4.wiu.edu/zimbra/mail>
 2. <https://zimbra5.wiu.edu/zimbra/mail>
3. Select the **Email** icon in the Palm's Applications Launcher.
4. Open the **Menus**
 1. Click on the **VersaMail** tab
 2. Select **Accounts**
 3. Select **Account Setup**.
5. Tap **New**.
6. In the **Account Name** field enter any descriptive name for the account.
7. In the **Mail Service** list choose **Exchange ActiveSync**.
8. Tap **Next**.

9. Enter your ECom ID in the **User Name** field.
10. Enter your password in the **Password** field.
11. Tap **Next**.
12. Enter your University e-mail address in the **E-Mail Address** field, i.e. JL-SMITH@WIU.EDU.
13. Enter **zimbra4.wiu.edu OR zimbra5.wiu.edu** in the **Exchange Mail Server** field (depending on what was displayed in Step 2. Please **NOTE**, use just the zimbra4.wiu.edu or zimbra5.wiu.edu, do not include http or https).
14. Tap **Next**.
15. If desired, test the configuration using the test settings option.

Tap **Done**.