

Set Up E-Mail on a Nokia (Symbian) Mobile Phone

1. On the **Applications** menu, select **Applications > Mail**.
2. Select **Create a new mailbox** to start the setup wizard.
3. Accept the Nokia terms of service and select **Start**.
4. Select **Mail for Exchange** from the list of available account types, and then enter the following information:
 - a. In the **Password** box, enter your account password.
 - b. In the **Username** box, enter your user name, for example, susie@forsyth.k12.ga.us.
 - c. In the **Domain** box, enter your domain **forsyth.k12.ga.us**.
 - d. Select **Next** to continue. The setup wizard will try to automatically set up your e-mail account.
5. If the wizard is able to set up your account, go to the next step. If this process can't be completed automatically, you'll need to enter your Exchange server name manually. In the **Mail for Exchange server name** box, enter **Outlook.forsyth.k12.ga.us** Select **OK** when Mail for Exchange informs you that it isn't recommended to use multiple methods to synchronize your contacts with your phone.
6. Choose whether you want to synchronize your Calendar, Contacts, and Tasks by selecting the appropriate options and then selecting **Next**.

 **Note:**

Tasks are called to-do notes on the mobile phone.

7. If there are existing contacts stored on the mobile phone, the setup wizard will ask you whether you want to keep the contacts on the phone or delete the existing contacts on the phone. Select either **Keep on phone** or **Delete from phone**. Once you've made this selection, synchronization will begin. It may take a few minutes for your messages, contacts, calendar, and task information to appear.