

## **Palm: Exchange E-mail Configuration**

---

### **Introduction**

This document contains set up instructions to configure an Exchange account on your Palm.

1. Press the email icon on the bottom of the screen. If it is not there, you can find the email icon in the launcher on the bottom right of the screen.
2. Press **Email** on the top-left and select **Preferences and Accounts**.
3. A new screen will open. Select **Add an Account**.
4. Press the **Email** button on the top-left again and select **Manual Setup**.
5. Under **Mail Type**, select **Exchange EAS**.
6. Under **Email Address**, enter your pace e-mail address.
7. In the box labeled **Incoming Mail Server**, enter email.pace.edu.
8. In the box labeled **Domain**, enter pace.edu.
9. In the box labeled **Username**, enter your Pace username.
10. In the box labeled **Password**, enter your Pace password.
11. Click **Sign In**.