

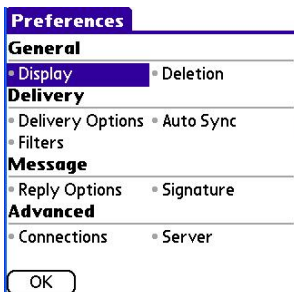
VersaMail Configuration Instructions

These instructions assume that you have already setup your Palm OS based device and are familiar with installing applications to it. If you need additional instructions for setting up your device, please refer to the included documentation from your carrier, or visit [Palm's Support page](#) and specify the device that you have.

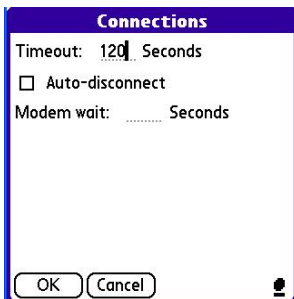
1. If you have not configured VersaMail previously, the application will prompt you to create a new account. Otherwise, open VersaMail and go to Accounts-->Account Setup. Begin by configuring the Account Setup (you can fill in whatever you want for Account Name). Click **Next**.
2. Fill in your NetID for your Username and your password for Password. Click **Next**.
3. Fill in your email address as appropriate, (yourNetID@newschool.edu). Enter **pop.newschool.edu** for both your incoming and outgoing mail servers. Click **Next**.
4. Click **Done**.

The rest of the email configurations are up to the end user, but here are some suggested settings:

1. The general preferences menu contains all of the user specified settings. While there are many options here, there is one in particular that we recommend. Under the VersaMail general preferences, go to **Advanced-->Connections**



2. Change the default **Timeout** from **45** seconds to a longer period of time (**120** Seconds is recommended). This should minimize the amount of "Server Connection Lost" messages the end user receives.



3. Return to the Preferences menu, and select Auto Sync. Check the Auto Sync box and select the schedule within which you prefer to receive your email.

Setting reply preferences

You can set reply preferences including whether to include the original message text in a reply, as well as the name and email address to show on your reply. The preferences you set apply to all reply messages you send.

1. Open Reply Options preferences:
 - a. In the Inbox or on another folder screen, open the menus.
 - b. Select Options, and then select Preferences.
 - c. Select Reply Options.
2. Set the preferences you want:

Message text: Select whether to include original message text with a reply.

Your name: Enter the name you want to appear on your outgoing messages, such as "Joe Smith."