

# **Notify Link for Windows Mobile Devices**

Setup and Configuration Documentation for synchronizing MeetingMaker calendars through a handheld wireless connection.

## **Prior to installing NotifyLink on a wireless Device:**

- If necessary, back up data from the device to the desktop (via ActiveSync)
- Do a clean reset of the device – this will put the device back to factory defaults and erase all of the data.
- Request a NotifyLink account from AHC Operations.
- Have your “Client” and “Authentication” passwords available (from the AHC IS email)

## **Before setting up the device, AHC Operations will provide:**

The device **Authentication/Client website password** – for ease of use, AHC IS has made this password match. You can change the password at anytime by going to the client website.

## **NotifyLink Device Client Requirements**

- **AHC Requirements for using NotifyLink**
  - Email format MUST be IMAP
  - User must agree NOT to use Active Sync for calendar and email – must use Notifylink.
  - The handheld device must have either a cellular connection supporting data transmission through a mobile service provider or a WiFi connection with internet access.
  - You need 4 MB of free space available on your device to install the NotifyLink application. You can check available space on your device using the Microsoft ActiveSync® program.
  - User must be willing to setup and configure their handheld device, including registration with the NotifyLink server.

## Step 1. Complete the Web Registration and Password entry.

1. Go here and follow these steps.

[http://mm.ahc.umn.edu/step1\\_Notifylink\\_Webclient.pdf](http://mm.ahc.umn.edu/step1_Notifylink_Webclient.pdf)

## Step 2. Install Notifylink to the Windows Mobile Device - Over the Air Installation

1. From a web browser on the device, go to the following site:  
<http://notifylink.notify.net/ota.asp>
2. Select the **Windows Mobile Devices** link.
3. Select your device type.
4. At the download prompt, select YES to begin the transfer. If you are prompted to choose a location to install the program, choose "Device". Do not install the program on a storage card.

**NOTE:** If you wish to change the save location, click *Save As* and select a new location. If the file does not launch automatically, launch it from the saved location.

5. If you are prompted with a security warning, click 'YES' to continue the installation.
6. After installation is complete, the NotifyLink icons will appear on the *Start/Programs* menu. .



*NotifyLink icons as they appear once installation is complete.*

## Step 3. Register Your Device with the NotifyLink Server

Until a device is registered, the NotifyLink application will not synchronize Email or PIM. The registration process identifies you as a valid user on the NotifyLink Enterprise Server and allows you to begin using NotifyLink to synchronize the data between your device and your computer.

1. Select Start > Programs (PPC) > NotifyLink Preferences.
2. Select **Registration**.
3. Type your Email Address and (IMPORTANT) the password provided to you in the email from AHC IS (not your X.500 (email) password). Click **Register** when complete (not the Done option)
4. Answer **Yes** to check for registration messages. A welcome message is sent to the device *Inbox* and you'll be prompted to perform the initial synchronization for the device.



#### Perform the Initial Sync:

5. A box will appear after a successful registration.

Place a check in the box beside any/all of the items to be synchronized:

- Calendar**
- Contacts** (Note: These are MEETING MAKER contacts, not Outlook contents – most users will want to sync their Outlook contacts and should do so through their Active Sync Cradle connection.)
- Tasks**

**NOTE - IMPORTANT:** An initial sync will remove all existing PIM items on the device and replace them with items from the server. If there is PIM data on the device that is not on the server, you should back it up prior to carrying out this step. Also, if you want to retain your contacts that you previously were syncing via ActiveSync, i.e. your Outlook contacts, make SURE the Contacts button is NOT checked.

6. Select **Send**.
7. It may take awhile for the initial messages to come down from the NotifyLink server. You can read about the server configuration/setting on [mm.ahc.umn.edu](http://mm.ahc.umn.edu).

If you are not getting any new messages, you should verify that the NotifyLink server is able to communicate with your email and/or calendar, i.e. that you entered the correct passwords.

Go to [notifylink.ahc.umn.edu/client](http://notifylink.ahc.umn.edu/client)

Login and go to General and then choose Statistics to verify.

More Technical Documentation:

<http://help.notify.net/TechDocs/device/WM/UserGuide/NetHelp/>