

Hands-On Lab 050

Lab Manual

*Administering and Using Exchange Active Sync
and Outlook Mobile Access*

**Please do not remove this manual from the lab
The lab manual will be available from CommNet**

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These lab materials and virtual machines are developed by Wadeware LLC. The Wadeware team that produced the following set of Microsoft Exchange Server 2003 hands-on lab materials are real-world consultants who work closely with Microsoft to develop real-world labs. Please send questions or comments to info@wadeware.net

HOL050: Administering and Using Exchange Active Sync and Outlook Mobile Access

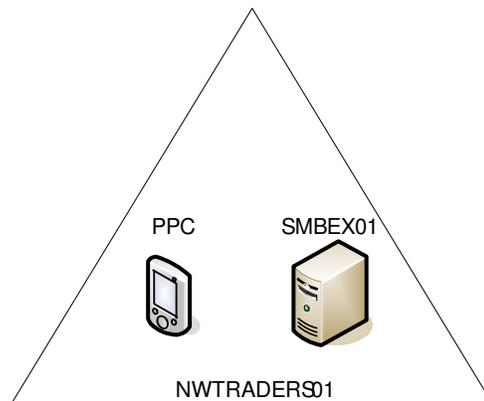
Objectives

After completing this lab, you will be able to:

- Connect Microsoft® Exchange Server 2003 to a Pocket PC Emulator using Microsoft ActiveSync®.
- Use Microsoft Outlook® Mobile Access from a Pocket PC Emulator.

Note This lab focuses on concepts, and may not comply with Microsoft security recommendations.

Scenario



Logical VPCs

Estimated time to complete this lab: **30** minutes

HOL050 Overview

In this lab you will use the new mobility features in Exchange Server 2003. To demonstrate this you will use a Pocket PC Emulator installed on the host computer.

First you will configure the Pocket PC to synchronize with the Exchange Server 2003 server using TCP/IP. You will then synchronize the Inbox, Calendar, and Contacts with the Exchange server, send and receive email and work with the calendar.

Next you will access Outlook Mobile Access (OMA) using the Pocket PC Emulator. This new way to access a mailbox over the internet is especially suited for hand-held devices, including phones. One advantage of using OMA on a Pocket PC that has ActiveSync is the ability to search the Global Address List.

Exercise 0

Starting Virtual PCs

In this exercise, you will start the Virtual PCs (VPCs) required for this lab.

⚡ **Start Microsoft Virtual PC 2004 and start VPCs**

1. On the host computer, click **Start**, point to **Programs**, and then click **Microsoft Virtual PC**.
2. Click **HOL050-SMBEX01** and then click **Start**.
3. Verify that the VPC starts with no error messages. If error messages appear, consult a lab proctor.
4. To log on to a VPC, press RIGHT-ALT+DELETE.

Exercise 1

Pocket PC Emulator Overview

Review the button locations on the Pocket PC Emulator and refer to this illustration during the lab.

⚡ **Review the location of Pocket PC Emulator buttons**

1. Review the illustration below and use for reference throughout the lab.



Exercise 2

ActiveSync Connection with Exchange

In this exercise, you will configure ActiveSync to synchronize with your Pocket PC Emulator.

⚡ Start the Pocket PC Emulator

1. On the host computer, click **Start**, point to **All Programs**, then point to **Microsoft Pocket PC 2003 SDK**, and then click **Pocket PC 2003 Emulator**.
2. Once the Pocket PC Emulator starts, click the **Power** button in the upper right corner to start the Pocket PC operating system.

⚡ Configure Windows Integrated Authentication on SMBEX01

1. Switch to **SMBEX01**. Log on as **Administrator** with a password of **MSEvent.123**
2. Click **Start**, point to **Programs**, then point to **Administrative Tools** and then click **Internet Information Service (IIS) Manager**
3. Expand **SMBEX01** and then expand **Web Sites**
4. Right click **Default Web Site** and then click **Properties**
5. Click the **Directory Security** tab
6. On the **Directory Security** tab, in the **Authentication and Access Control** box, click **Edit**
7. Click to clear the **Enable anonymous access** check box.
8. In the **Authentication Methods** box, select **Integrated Windows Authentication**.
9. Click **OK** to close the Authentication box and then click **OK** to close the Default Web Site properties.
10. In the **Inheritance Overrides** box, click **Select All** and then click **OK**
11. In the next **Inheritance Overrides** box, click **OK**
12. Expand **Default Web Site**
13. Right click **Exchange** and then click **Properties**
14. Click the **Directory Security** tab
15. On the **Directory Security** tab, in the **Authentication and Access Control** box, click **Edit**
16. In the **Authentication Methods** box verify that the **Enable anonymous access** check box is cleared.
17. In the **Authenticated access** box check **Integrated Windows Authentication**
18. Verify that the **Default Domain** is \ (backslash)
19. Click **OK** to close the Authentication box and **OK** to close the Exchange properties.
20. Close Internet Information Service (IIS) Manager

✦ **Configure the Pocket PC network settings**

1. From the Pocket PC Emulator, click **Start**, and then click **Settings**.
2. At the bottom of the window, click **Connections**.
3. Click **Connections**.
4. Click **Set up my proxy server**.
5. Select **This network connects to the Internet**.
6. Select **This network uses a proxy server to connect to the Internet**.
7. Type **10.10.6.100** and then click **OK** in the upper right corner.
8. Click **OK** in the upper right corner to close **Connections**.
9. Click the **X** in the upper right corner to close **Settings**.

✦ **Configure the ActiveSync connection to the Exchange server**

1. Switch to the Pocket PC Emulator.
2. Click **Start**, and then click **ActiveSync**.
3. Once ActiveSync starts, click **Tools**, and then click **Options**.
4. Click the **Server** tab.
5. In the **Use this server** box, type **smbex01**
6. Clear the **This server uses an SSL connection** check box, and then click **OK** to acknowledge the security warning.
7. Click **Options**.
8. Type a user name of **User1**
9. Type a password of **MSEvent.123**
10. Type a domain of **NWTraders**
11. Select the **Save password** check box, and then click **OK** in the upper right corner.
12. In the **Sync these items** box, click **Calendar**, **Contacts**, and then **Inbox**.
13. In the **Sync these items** box, select **Calendar**, and then click **Settings**.
14. In the **Synchronize only the past** drop-down box, select **All**, and then click **OK** in the upper right corner.
15. In the **Sync these items** box, select **Inbox**, and then click **Settings**.
16. In the **Amount of messages to copy** drop-down box, select **All**, and then click **OK** in the upper right corner.
17. In the **ActiveSync** dialog box, click **OK** to close **ActiveSync Options**.
18. In the **ActiveSync** dialog box, click **Sync**.
ActiveSync will synchronize with the Exchange server. This may take a few minutes
19. Click the **X** in the upper right corner to close **Active Sync**.

✦ **Open user2 mailbox using Outlook Web Access (OWA)**

1. On SMBEX01, start Microsoft Internet Explorer, and then go to <https://smbex01.nwtraders.msft/exchange/user2>.
2. Client **OK** to acknowledge the security warning.

3. In the **User name:** box type **NWTraders\User2**. In the **Password:** box type **MSEvent.123**, and then click **Log On**.
4. Click **Dismiss all** on any meeting reminders that appear.

✦ **View your messages on the Pocket PC Emulator**

1. On the Pocket PC Emulator, click **Start**, and then click **Inbox**.
2. Scroll to the top of the message list, and then double-click a message from **User2**.
3. Click the **Reply** button on the button bar at the bottom of the message window and then click **Reply**



4. Type a short message, and then click **Send**.
5. Click **Start**, and then click **ActiveSync**.
6. In the **ActiveSync** dialog box, click **Sync**.
7. On **SMBEX01**, in the **User2** mailbox, click **Check for new messages**, and then confirm that the message from User1 was received

✦ **Schedule a meeting by using the Pocket PC Emulator**

1. From **SMBEX01**, on **User2**'s mailbox, use **OWA** to schedule a meeting with **User1** for today.
2. On the Pocket PC Emulator, click **Start**, and then click **Inbox**.
3. At the bottom of the **Inbox** on the menu bar, click the **Check for new messages** button.



4. Once the **Inbox** is in sync, double-click the meeting request at the top of the message list.
5. Click the **Accept**, **Decline**, and **Tentative** button on the menu bar at the bottom of the **Inbox**.



6. Click **Accept**.
7. Click **OK** to send the response.
8. Click **OK** in the upper right corner to close the message.
9. At the bottom of the **Inbox**, on the menu bar, click the **Check for new messages** button.
10. Click the **X** in the upper right corner to close the **Inbox**.
11. Switch to the **User2** mailbox on **SMBEX01**, click **Check for new messages**, and verify that the meeting request was accepted.

✦ **View contacts by using the Pocket PC Emulator**

1. On the Pocket PC Emulator, click **Start**, and then click **Contacts**.
2. Click **User2**, and view the **User2** contact information.
3. Click **ok**, and then click the **X** in the upper right corner to close **Contacts**.

Exercise 3

Browsing Using OMA

In this exercise, you will use the Pocket PC Emulator to open Outlook Mobile Access (OMA) and confirm that the Exchange 2003 server responds to the request.

✦ Enable OMA on Microsoft Exchange Server 2003

1. Switch to SMBEX01.
2. Click **Start**, then click **Programs**, then click **Microsoft Exchange**, then click **System Manager**.
3. In the left pane of Exchange System Manager, expand **Global Settings**.
4. Right-click **Mobile Services** and select **Properties**.
5. On the **General** tab, in the **Outlook Mobile Access** box, click to select **Enable Outlook Mobile Access**.
6. Click to select **Enable unsupported devices**, and then click **OK**.
7. Close Exchange System Manager.

✦ View OMA by using the Pocket PC Emulator

1. On the Pocket PC Emulator, click **Start**, and then click **Internet Explorer**.
2. Type a uniform resource locator (URL) of **http://smbex01/oma**
3. Type a user name of **nwtraders\User1** and a password of **MSEvent.123**
4. Click **Save Password**, and then press **OK**.

✦ View and reply to a message by using OMA

1. Click **Inbox**.
2. Open a message from User2.
3. Click **Reply**.
4. Click **Message: []**.
5. Type a message.
6. Click **OK** and then click **Send**.

✦ View a contact using OMA

1. Click **Home**.
2. Click **Contacts**.
3. Click **User2**.
4. Click **View Work Info**.
5. Click **Phone Number**.
6. Click **Cancel**, and then click **OK**.

✦ Find a user using OMA

1. Click **Home** (the URL, not the button).
2. Click **Find Someone**.
3. In the **Search For** box, type **Us** and then click **OK**.
4. Click **User2**.
5. Click **user2@nwtraders.msft**.
6. Click **Message: []**.
7. Type a short message, and then use the pointing device to select and then click **OK**.
8. Click **Send**.
9. Switch to the User2 mailbox on SMBEX01, and then click **Check for new messages**.
10. Verify that the message from User1 was received.

⏪ **Shut down all VPCs**

1. Shut down the Pocket PC emulator. If prompted do not save state.
2. Shut down SMBEX01 by clicking **Close** on the **Action** menu. If prompted, do not save changes.