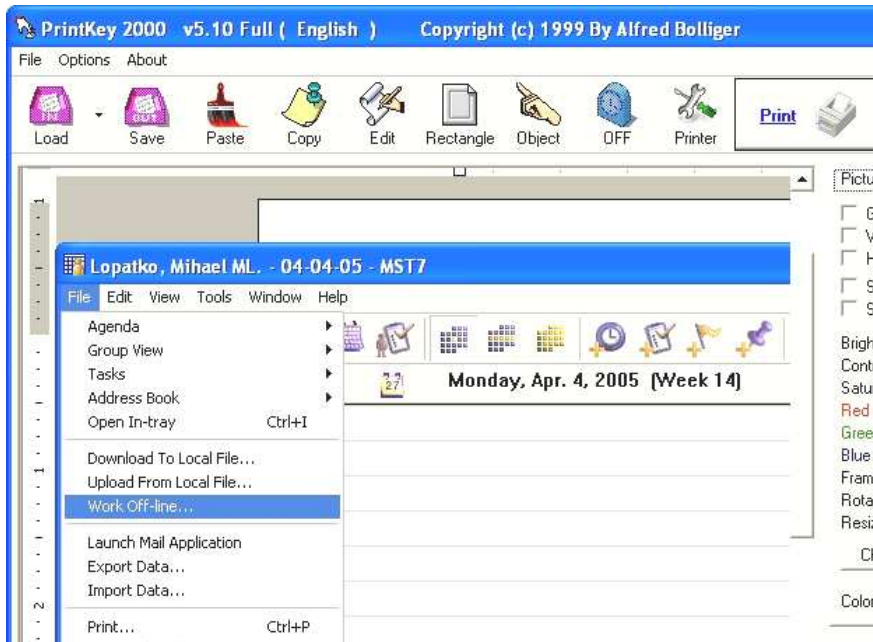


# Changing Treo650/750p/755p email password

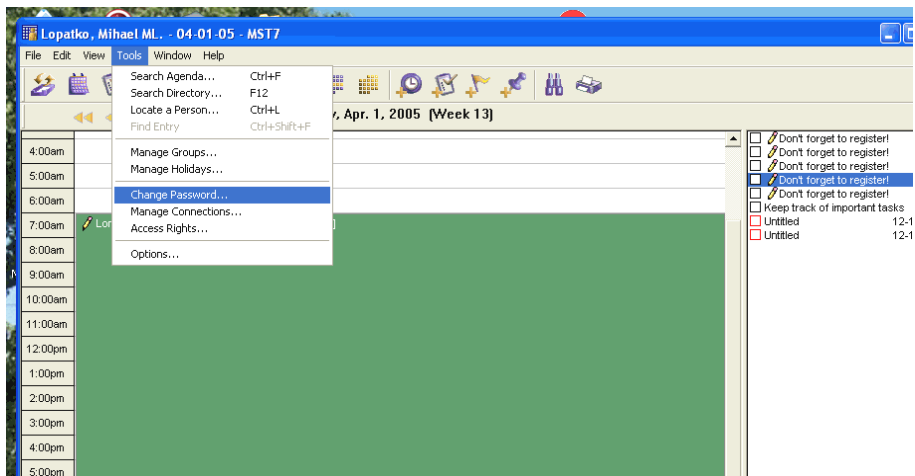
In order to have full email functionality on your PDA you have to follow some key guidelines when you change your password:



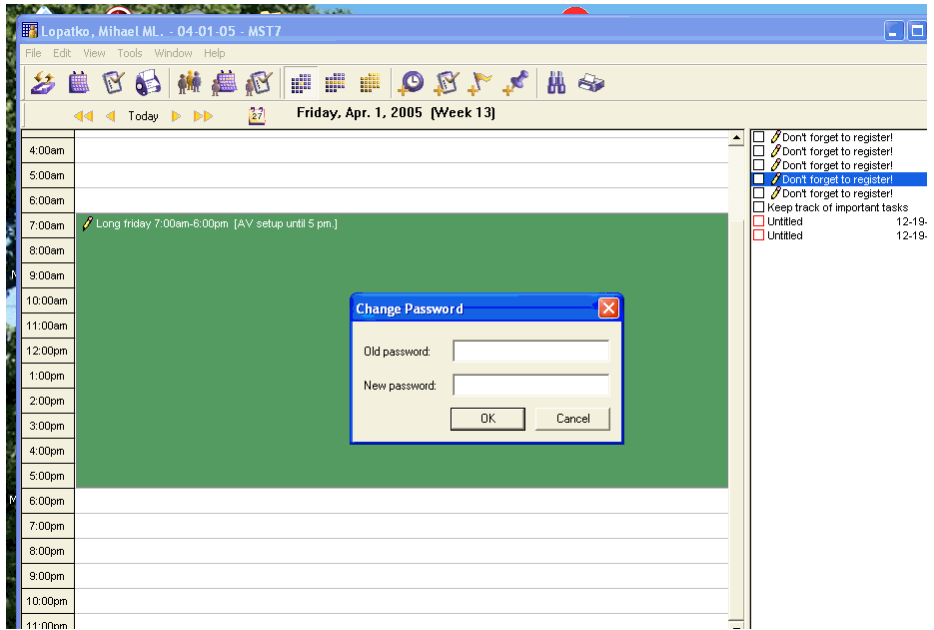
- **Corporate time password (Offline Calendar Password)**

When you login into your Corporate time go to your **File** and click on “**Work Offline**”.

This window is going to close and new Offline window will open.



Click on **Tools** and **Change Password**.



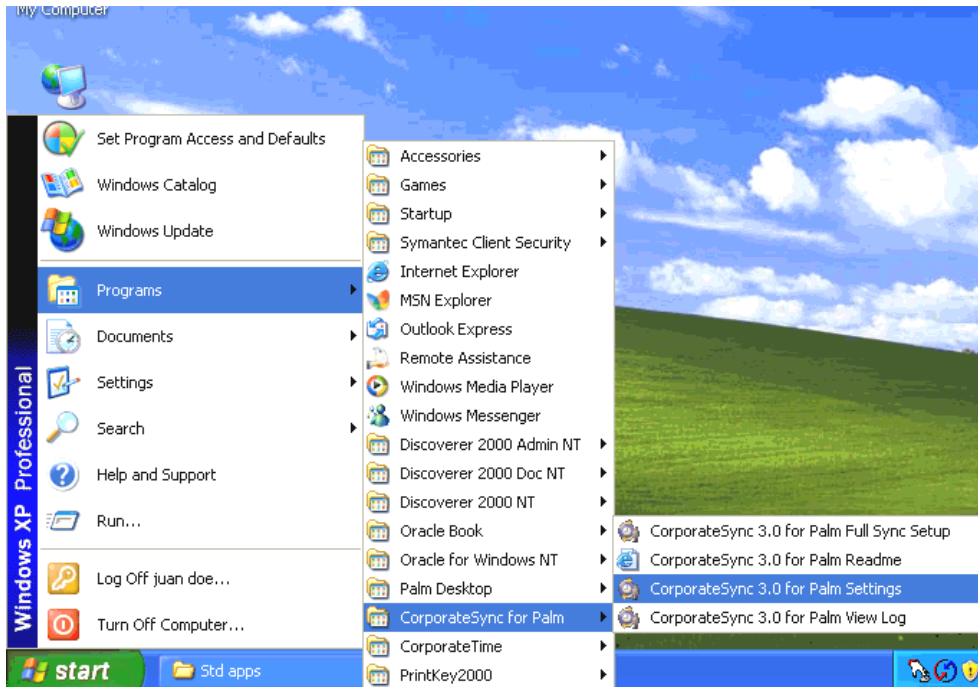
Type your Old and then New Password and click OK.

Retype your New Password and click OK.

Confirm with OK "Offline Password will be replaced with the New Online Password".

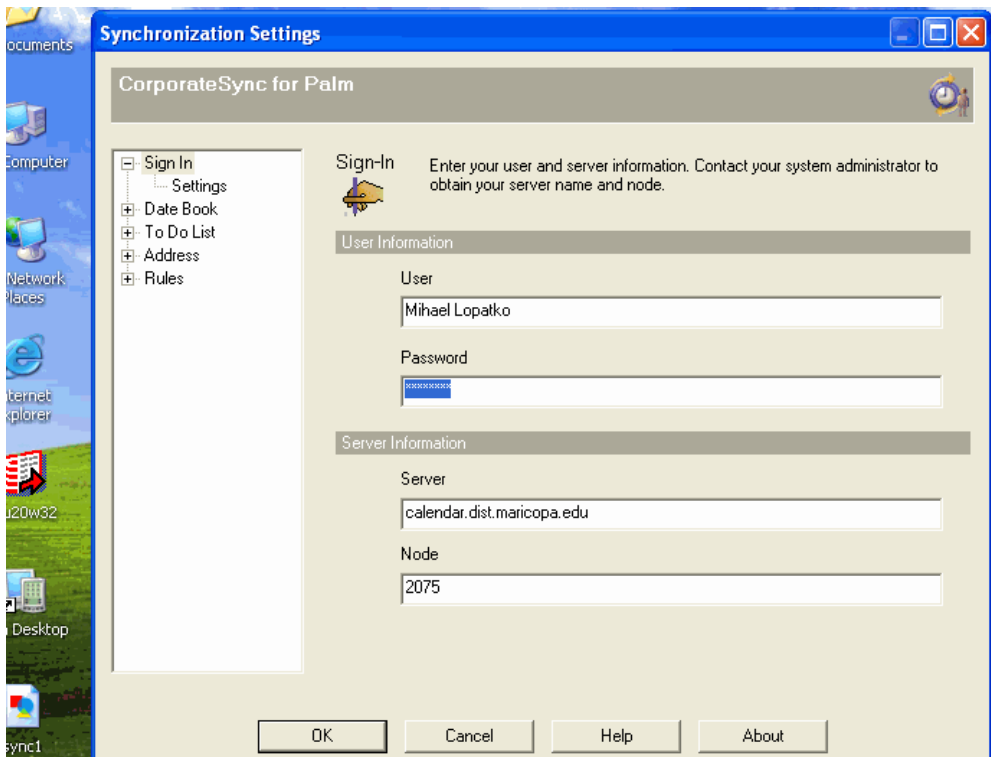
After you finish password change you go back to **File** and click on "**Work Online**". This Offline window will close and Online window is going to open.

Now you can continue to work within your Corporate time and next time you login you are going to use only your new password.



- **Corporate sync for Palm**

Go to Start/ Programs/ Corporate time sync and click on Corporate Sync 3.0 for Palm Settings.



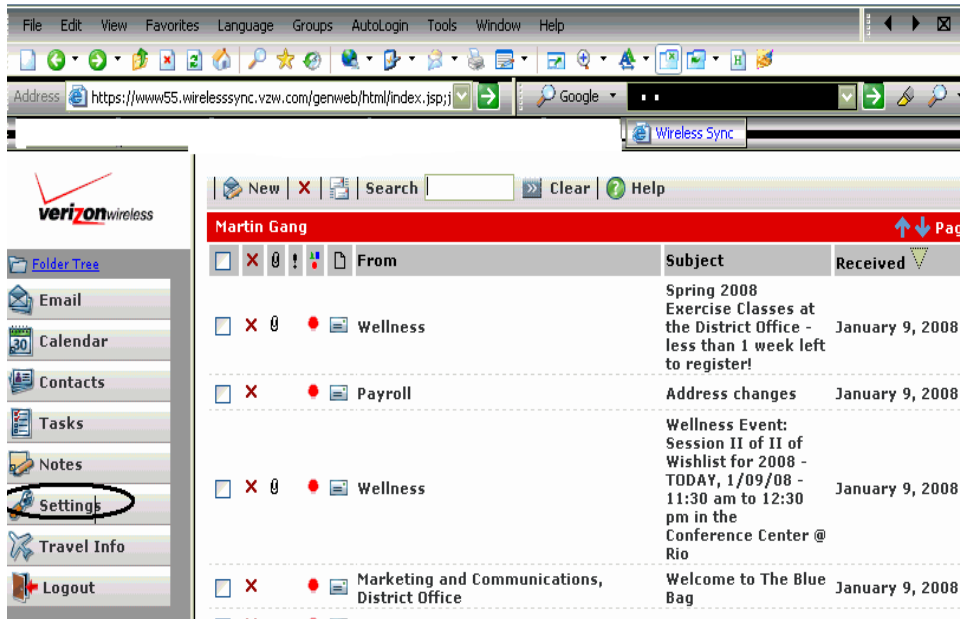
Change your Password and click OK.



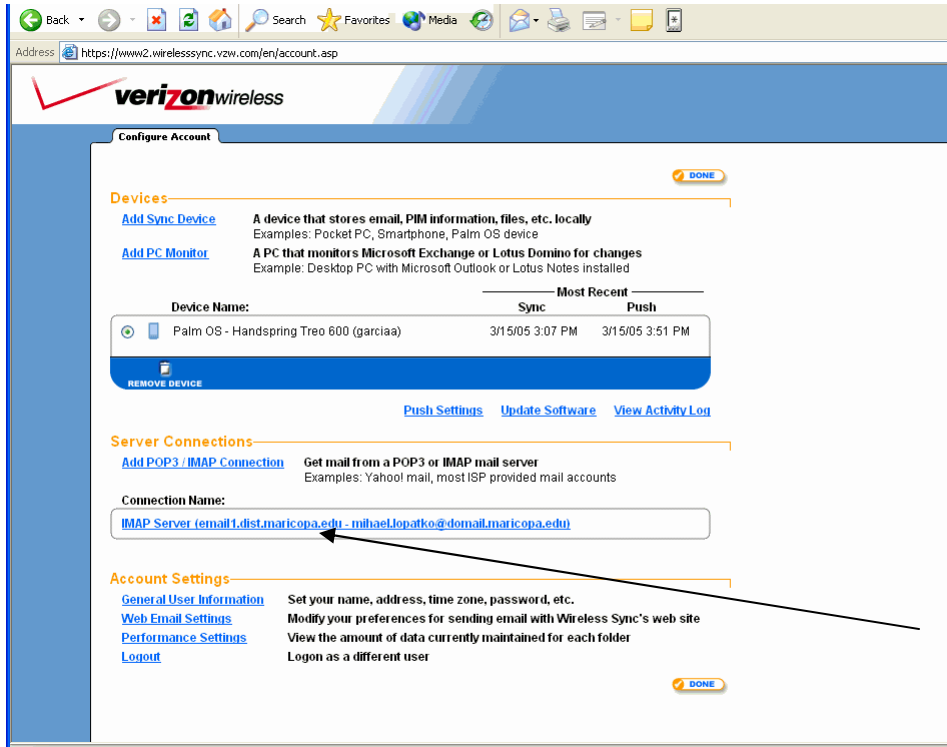
- **Verizon wireless web site**

Login to your Verizon web site (see the URL on the screen shot) and type your Phone number, password and click **Go**. If you do not remember your password, PLEASE CALL DESKTOP TECHNICIANS.

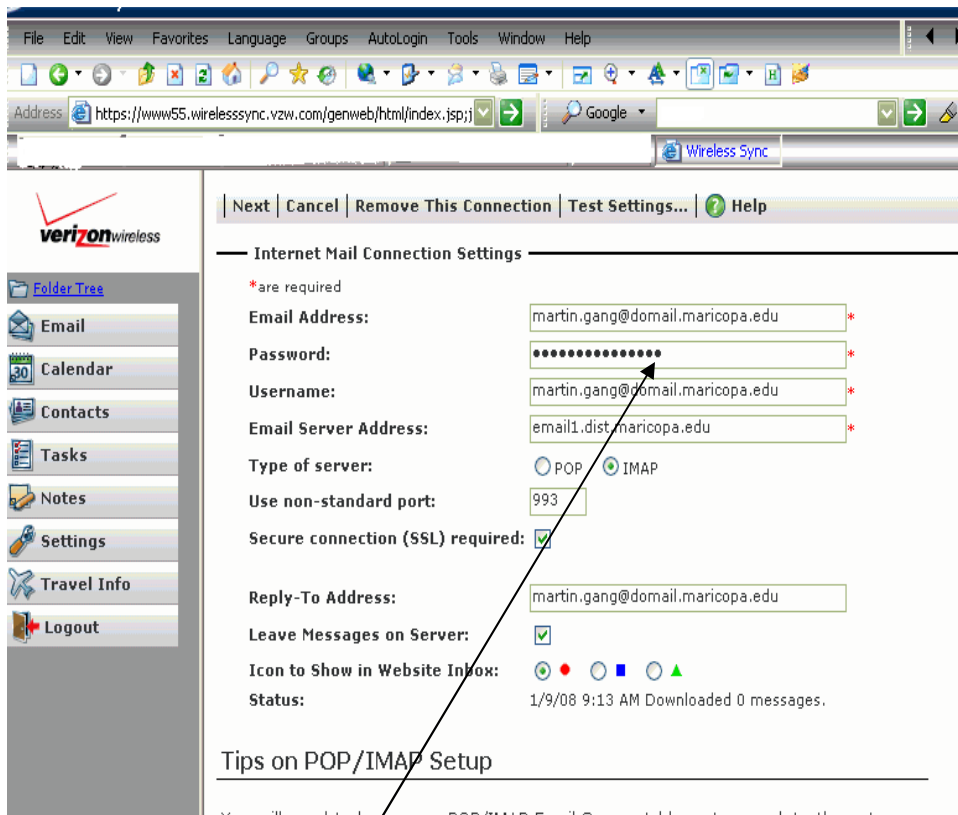
*https://www4.wirelessync.vzw.com/en/logon.asp*



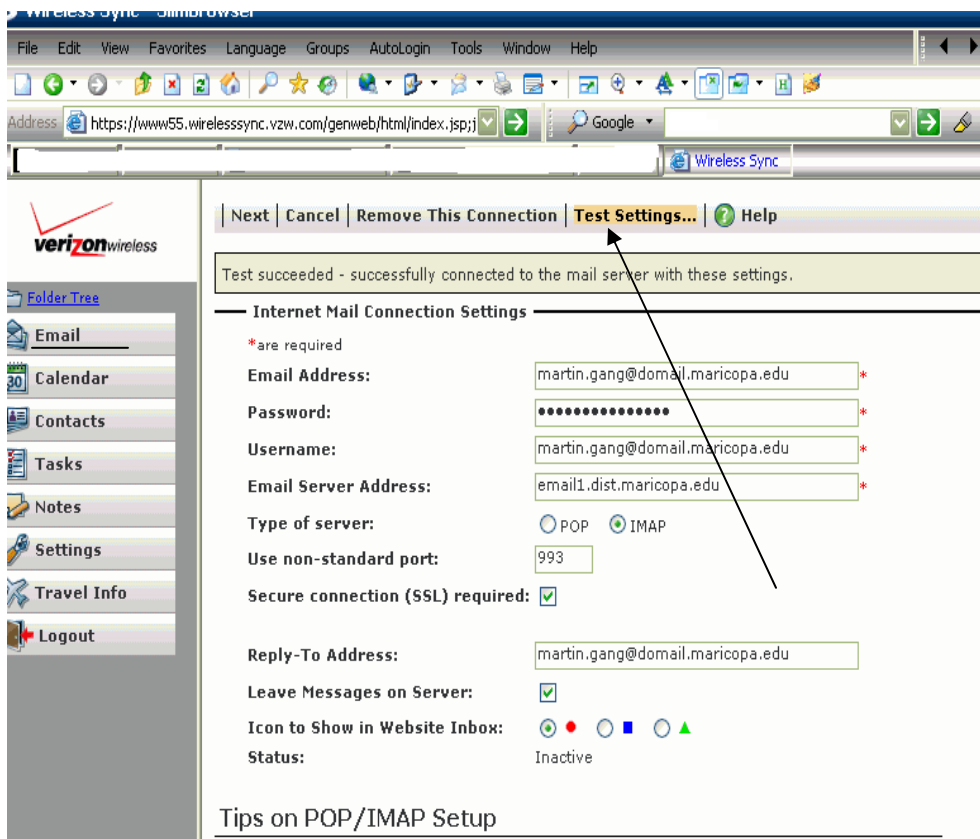
Find your **Settings** tab on the left side on your screen, click on it.



New window will open and you click on **IMAP Server**.

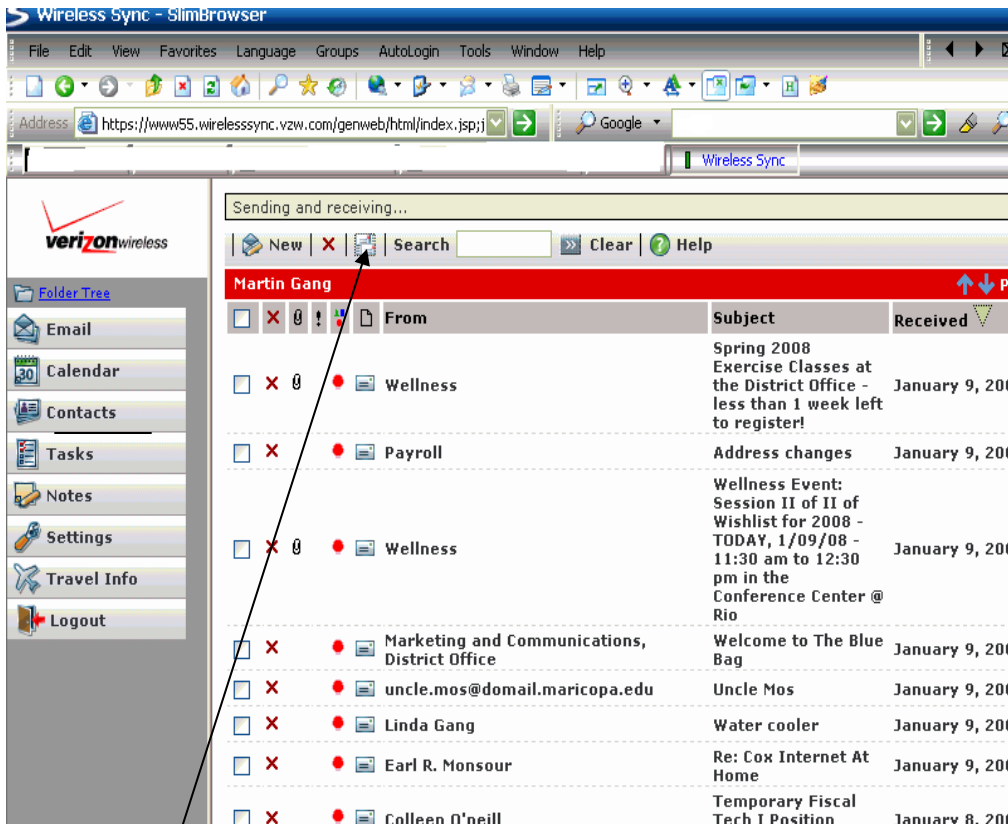


When new window opens, change your Password ( Remember, this is your MEMO/EMAIL password) and click **Test Settings**.



After that it should tell you **Test Succeeded**. If not, repeat the step inputting correct Password and testing the connection.

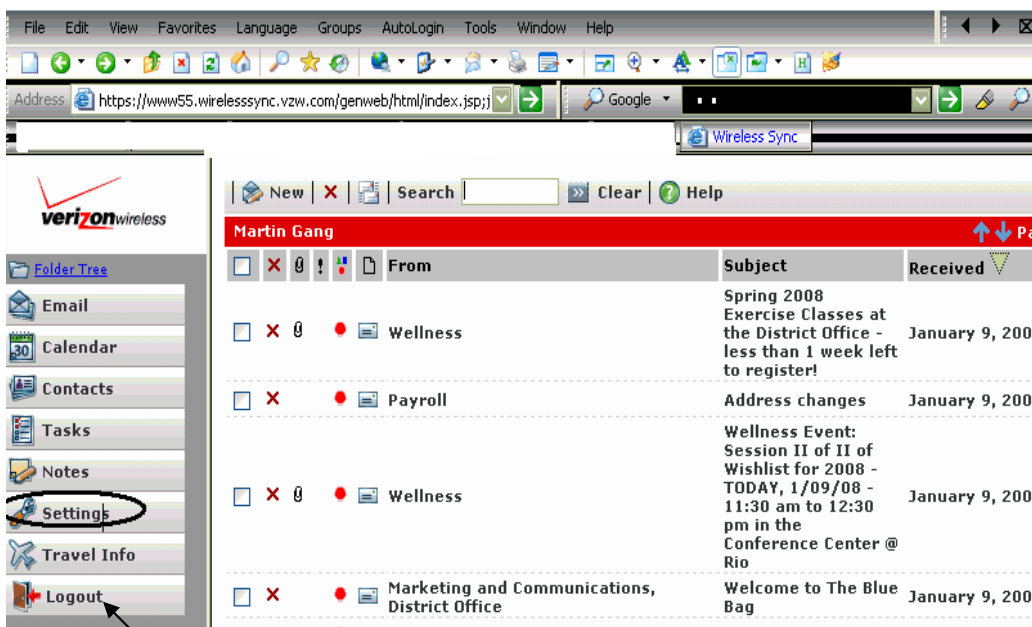
Now Click on **Email** Tab on top left side of your screen.



Click **Send-Receive** box on top of your screen next to red X. You will see status bar on top of your screen showing **Sending and Receiving...**

Your screen will tell you how many new messages you have in your Inbox.

Here you can also delete messages and/or update Contact as well and then synchronize with your PDA device later, once finished.



Click **Log Out** and you are **DONE**.

Congratulation and Good Luck!

If you did all this right you should be fine, otherwise if you see other messages, create the screen shots of the message at that point and call or send this message to the Help Desk in order to help you and to proceed with further troubleshooting and creating a service ticket.

Created by Lopatko M.010908