

Getting Started

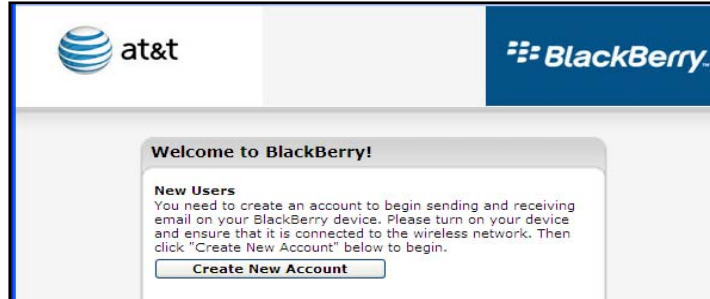
BlackBerry smart phones can wirelessly sync with the user's Outlook Email. To setup the automatic sync, go to the website for your phone service carrier in Internet Explorer:

- AT&T:** <http://bis.na.blackberry.com>
Verizon: <http://bis.na.blackberry.com/html?brand=vzw&locale=en>
Sprint: <http://sprint.blackberry.com>

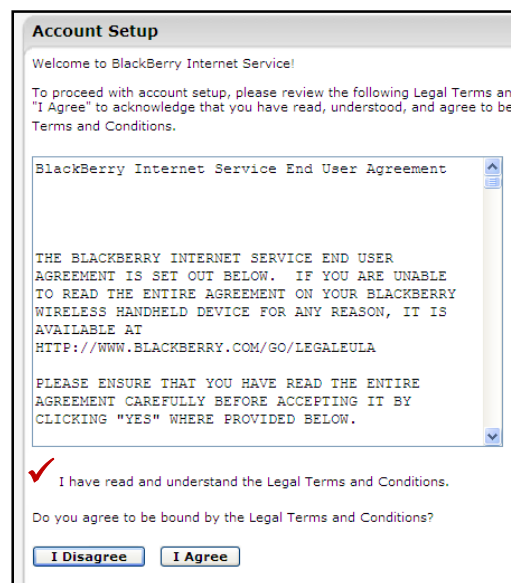
Note: The procedures covered here are same for all the service providers after logging on to their respective sites.

Configuration Steps

1. In the Welcome to BlackBerry window, click on Create New Account for new user. It is recommended to use your NetID and password so it will be easy for you to remember when you come back to log in.



2. In the **Account Setup** window, check the button "**I have read....**" then click on "**I agree**" button.



3. In the **Account Setup** window, enter the Device PIN and Device IMEI which can be found on the side of the packaging box or inside the device by removing the battery at the back then click “**Continue**”.

The screenshot shows the 'Account Setup' window for AT&T BlackBerry. It includes the AT&T and BlackBerry logos at the top. The main content area is titled 'Account Setup' and contains the following text: 'To begin creating your BlackBerry Service account, type your device details below.' Below this are two input fields: 'Device PIN:' and 'Device IMEI:'. Underneath these fields are two buttons: 'Cancel' and 'Continue'. At the bottom of the window, there is a section titled 'To find your PIN perform one of the following actions:' followed by a bulleted list: '• In the BlackBerry device options or settings, click **Status**.', '• Look for the PIN and IMEI information on the outside of the box that your BlackBerry device or BlackBerry-enabled device came in.', and '• Turn the BlackBerry device off and remove the battery. Look for the sticker on the BlackBerry device with the PIN information where the battery is usually located.'

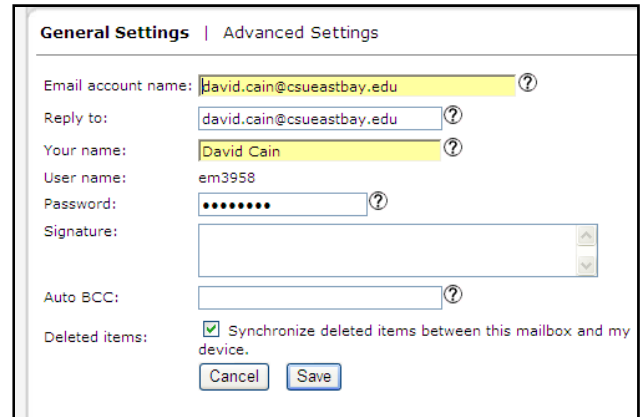
4. NOTE: The picture shown below is for Sprint which is similar to AT&T’s email account setup.

In the **Email Accounts** and then General Settings tab, enter the following:

- a. **Email server:** imap.csueastbay.edu. (Note: MS exchange does not work with Blackberry)
- b. **Port:** 993
- c. **SSL:** Check On
- d. Click **SAVE**.

The screenshot shows the 'Services' menu on the left with 'Email Accounts' selected. The main area is titled 'General Settings | Advanced Settings'. It contains the following settings: 'Email server:' with a text box containing 'imap.csueastbay.edu', 'Email server type:' set to 'IMAP', 'Port:' with a text box containing '993', 'Timeout:' set to '120 seconds', and 'SSL:' with a checked checkbox. At the bottom are 'Cancel' and 'Save' buttons.

6. In the **Advanced Settings**, enter the followings:
- Email account name: fname.lname@csueastbay.edu
 - Reply to: fname.lname@csueastbay.edu
 - Your name: Full name
 - User name: NetID
 - Password: NetID password
 - Deleted items: Check ON
 - Click **SAVE**.

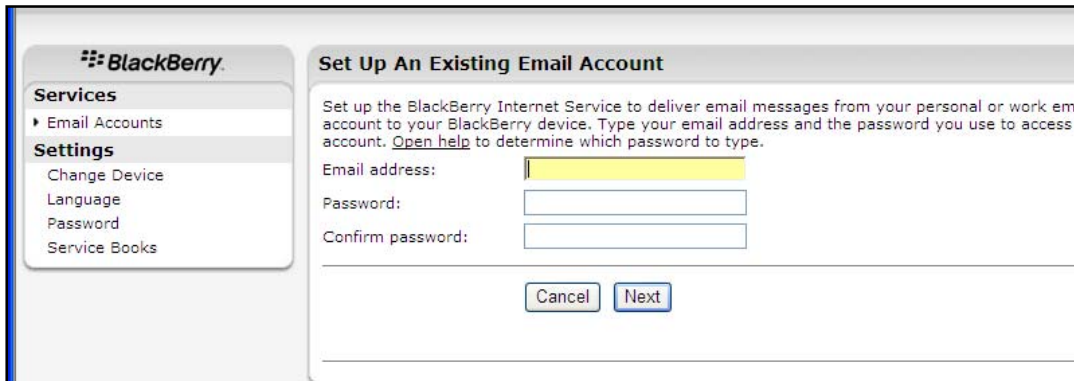


The screenshot shows the 'Advanced Settings' window for an email account. The fields are filled with the following information:

- Email account name: david.cain@csueastbay.edu
- Reply to: david.cain@csueastbay.edu
- Your name: David Cain
- User name: em3958
- Password: [masked]
- Signature: [empty]
- Auto BCC: [empty]
- Deleted items: Synchronize deleted items between this mailbox and my device.

Buttons for 'Cancel' and 'Save' are visible at the bottom.

7. You will be returned to the "Set Up an Existing Email Account" window.



The screenshot shows the 'Set Up An Existing Email Account' window. The left sidebar contains 'Services' and 'Settings' sections. The main area contains the following fields:

- Email address: [masked]
- Password: [empty]
- Confirm password: [empty]

Buttons for 'Cancel' and 'Next' are visible at the bottom.

Support

If you need additional assistance, please enter a ticket with the Service Desk at: www.csueastbay.edu/servicedesk

Additional information on your Blackberry can be found at:
<http://na.blackberry.com/eng/support/blackberry101/setup.jsp>