

Setting Up Email on Your BlackBerry

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To integrate a BlackBerry account with your email

1. From an Internet browser, log on to your BlackBerry account.
2. Click **Set up BlackBerry Internet Email**.
3. Under **Services**, click **E-mail Accounts**.
4. Click **Set Up Account**.
5. Enter your full email address (for example, *name@coolexample.com*), then enter and confirm your password. Click **Next**
6.
 - o If the integration fails, you may receive the error "**We were unable to configure this email account. Please tell us how you access your e-mail by selecting an option below.**" This indicates that the integration may have failed because you typed the wrong account information. If this is the case, repeat steps 1 to 4.
 - o If the integration is not complete because additional information is missing, proceed to the next steps to make certain all information is entered.
7. Click **Next**.
8. Under **Internet Service Provider E-mail (POP/IMAP)**, select **I use Microsoft Outlook or Outlook Express**.
9. **NOTE:** You may also select "I can access my mailbox using a Web browser (Outlook Web Access)", or "I always use Microsoft Outlook to access my mailbox" under Microsoft Outlook/Exchange or "I can access my mailbox using a Web browser (iNotes)" or "I always use Lotus Notes to access my mailbox" under Lotus Notes/ Domino.
10. Click **Next**.
11. Click **Submit**.
12. Verify your email address, user name, and password.
13. Specify whether to **Leave messages on mail server** or **Utilize SSL**.
14. Click **Submit**.