

Blackberry Exchange Email Account Setup

To integrate a Microsoft® Outlook® Web Access email address using the Email Setup application from the BlackBerry® smartphone, complete the following steps:

1. Open **Email Settings** on the BlackBerry smartphone.
2. Click **Set up another email account**.
3. Choose **Other** from the list of options.
4. Enter the **Email Address** and **Email Password**, then click **Continue**.
5. If the BlackBerry Internet Service indicates that there was a problem, select **I will provide the settings**.
6. Select **Outlook Web Access (Exchange)**.
7. Enter the **Outlook Web Access URL**, **User name** and **Mailbox name**, then press **Continue**. <https://mail.mccsc.edu/owa/>
8. The username can be used as the mailbox name.
9. The email account should then be successfully added.

To integrate a Microsoft Outlook Web Access email address using the Web login for BlackBerry Internet Service, complete the following steps:

1. Go to the wireless service provider's BlackBerry Internet Service website and log in to the BlackBerry Internet Service account.
2. Click **Set Up Email**.
3. Complete the **Email address** and **Email Password**, and select **Next**.
4. Select **provide additional settings**.
5. Select **Microsoft Exchange (using Microsoft ® Outlook Web Access)**, complete the required fields, and select **Next**. **Note:** The **Mailbox name** field refers to the preferred mailbox name. To determine the mailbox name, log in to the Microsoft Outlook Web Access account and pause on the **Inbox** folder on the left top corner. **On the task pane, the mailbox name should be displayed.** **For Outlook Web Access 2007 and 2010:** the username can be used as the mailbox name.