Blackberry: Exchange E-mail Configuration

Introduction

This document contains set up instructions to configure an Exchange account on your Blackberry.

1. Go to the Blackberry website hosted by your service provider. We recommend using a computer to visit the website, but you could use the web browser on your Blackberry device if you prefer. Links to popular service providers are shown below.
   - AT&T/Cingular - http://bis.na.blackberry.com/html?brand=mycingular
   - Sprint/Nextel - https://bis.na.blackberry.com/html?brand=nextel
   - T-Mobile - http://www.t-mobile.com/bis/
   - Verizon - https://bis.na.blackberry.com/html?brand=vzw
   - If your service provider is not listed here, please check with your service provider for a link to the appropriate Blackberry website.

2. Log in to the Blackberry website with your Blackberry user name and password.

3. Click the **Set Up Account** button.

4. Enter your Pace email address in the **Email address:** box.

5. Make sure you <u>leave the password boxes empty</u>.
   Note: You must leave the password boxes empty so that the Blackberry website gives you the option to manually configure your email settings.

6. Click **Next.**

7. Select **I will provide the settings to add this email account.** Click **Next.**

8. Select **This is my work email account.** Click **Next.**

9. Select **I can access my email account using a Web browser (Outlook Web Access).** Click **Next.**

10. Complete the form.
    - Enter **https://email.pace.edu** in the **Outlook Web Access URL:** box.
    - Enter your Pace username in the **User name:** box.
    - Enter your Pace password in the **Password:** box.
    - Enter your Pace email address in the **Email address:** box.

11. Click *Next*.

12. You will receive the message; **You have successfully configured access to: yourPaceusername@pace.edu.** Click **OK**.

Your Blackberry is now configured to send and receive email using your departmental email account.

- It may take up to 20 minutes before you can receive email using this account on your Blackberry.
- You should be able to send email immediately.