Thanks to <u>http://support.ecenica.com/</u> for this tutorial.

To configure email for your Blackberry, just follow these steps:

- 1. On the BlackBerry home screen, select the Blackberry Setup icon, then choose Personal Email Set-up. Note: On older BlackBerrys, find and select the Personal Email Set-up icon.
- 2. Select Personal Email Set-up.
- 3. Accept the Terms and Conditions.
- 4. Enter your full email address. Example: info@example.com.
- 5. Leave the password field blank. Select Next.
- 6. The message 'We are unable to set up your email account.' will appear. Select 'I will provide the settings to add this email account'. Select Next.
- 7. Select 'Internet Service Provider Email (POP/IMAP)'. Select Next.
- 8. Select 'I will provide the settings to add this email account'. Select Next.
- 9. A message 'The BlackBerry Internet Service could not configure [your email] account' will appear. Select 'Provide The Settings'.
- 10. nter your full email address. Example: info@example.com. Then enter your mailbox password. Select Next.
- 11. Enter 'mail.yourdomain.com' as the email server. Select Next.
- 12. Select OK.
- 13. Under your newly added email address, select Edit.
- 14. Select Advanced Settings at the bottom.
- 15. Ensure the port is set to '110' or '143' (use 143 if 110 does not work) and 'Use SSL' is set to 'no'
- 16. Select Save.

If your email set-up was successful, there should be a new-messages icon on your home screen labeled with the name of the account. Once you see this icon, follow these steps:

- 1. Open the mailbox icon.
- 2. Open the menu by pressing the jog wheel or BlackBerry menu button, then select Options.
- 3. Select Email Reconciliations.
- 4. Confirm the following settings:
  - Delete On: Mailbox & Handheld
  - Wireless Reconcile: On
  - On Conflicts: Mailbox Wins
- 5. Select Save.