Set up Email on Blackberry

BlackBerry 10

01. Select **Settings**.

02. On the **System settings** page, select **Accounts**. If you haven’t yet created any accounts, select **Add account**.

03. On the **Add account** page, select **Email, calendar, and contacts**.

04. Type your **UAL email address** and select **Next**.

05. Type your **UAL password** and select **Next**. The Looking up connection information message displays. Your device tries to set up your email account automatically.

If it finds your connection information, specify the information you want to synchronize with your account, and select **Done**. You will see your account listed on the Accounts list.

If it can’t find your connection information, you’ll see a message recommending that you use advanced setup steps. If this is the case, see the next procedure.

06. Follow steps 1 - 3 above then, select the **menu** icon beneath the Email address box to access **advanced setup options**.

07. On the **Advanced setup** page, select **Microsoft Exchange ActiveSync**.

08. **Enter the settings** for your account as follows. If you had just tried the previous procedure, some of these settings may already be entered for you.

   - **Description**: choose a **memorable account name**.
   - **Domain**: **leave blank**.
   - **Email address**: your **UAL email address**.
   - **Username**: your **UAL email address**.
   - **Password**: your **UAL password**.

09. Select Next. The Checking for supported services and policy information message displays.

10. On the next page, specify the information you want to sync.

11. Select Done. The Saving and verifying your settings message displays.

If your account was set up, you will see your account listed on the Accounts list.

To access your account, go to the BlackBerry Hub.

If you see the message that your account cannot be authenticated with your service provider, click Ok > Previous and then verify that your settings are correct.

**BlackBerry 7 or earlier**

01. Select BlackBerry setup > Set up internet email > Add an email account.

02. Type your UAL email address and password, and then select Next.

Your BlackBerry will try to set up your email account automatically. If setup completes successfully, skip to the next step. If your email account can’t be configured automatically, do the following:

03. Select I will provide the settings to add this email account.

04. Scroll down and select Next.

05. Select Internet service provider email (POP/IMAP), and then select Next.

06. Type your UAL email address for your username.

07. Scroll down and type the name of your email server: outlook.office365.com.

08. Select Next.

09. Enter the name of the outgoing server: outlook.office365.com.
10. Select **Ok** to complete the setup.