Blackberry Outlook Integration

1. Go to the blackberry internet service website of your carrier. Below are a few of the most common carriers.

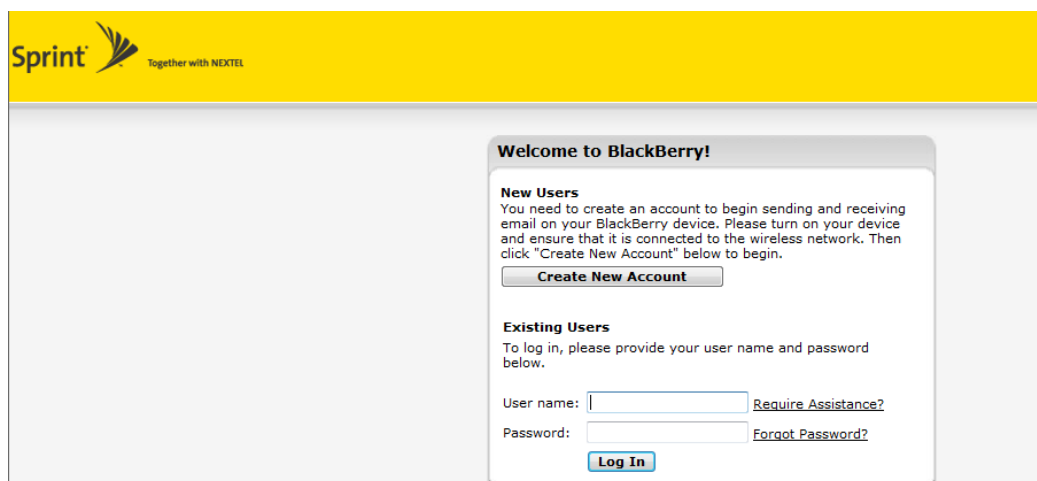Sprint   - http://sprint.blackberry.com/

Verizon - https://bis.na.blackberry.com/html?brand=vzw&locale=en

Alltel   - http://www.alltel.blackberry.com/
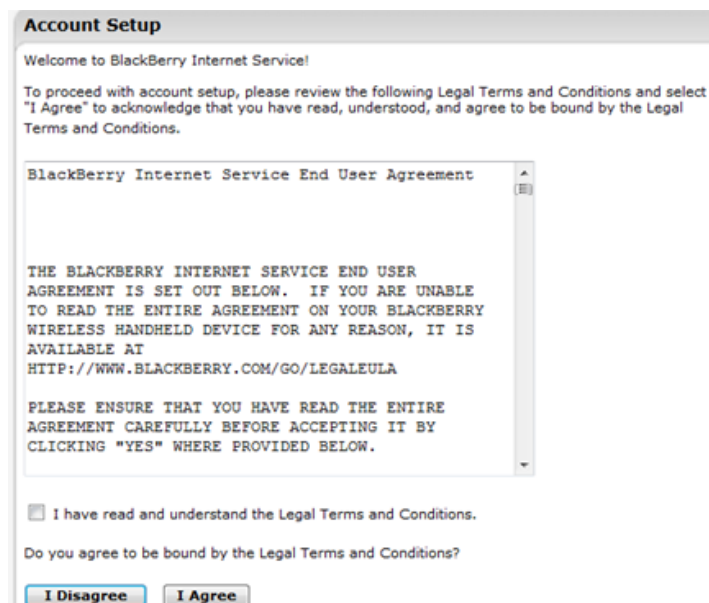
AT&T   - http://att.blackberry.com/

2. If you are creating an account for the first time please follow the directions below. If you already have an account scroll down to "How to modify an existing account" on page 6 of this document.

How to create an account for the first time.
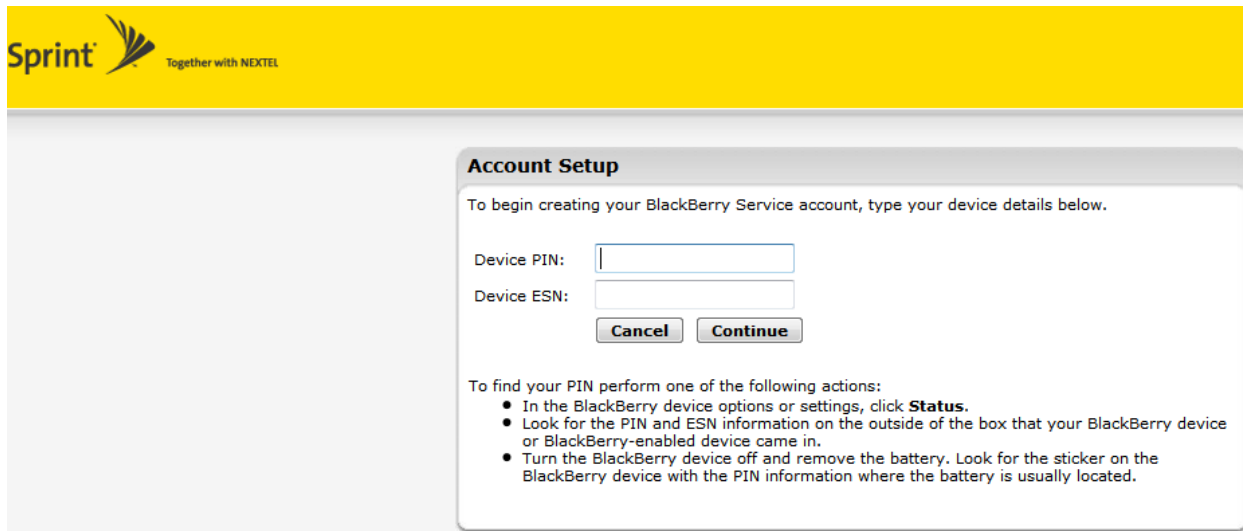
1. Click "Create New Account".

2. Agree to the terms, check the box and click the button labeled "I Agree".

3. On your blackberry depending on your theme layout press the applications ⠿ button then scroll through the icons until you've highlighted the "options" icon. It should say "Options" on the bottom of the screen once you've selected the correct icon. Click on it.

4. Once that menu has opened scroll through the list of options until you get to "status", click on it.

Status	
Signal:	-98 dBm
Battery:	60 %
File Free:	6400859 Bytes
File Total:	50462720 Bytes
PIN:	317C8468
ESN (dec):	07612568727
ESN (hex):	4cbfc897

5. Once there look for "PIN:" and enter the numbers into the correlating field on the website. Do the same for the "ESN (dec):" then click "Continue"

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Account Setup

To begin creating your BlackBerry Service account, type your device details below.
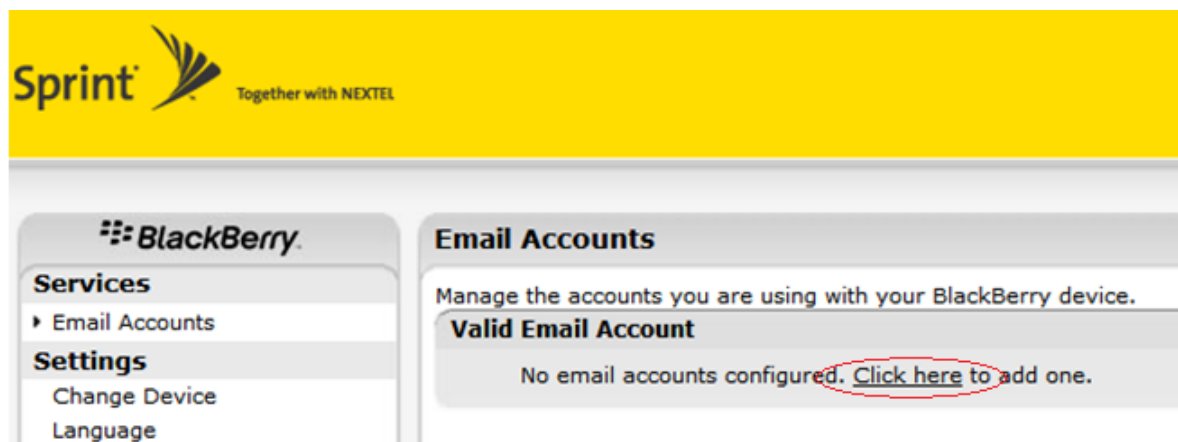
Device PIN: [   ]

Device ESN: [   ]

[Cancel] [Continue]

To find your PIN perform one of the following actions:
- In the BlackBerry device options or settings, click **Status**.
- Look for the PIN and ESN information on the outside of the box that your BlackBerry device or BlackBerry-enabled device came in.
- Turn the BlackBerry device off and remove the battery. Look for the sticker on the BlackBerry device with the PIN information where the battery is usually located.

6. Click "Click Here" under Valid Email Accounts.

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⠿ BlackBerry

Services
▸ Email Accounts

Settings
Change Device
Language

Email Accounts

Manage the accounts you are using with your BlackBerry device.

Valid Email Account

No email accounts configured. Click here to add one.

7. At the next screen enter your Winona State email making sure to leave the password field blank. Then hit "Next".

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Set Up An Existing Email Account

Set up the BlackBerry Internet Service to deliver email messages from your personal or work email account to your BlackBerry device. Type your email address and the password you use to access the account. Open help to determine which password to type.

Email address: username@winona.edu

Password: ← Do not enter anything here

Confirm password: ← here

[Cancel] [Next]

Create A BlackBerry Device Email Address ⑦

Would you like to create an email address exclusively for your BlackBerry device?

Choose a user name that will become the first part of your BlackBerry email address.

User name: @sprint.blackberry.net

[Cancel] [Next]

8. Check the radio button that says "I will provide the settings to add this email account." and leave the other fields blank. Then click next.

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Additional Information Required

We were unable to configure akjessie0089@winona.edu. Choose one of the following options and select Next.
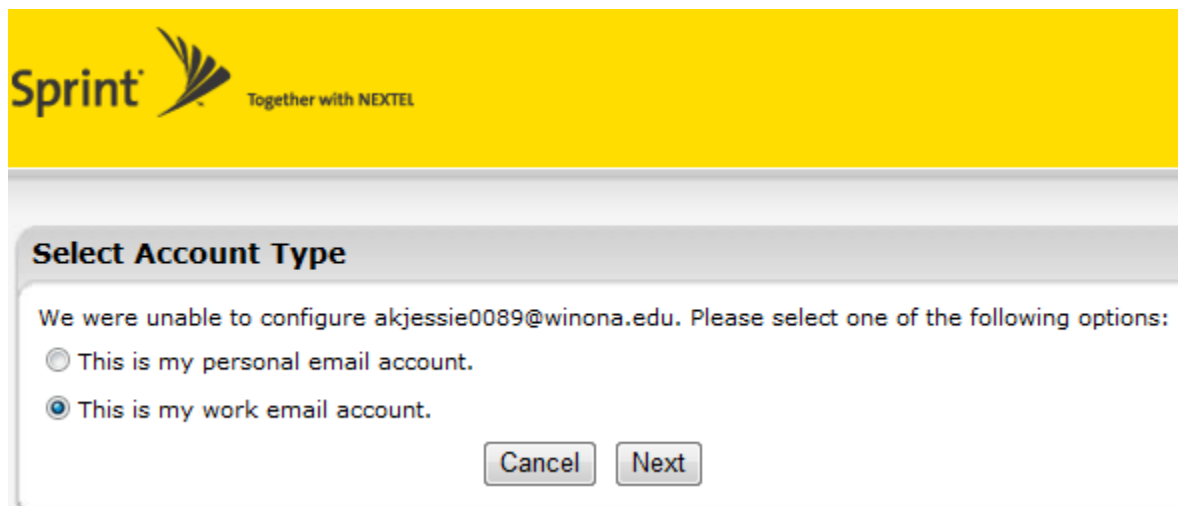
○ Re-enter email address and password.

Email address: ← Do not enter anything

Password: ← here

◉ I will provide the settings to add this email account.

[Cancel] [Next]

9. Choose "This is my work email account".

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Select Account Type

We were unable to configure akjessie0089@winona.edu. Please select one of the following options:

○ This is my personal email account.

◉ This is my work email account.

[Cancel] [Next]

10. Check the radio button for "Outlook Web Access" per the screenshot below.

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Set Up An Existing Work Email Account

We require additional information to configure your akjessie0089@winona.edu account. Please tell us how you access your email by selecting an option below, then click "Next".

Internet Service Provider Email (POP/IMAP)

○ Automatically detect my Microsoft® Outlook™ or Outlook Express™ settings. ⑦
(Requires Microsoft Internet Explorer)

○ I will provide the settings to add this email account ⑦

Outlook® Web Access

◉ I can access my email account using a Web browser (Outlook® Web Access) ⑦

[Cancel] [Back] [Next]

11. Fill out the fields exactly as shown below. Use your <u>WSU</u> username and password. Click next.

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Set Up An Existing Outlook Web Access Account

In order to configure your email account, we need some additional information. Please complete the fields below.

Outlook® Web Access URL: `https://email.winona.edu/owa` ⑦
(e.g. http://exchange.domainname.com/exchange)
This is the web page address you use to retrieve your company's email using an Internet browser.

User name: `username` ⑦
(e.g. jdoe or domain\jdoe)

Winona State network Password

Password: `••••••••` ⑦
(Outlook or network login password)

Email address: `username@winona.edu` ⑦
e.g. jdoe@domainname.com

Mailbox name: `username@winona.edu` ⑦
(e.g. jdoe)

[Cancel] [Back] [Next]

12. Your WSU email account is now setup through your blackberry. You can also click "Edit" in order to make misc. changes to your email settings.

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Help | Log Out

::: BlackBerry.

Services
▶ Email Accounts
Settings
Change Device
Language
Password
Service Books

Email Accounts
Manage the accounts you are using with your BlackBerry device.

Valid Email Account   **Edit Filters Delete**
✔   username@winona.edu   ✎ ▼ 🗑

Add An Existing Email Account
Set up an existing work or personal email account for use with your BlackBerry device.
ex. Yahoo!®, Gmail™, Microsoft Outlook®

[Set Up Account]

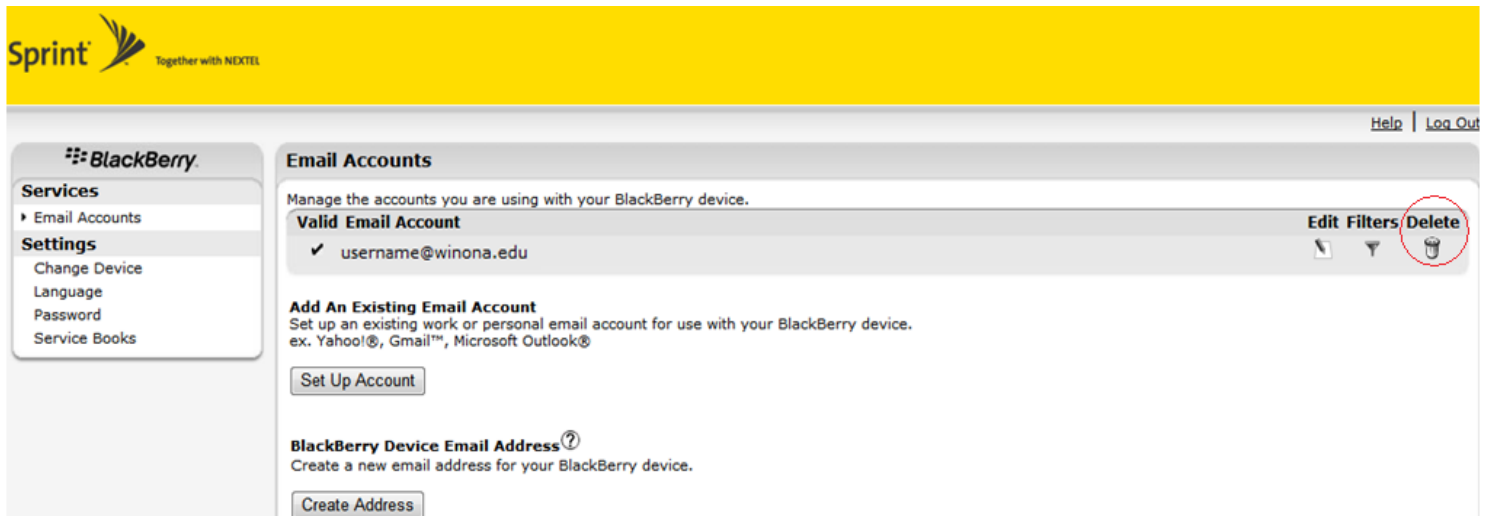**BlackBerry Device Email Address** ⑦
Create a new email address for your BlackBerry device.

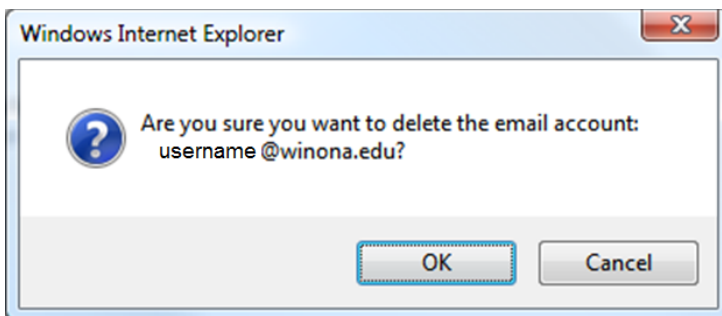[Create Address]

How to modify an existing account.

1. Enter the credentials you created when you first set up the account on your blackberry and log in.
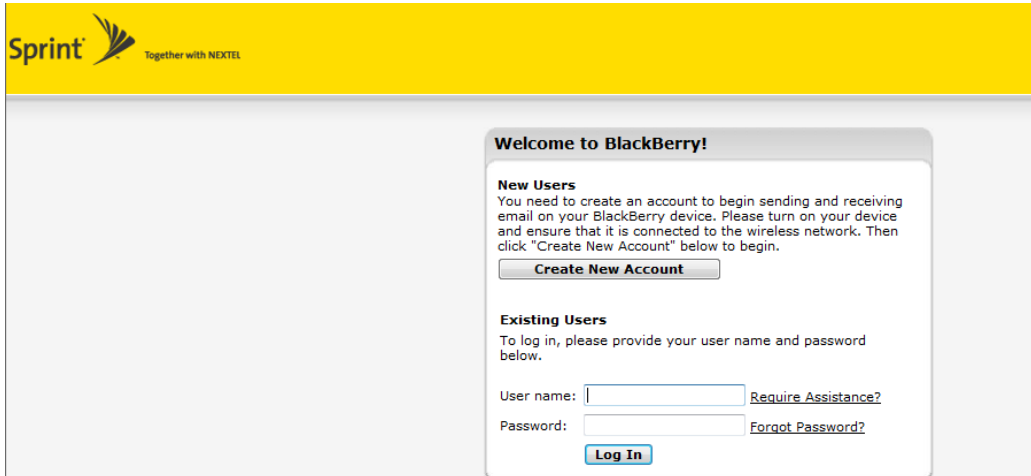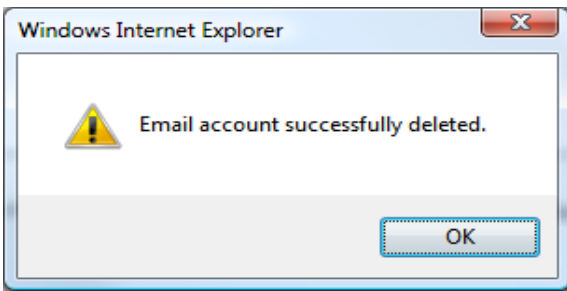

2. Click "delete" (after re-adding this account your emails will still be there).
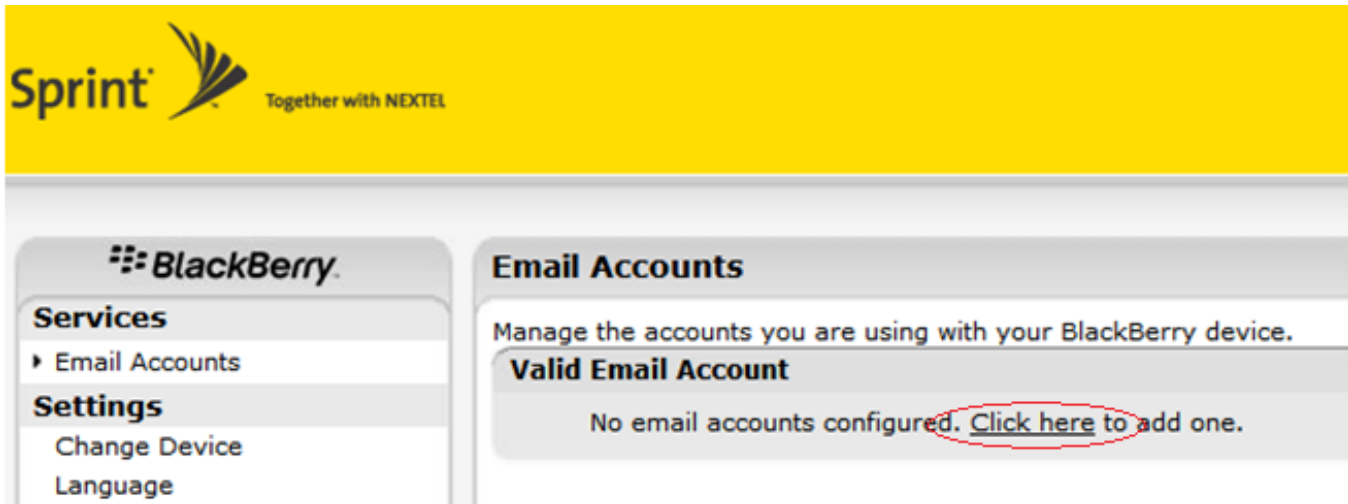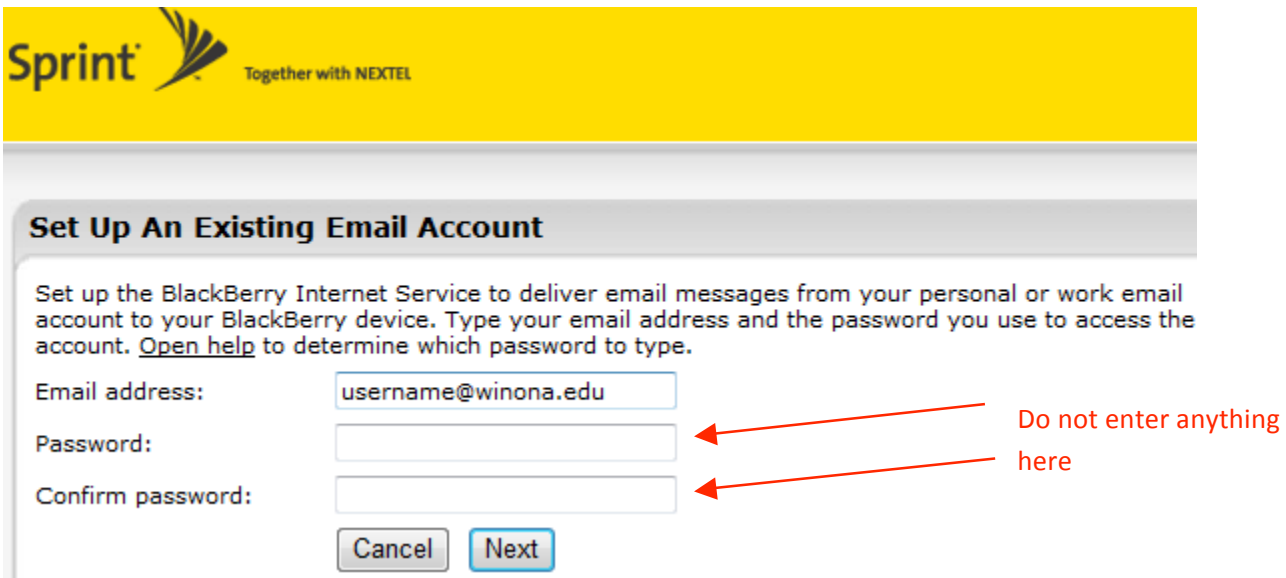

3. Click "OK"

4. Click "OK"

5. Click "Click Here" under Valid Email Accounts.

6. At the next screen enter your Winona State email making sure to leave the password field blank. Then hit "Next".

7. Check the radio button that says "I will provide the settings to add this email account." and leave the other fields blank. Then click next.

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Additional Information Required

We were unable to configure akjessie0089@winona.edu. Choose one of the following options and select Next.

⚪ Re-enter email address and password.

    Email address: [   ]   ← Do not enter anything here

    Password: [   ]   ←

⦿ I will provide the settings to add this email account.

[Cancel] [Next]

8. Choose "This is my work email account".

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Select Account Type

We were unable to configure akjessie0089@winona.edu. Please select one of the following options:

⚪ This is my personal email account.

⦿ This is my work email account.

[Cancel] [Next]

9. Check the radio button for "Outlook Web Access" per the screenshot below.

Sprint *Together with NEXTEL*

Set Up An Existing Work Email Account

We require additional information to configure your akjessie0089@winona.edu account. Please tell us how you access your email by selecting an option below, then click "Next".

Internet Service Provider Email (POP/IMAP)
- ○ Automatically detect my Microsoft® Outlook™ or Outlook Express™ settings. ⑦
  (Requires Microsoft Internet Explorer)
- ○ I will provide the settings to add this email account ⑦

Outlook® Web Access
- ● I can access my email account using a Web browser (Outlook® Web Access) ⑦

Cancel   Back   Next

10. Fill out the fields exactly as shown below. Use your <u>WSU</u> username and password. Click next.

Sprint *Together with NEXTEL*

Set Up An Existing Outlook Web Access Account

In order to configure your email account, we need some additional information. Please complete the fields below.

Outlook® Web Access URL: https://email.winona.edu/owa ⑦
(e.g. http://exchange.domainname.com/exchange)
This is the web page address you use to retrieve your company's email using an Internet browser.

User name: username ⑦
(e.g. jdoe or domain\jdoe)

Password: ●●●●●●●● ⑦ ← Winona State network Password
(Outlook or network login password)

Email address: username@winona.edu ⑦
e.g. jdoe@domainname.com

Mailbox name: username@winona.edu ⑦
(e.g. jdoe)

Cancel   Back   Next

11. Your WSU email account is now setup through your blackberry. You can also click "Edit" in order to make misc. changes to your email settings.