
Scope

This SOP applies to all Wesley employees that require their email to be setup on their BlackBerry but **Not** on the **BlackBerry Enterprise Server**.

1. From the BlackBerry home screen, click **Setup Wizard > E-mail Setup > I want to create or add an email address**.
2. Click **Next**.
3. Click **Next**.
4. Type your **e-mail address** and **password** and click **Next**.
5. If your BlackBerry device cannot determine the appropriate server settings, click **I will provide the settings to add this e-mail account**.
6. Type your **e-mail address** and **password** again and click **Next**.
7. Select **Outlook Web Access** and click **Next**.
8. Type the **Outlook Web Access URL**. The OWA URL is "https://webmail.wesley.edu"
9. Type your **Username (DO NOT USE domain\username)**.
10. Scroll down and type your **Mailbox Name**. Your mailbox name is the same as your username.
11. Click **Next**.
12. Click **OK** to complete the setup.

Additional Information & Setup

You can set up multiple e-mail accounts on your BlackBerry. The phone will check for new messages on these accounts every 15 minutes.

E-mail Reconciliation

Go into the messages icon and click the **BlackBerry Logo** button, scroll down to **Options** and **E-mail Reconciliation**. For **Message Services** make sure it is the email account you just setup. Select the **Delete On** option and make sure it is set to **Mailbox & Handheld**, this will keep the mailboxes consistent.

Things to watch for

- If you have multiple e-mail accounts on the BlackBerry Curve, you can choose a default account so that all messages you send are from the default account. To set the default account, use the following steps.
 1. Click **Settings > Options > Advanced Options > Default Services**.
 2. Select the e-mail address, click, and then choose the e-mail address to use as the default address.

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3. Click the End key to return to the home screen and save your changes.