Setting up staff email on a blackberry

Press the menu button on your blackberry keyboard.

Choose “Setup”.

Choose “Email Settings”.

![Setup Menu](image1)

![Email Settings Menu](image2)
Choose to add a new account.

Email Accounts

An email address does not currently exist for your BlackBerry device.

Add

Add my existing email account
(e.g. Yahoo®, Google®, new address)

Close

The email type should be “Other”.

Email Setup

Google®

AOL
(AOL, AIM)

Windows Live
(Hotmail, MSN, Live)

Other

Create New Address
(name@o2email.co.uk)

Close  < Back  Next >

Enter your username in the format username@stir.ac.uk, enter your password and then click on “Next”.

New BlackBerry Email Address Setup

Type a user name that will appear in the first part of your BlackBerry email address. The user name may contain letters, numbers, underscores '_', dashes '-' and periods '.'

User name:
jil24@stir.ac.uk
@o2email.co.uk

Password:

Close  < Back  Next >
Your blackberry should now fetch the relevant network settings.

When the settings have been found and applied, the screen below will indicate that the process is complete.

Account Setup Confirmation

You have successfully added jil24@stir.ac.uk. A new icon for this mailbox has been added to the Home Screen. You can use this mailbox to send and receive new email from your device.

Please note that only email sync is available with Blackberry handsets, contact and calendar sync are not currently functional.