

How to integrate a Exchange Outlook Web Access email address with a BlackBerry Internet Service account

To integrate a Microsoft® Outlook® Web Access email address using the Email Setup application from the BlackBerry® smartphone, complete the following steps:

1. Open **Email Settings** on the BlackBerry smartphone.
2. Click **Set up another email account**.
3. Choose **Other** from the list of options.
4. Enter the **Email Address** (<username>@exchange.njcu.edu) and **Email Password** (Gothicnet password), and then click **Continue**.
5. If the BlackBerry Internet Service indicates that there was a problem, select **I will provide the settings**.
6. Select **Outlook Web Access (Exchange)**.
7. Enter the **Outlook Web Access URL** (webmail.exchange.njcu.edu), **User name** (Gothicnet ID) and **Mailbox name** (firstname lastname), then press **Continue**.

To integrate a Microsoft Outlook Web Access email address using the Web login for BlackBerry Internet Service, complete the following steps:

1. Go to the wireless service provider's BlackBerry Internet Service website and log in to the BlackBerry Internet Service account.
2. Click **Set Up Email**.
3. Complete the **Email address** (<username>@exchange.njcu.edu) and **Email Password** (Gothicnet password), and select **Next**.
4. Select **provide additional settings**.
5. Select **Microsoft Exchange (using Microsoft ® Outlook Web Access)** (webmail.exchange.njcu.edu), complete the required fields, and select **Next**.