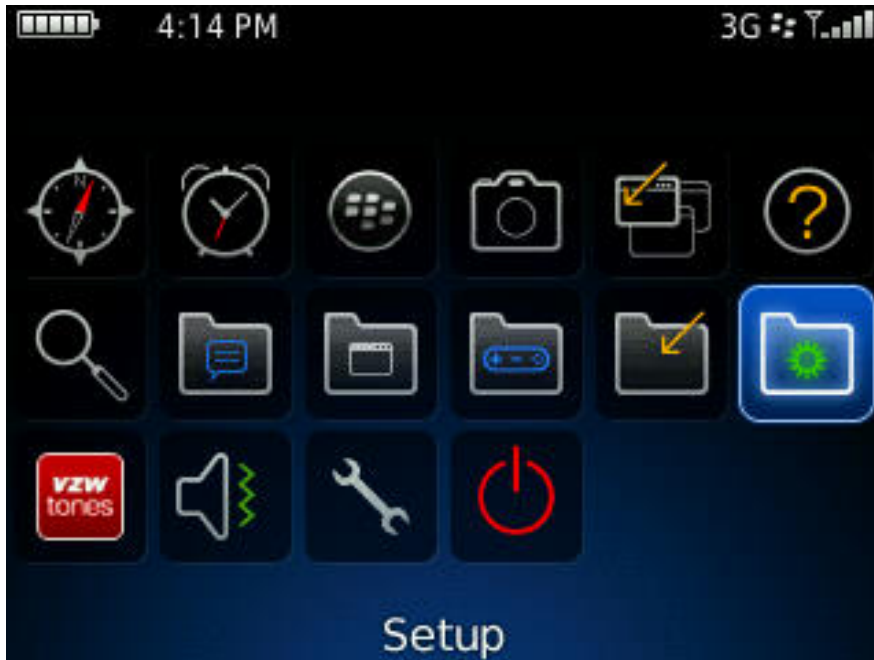


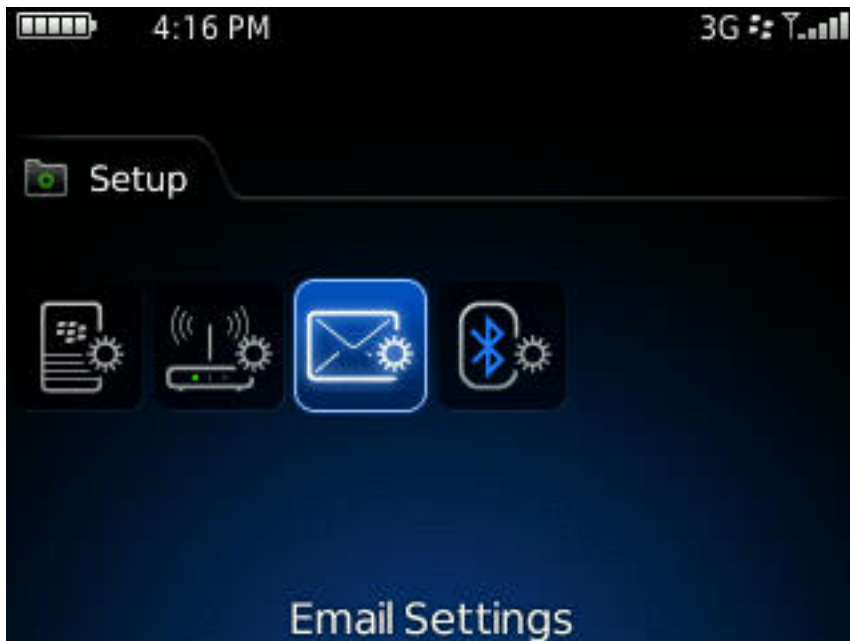
# HOW TO CONFIGURE YOUR BLACKBERRY FOR CAMPUS E-MAIL

Note: Screen Images differ depending on device.

Setup

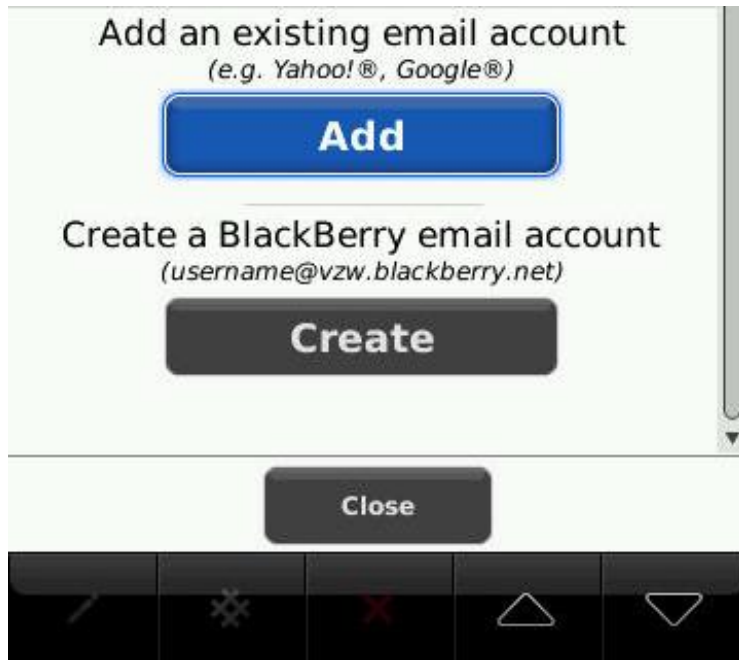


Email Settings



If you haven't accepted the agreement, do so by clicking I Accept

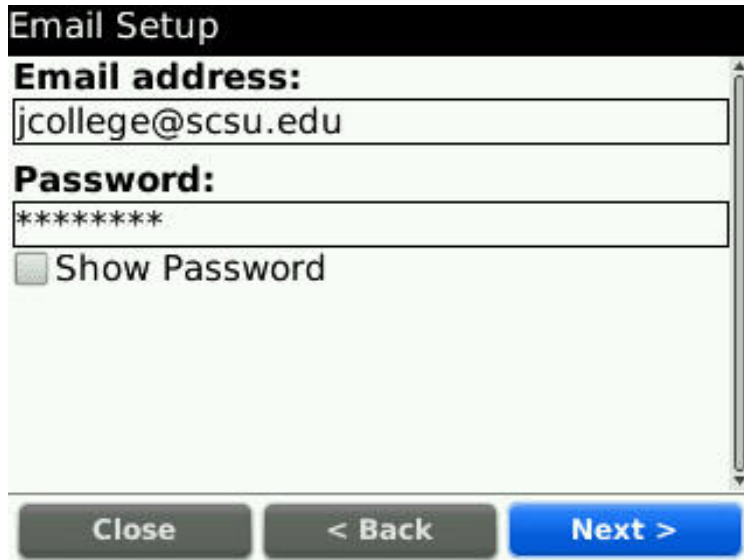
Select Add an existing email account



Select Other email address



Enter your campus email address and password then click next



**Email Setup**

**Email address:**  
jcollege@scsu.edu

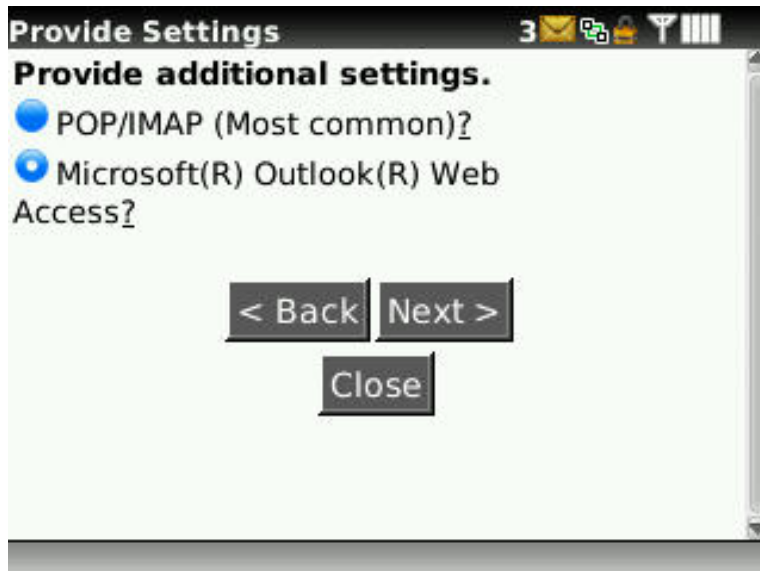
**Password:**  
\*\*\*\*\*

Show Password

Close < Back Next >

If phone does not accept settings, click the link that states “I will provide the settings”

Select Outlook Web Access(Exchange)



**Provide Settings** 3 [mail icon] [wifi icon] [lock icon] [signal icon]

**Provide additional settings.**

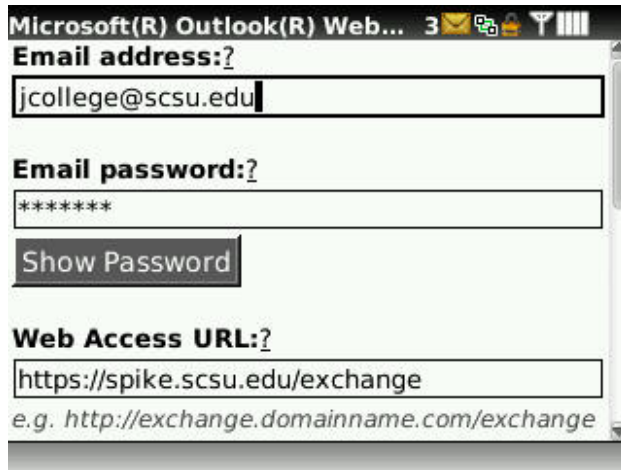
- POP/IMAP (Most common)?
- Microsoft(R) Outlook(R) Web Access?

< Back Next >

Close

Enter Your campus email address and password

Enter <https://spike.scsu.edu/exchange> for the Web Access URL or Email Server



Microsoft(R) Outlook(R) Web... 3 [icons]

**Email address:?**  
jcollege@scsu.edu

**Email password:?**  
\*\*\*\*\*  
Show Password

**Web Access URL:?**  
https://spike.scsu.edu/exchange  
e.g. http://exchange.domainname.com/exchange

Enter you username, which is the first part of your email address, for your Username and Mailbox.



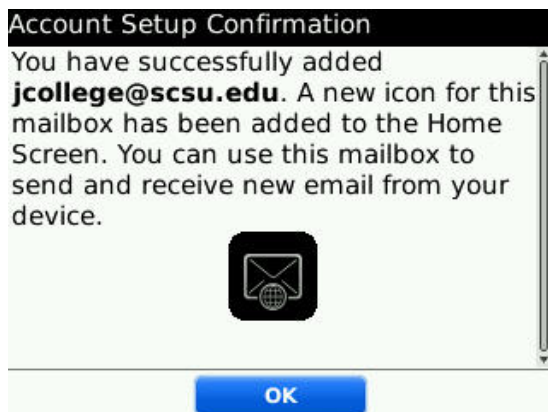
Microsoft(R) Outlook(R) Web... 3 [icons]

**User name:?**  
jcollege  
*lisa.perry or domain\lisa.perry*

**Mailbox name:?**  
jcollege  
*lisa.perry*


*Tip: Contact your Microsoft Exchange administrator if you need help with these settings.*

Click Next



**Account Setup Confirmation**

You have successfully added **jcollege@scsu.edu**. 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.



OK