

This document instructs Blackberry users how to set up Outlook onto their mobile device

- 1.) From the BlackBerry home screen, click BlackBerry Setup > Set up Internet E-mail > Add An Email Account.
- 2.) Type your e-mail address and password, and then click Next.
- 3.) If your BlackBerry device can't determine the appropriate server settings, click I will provide the settings to add this email account.
- 4.) Scroll down and then click Next.
- 5.) Select Internet Service Provider Email (POP/IMAP), and then click Next.
- 6.) Type your user name in the format of username@hiram.edu
- 7.) Scroll down and type the name of your e-mail server. If you're using POP, your e-mail server is m.outlook.com. If you're using IMAP, your email server is m.outlook.com.
- 8.) Click Next.
- 9.) Enter m.outlook.com as the SMTP Server name.
Click OK to complete the setup.



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