MacMail – How To Configure BlackBerry

**NOTE:** Depending on your device, your screens, icons and options may differ slightly from the example below.

1. Open the **Settings** on your BlackBerry. You can access Settings in two ways.

1.a Tap the **Settings** icon to open up your System Settings.

1.b Alternately, you can swipe your BlackBerry screen with your finger from the top down to reveal your choices which will include **Settings**.

Tap on the **Settings** icon to open up your System Settings
2. Tap on Accounts
3. This will open up your Accounts page with some options at the bottom of the screen. Tap “Add Account”.

This page gives you the Advanced option at the bottom. Click on Advanced for the final steps.
Add Account

Email, Calendar and Contact
LinkedIn
Evernote
Subscribed Calendar

Tap on the Advanced option

Back Advanced
4. Tap on **Microsoft Exchange Active Sync** in your choice list.

You will be shown a form to fill out with information.
5. Swipe up on the BlackBerry screen to reveal more fields and choices in this form. This is where you can add the Server Address. The rest of this form can be left as defaults.
Here is a chart for reference:

<table>
<thead>
<tr>
<th>Fields to populate</th>
<th>Information to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>McMaster Email</td>
</tr>
<tr>
<td>Domain</td>
<td>ads.mcmaster.ca</td>
</tr>
<tr>
<td>Username</td>
<td>Your MAC ID</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Password</td>
<td>Your MAC ID Password</td>
</tr>
<tr>
<td>Server Address</td>
<td>webmail.mcmaster.ca</td>
</tr>
</tbody>
</table>

6. Once you populate the fields with the correct information, click on the **Next** button located at the top right of your screen.

Your final screen will show you the following settings.

Everything should be set to the **On** position.
7. Click on the **Done** button at the top right corner.

You will receive a message about saving and verifying your settings. This may take a few seconds.
You will now see this email in your BlackBerry Hub. To get to the Hub, swipe up from the bottom of the screen to get back to your icons, and then swipe to the right until the Hub shows up.
Your email will appear in your Blackberry Hub.