

MacMail – How To Configure BlackBerry

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

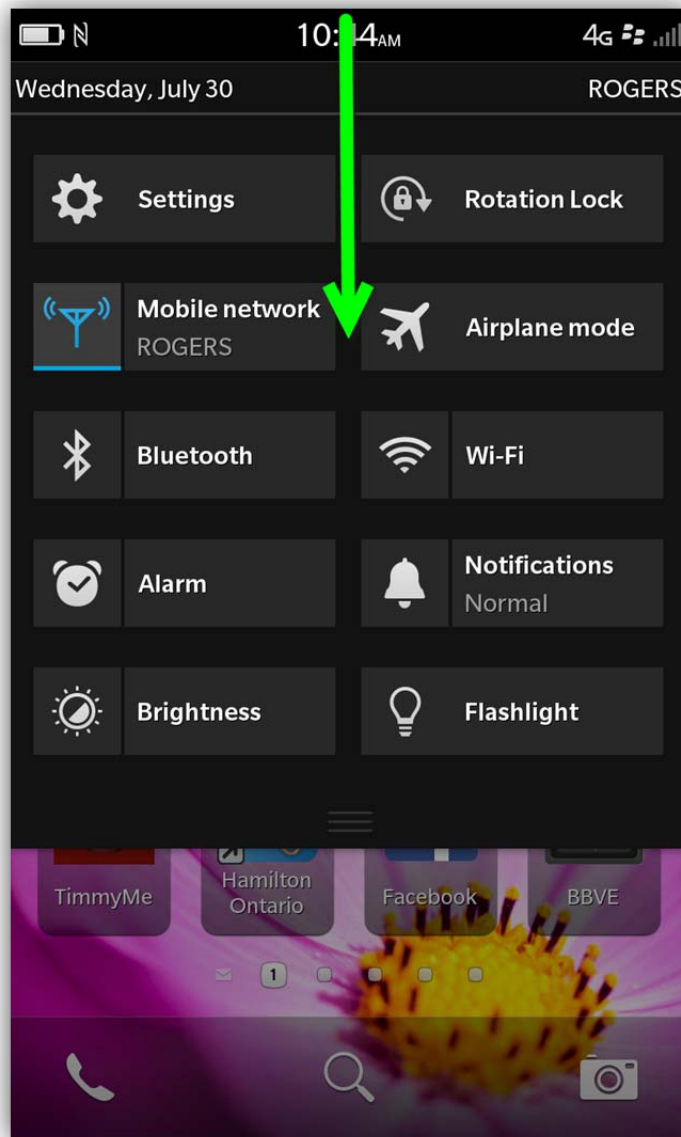
1. Open the **Settings** on your BlackBerry. You can access Settings in two ways.



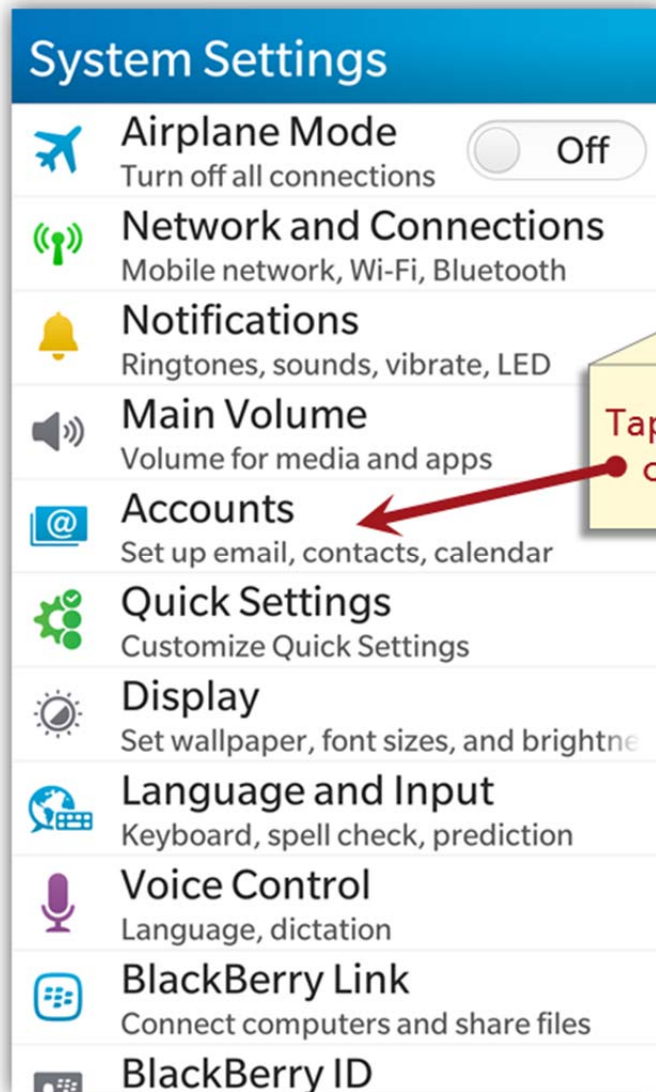
1.a Tap the **Settings** icon to open up your System Settings.

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

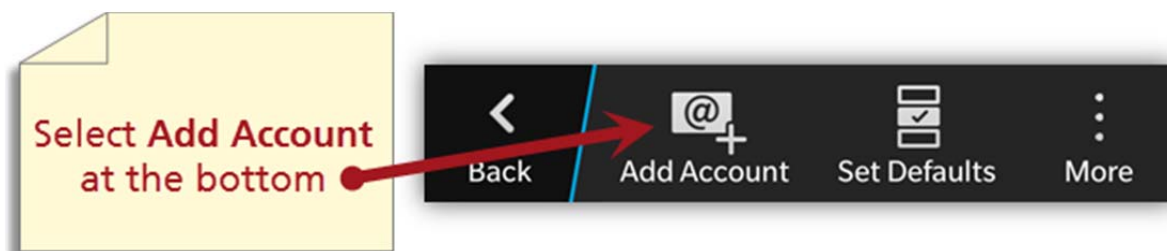
Tap on the **Settings** icon to open up your System Settings



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.

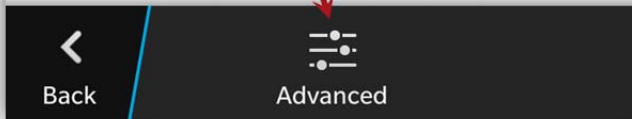
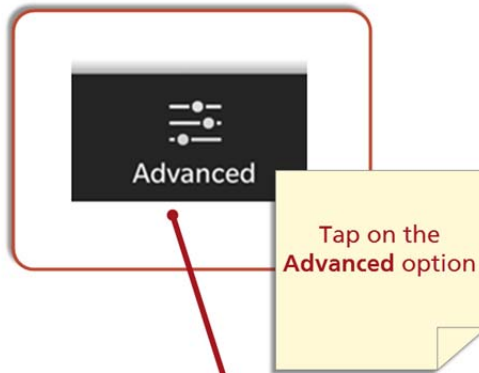
Add Account

 Email, Calendar and Contact

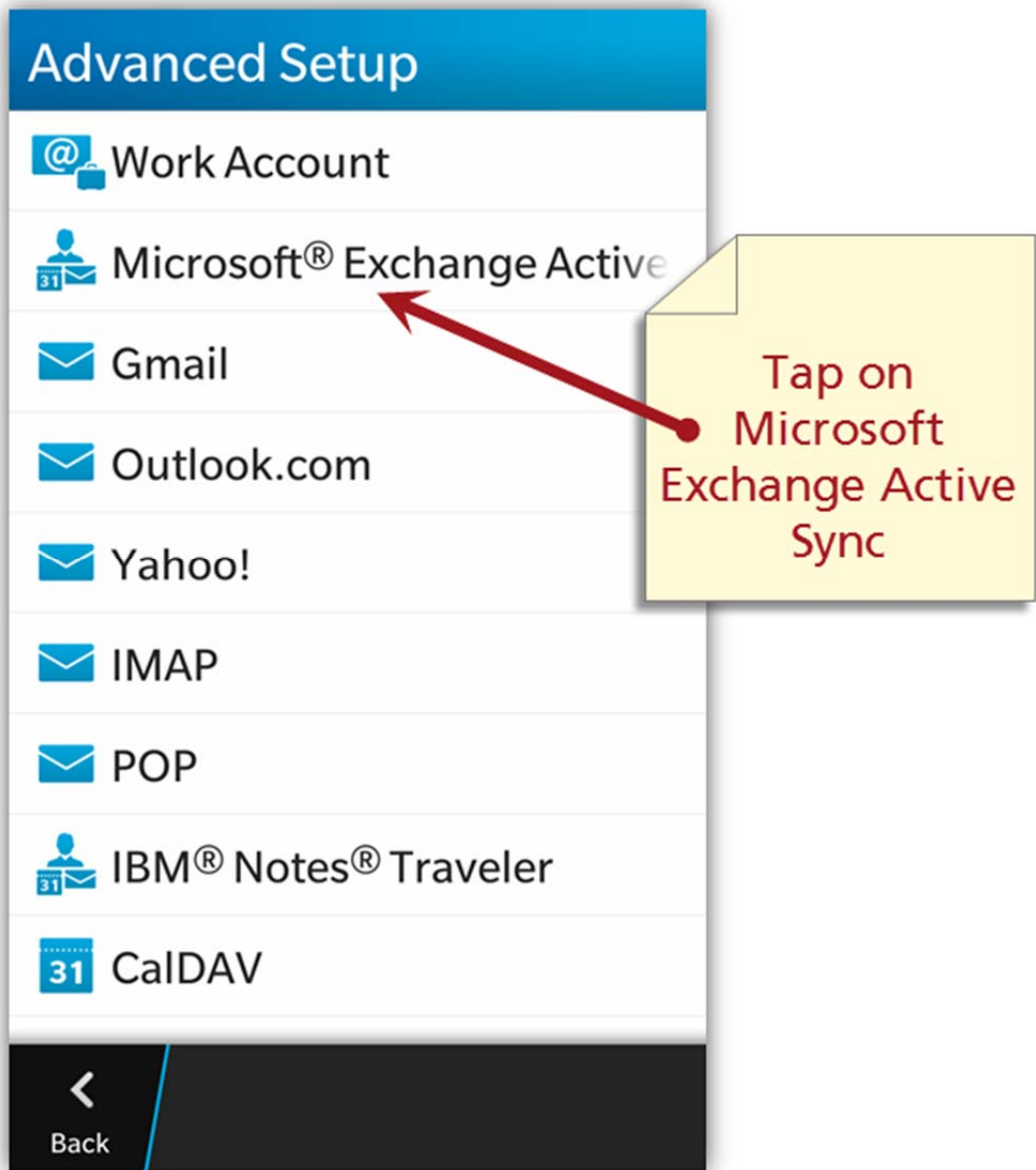
 LinkedIn

 Evernote

 Subscribed Calendar



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



You will be shown a form to fill out with information.

Cancel Add Account Next

Microsoft® Exchange ActiveSync

* Required Fields

Description

McMaster Email ✓

Domain

ADS.mcmaster.ca ✓

Username *

mactest ✓

Email Address *

mactest@mcmaster.ca ✓

Password *

..... ✓

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.

Cancel
Add Account
Next

Server Address *

webmail.mcmaster.ca

Port *

443

Use SSL On

Use VPN Off

Download Messages While Roaming On

Push On

Sync Interval

15 Minutes ▾

Sync Timeframe

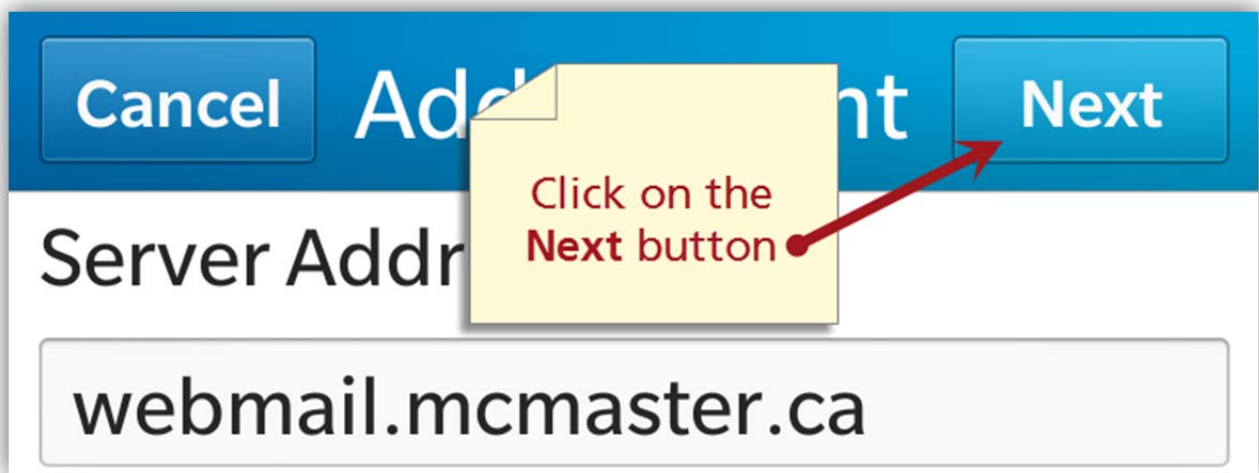
30 Days ▾

Here is a chart for reference:

Fields to populate	Information to use
Description	McMaster Email
Domain	ads.mcmaster.ca

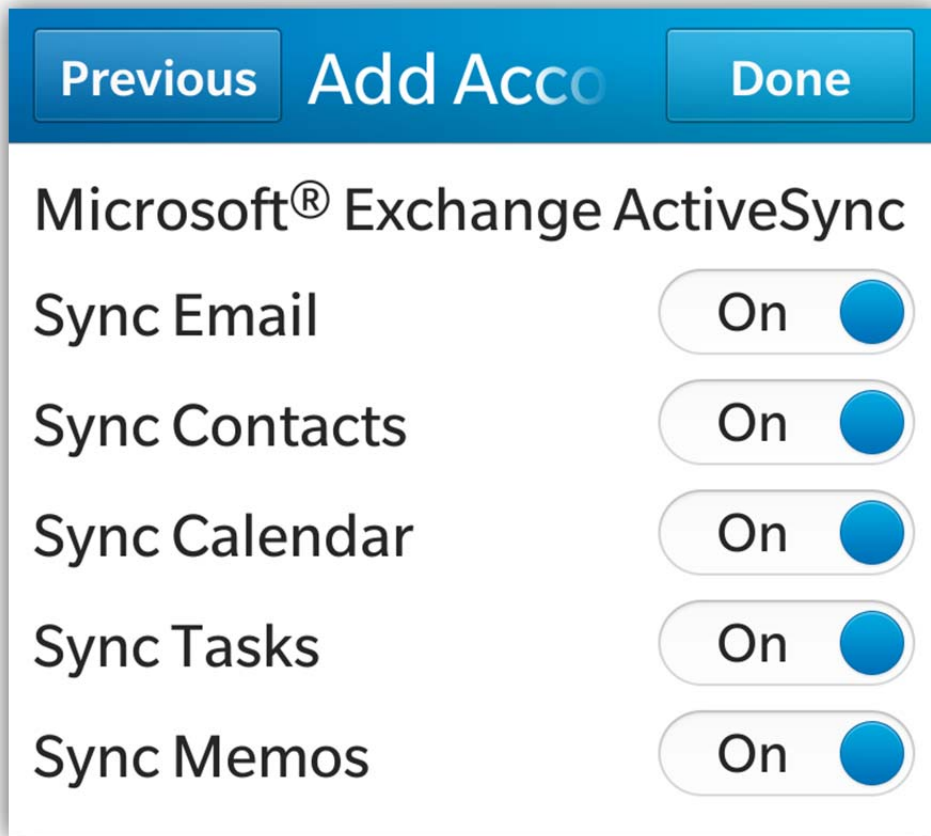
Username	<i>Your MAC ID</i>
Password	<i>Your MAC ID Password</i>
Server Address	webmail.mcmaster.ca

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

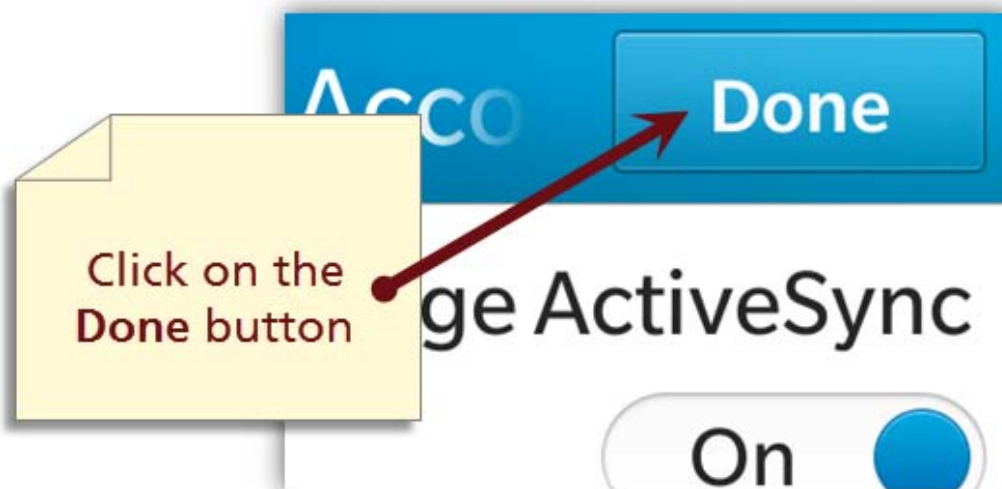


Your final screen will show you the following settings.

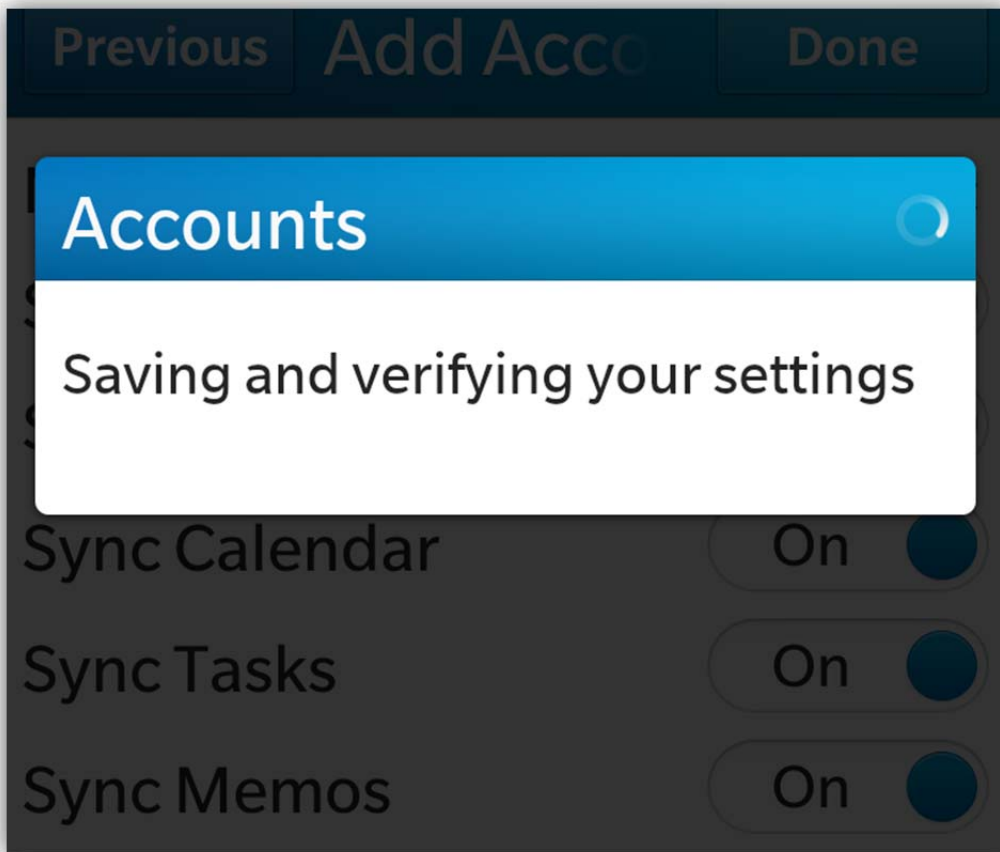
Everything should be set to the **On** position.



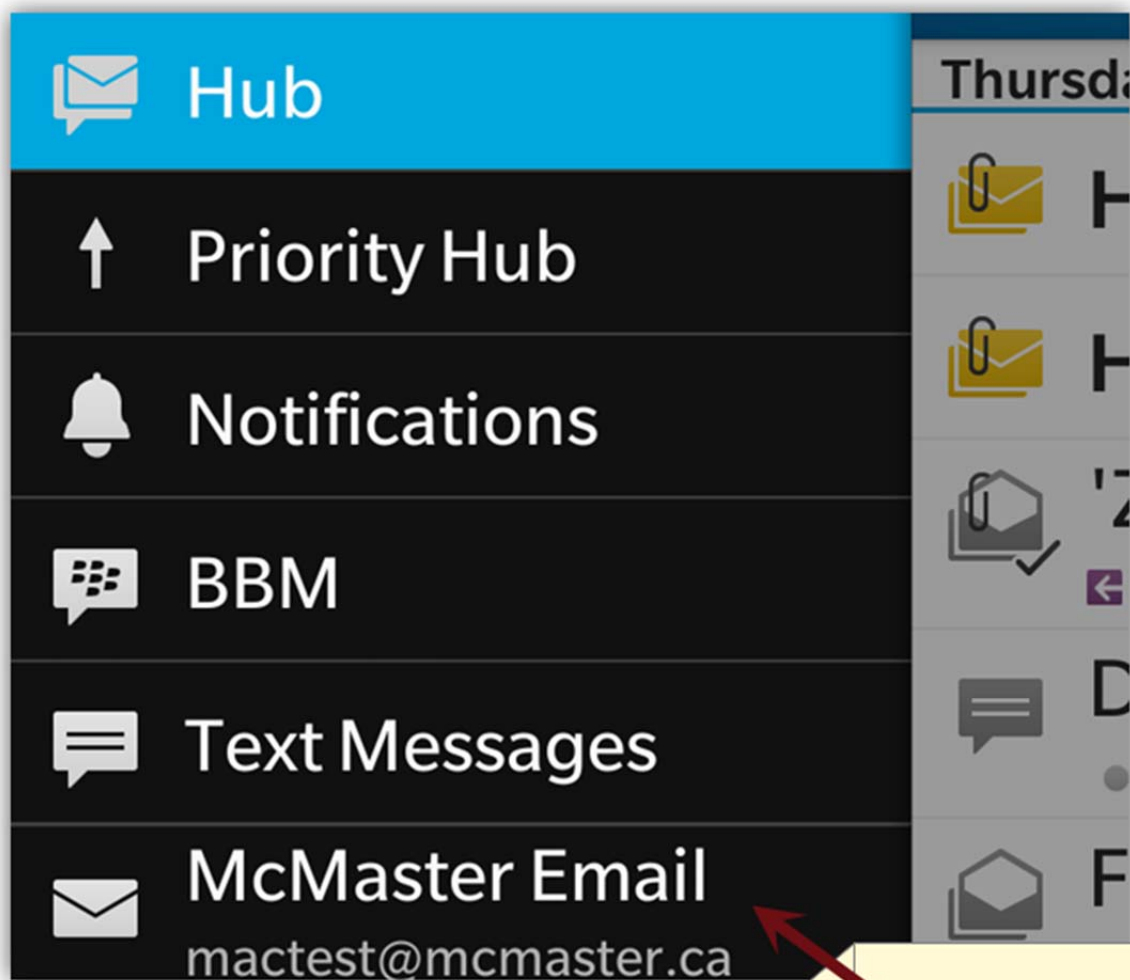
7. Click on the **Done** button at the top right corner.



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