How to set up your Blackberry Phone with Exchange

1. Go to Setup->Email Accounts

2. Select "Set up another email account"

3. Select "Other"

4. Enter your email address and an incorrect password (this will allow us to access more settings)

5. After it fails, select "I will provide these settings"

6. For email type select "Outlook Web Access (Exchange)" and enter your email address and password
7. Under Outlook Web Access URL enter "https://email.aero.und.edu"

8. For Username enter "aerospace" (your username is the name before the @ in your email address). For Mailbox name enter your username.

9. Your setup should now be complete.

10. If you receive an error, make sure all fields are entered correctly. If you are still getting an error, call the Helpdesk (7-4357) and ask if your account is locked.