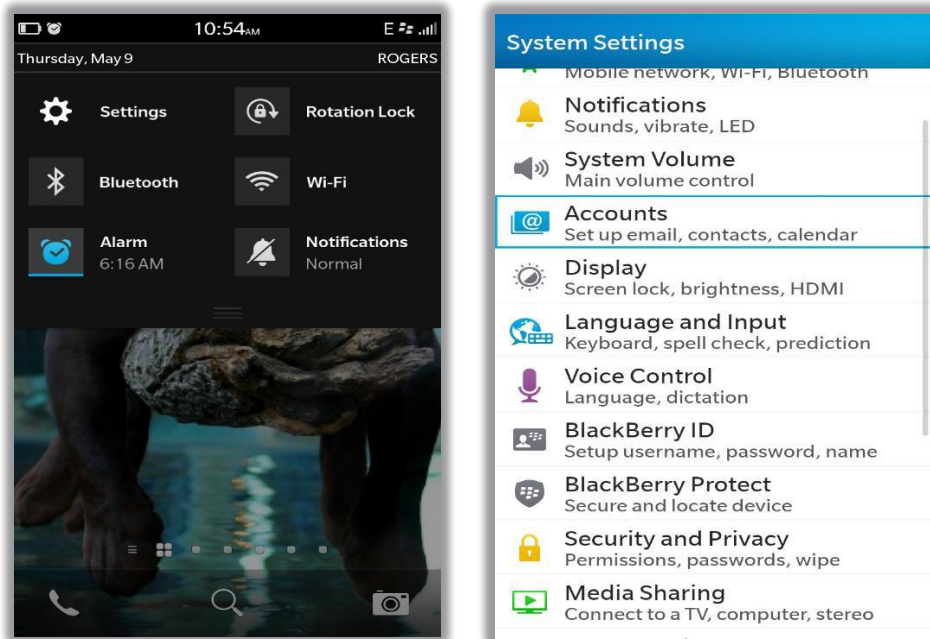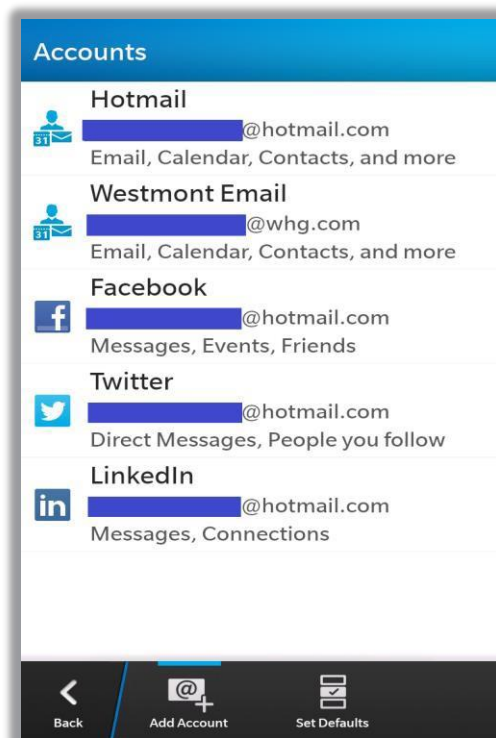# Blackberry 10 Setup

This manual provides instructions on how to setup your WHG email on your new Blackberry 10 device.

Once you have gone through the initial setup process on your device you should now be able to see the home screen.

From the home screen <swipe down> from the top of the screen to reveal the settings button.

Press the "Settings" button. When the "System Settings" window opens, press "Accounts"

Click on "Email, Calendar and Contacts" then type in the username followed by "@whg.com" without the quotes.

Once you have entered in all the information press the "Next" button at the top.
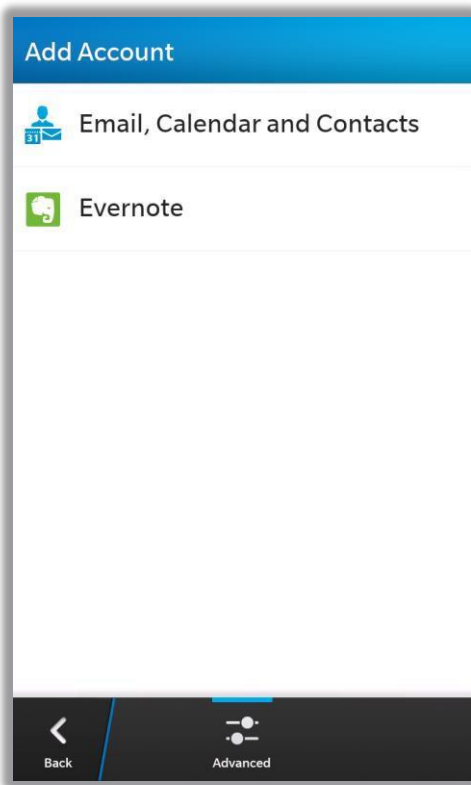
When it has finished retrieving the required settings it will prompt you to select the options that you want to synchronise with your whg account. Select the options you want and press "Done"

You should then be prompted to create a password for your device if you have not already done so. Your emails will now begin to download to your phone.
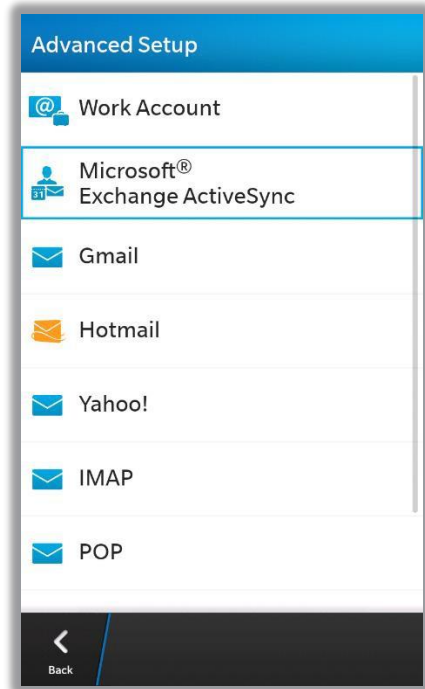
If that does not work you can try the more advance version below.

Now Press the "Add Account" Button at the bottom of the screen.

Then Press the "Advanced" button located at the bottom of the screen.

Now you will see the different account types that you can setup on your device. For WHG select "Microsoft Exchange ActiveSync"

Note*

For this example we are using whg1234@whg.com

In this example the main email address and username are the same. You may have a different username and email address for your account.

Fill in the required information as displayed in the screenshots:

Server address is "outlook.office365.com"

Scroll down to view all options.

Once you have entered in all the information press the "Next" button at the top.

When it has finished retrieving the required settings it will prompt you to select the options that you want to synchronise with your whg account. Select the options you want and press "Done"

You should then be prompted to create a password for your device if you have not already done so. Your emails will now begin to download to your phone.

NOTE*

Westmont's IT policy requires any device that has whg emails on it has be password protected. Please do not forget this password as we cannot reset it for you.

Thank you,