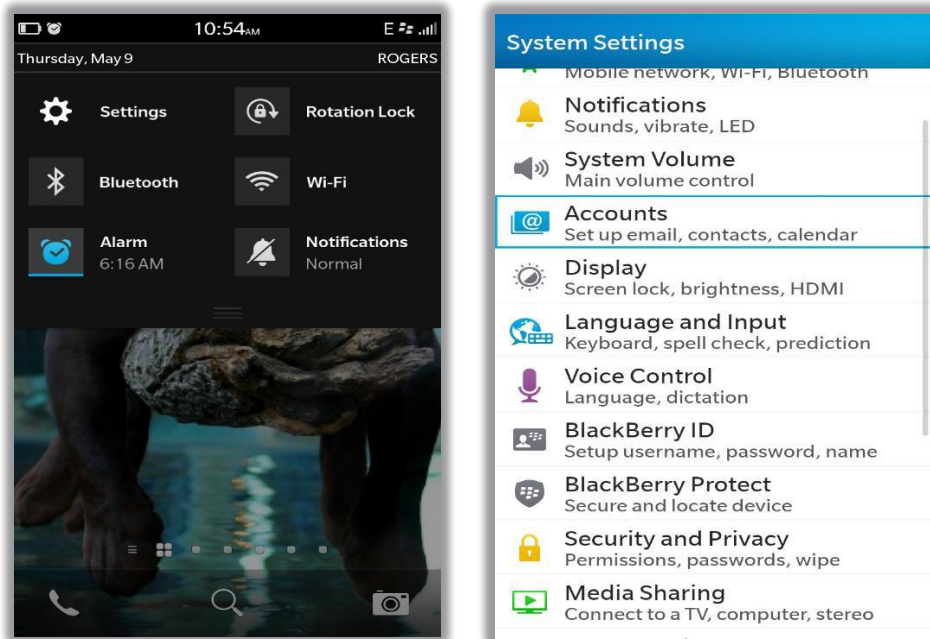


# Blackberry 10 Setup

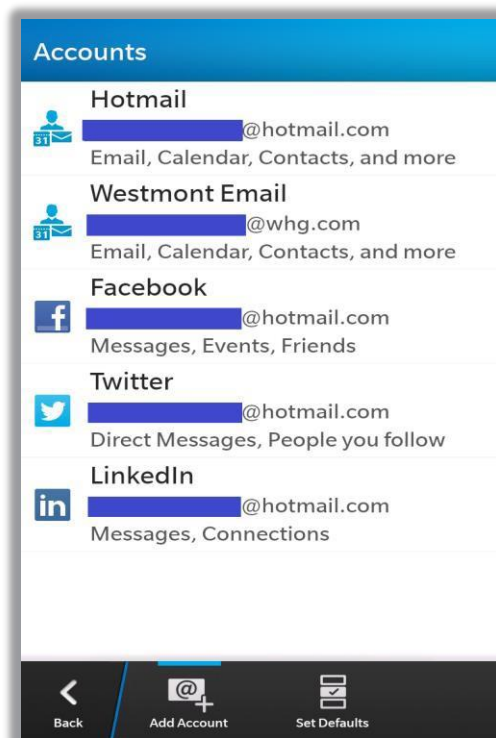
This manual provides instructions on how to setup your WHG email on your new Blackberry 10 device.

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”



Add Account

Cancel
Add Account
Next
Previous
Add Account
Next

Email, Calendar and Contacts

Evernote

Enter the email address for your existing account.

Please enter the password for: mary@whg.com

Email Address \*

Password \*

mary@whg.com

.....

Back
Advanced

?123 @ \_ . Next ?123 , \_ . Next

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.

Dismiss
Add Account
Next

Checking for supported services and policy information

pod51010.outlook.com

Port \*
443

Use SSL
On

Use VPN
Off

Push
On

Sync Interval
Manual

Previous
Add Account
Done

Microsoft® Exchange ActiveSync

Sync Email
On

Sync Contacts
On

Sync Calendar
On

Sync Tasks
On

Sync Memos
On

Policy
When roaming, syncing must be done manually

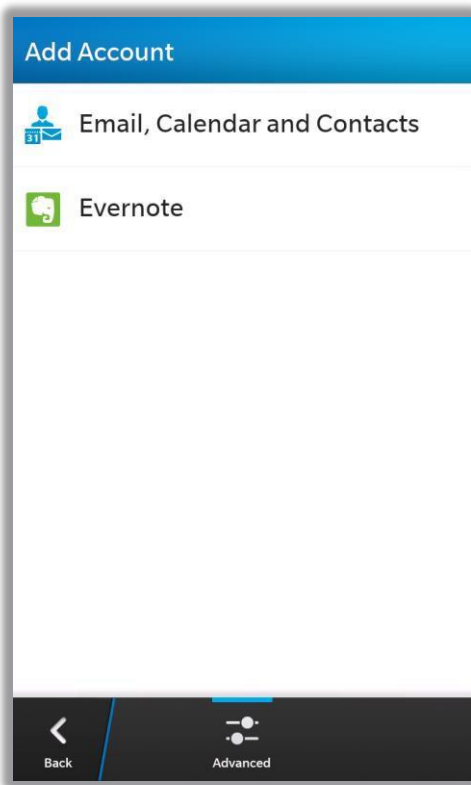
When it has finished retrieving the required settings it will prompt you to select the options that you want to synchronise with your whg account. Select the options you want and press "Done"

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.

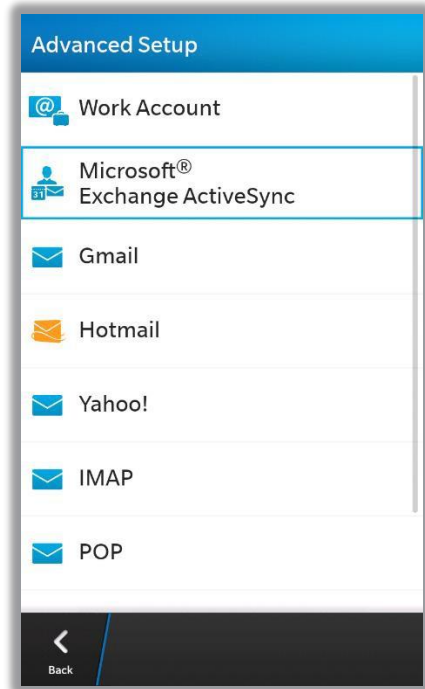
If that does not work you can try the more advance version below.

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](mailto: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”

DismissAdd AccountNext

Microsoft® Exchange ActiveSync

\* Required Fields

Description

WHG email

Domain

whg

Username \*

whg1234@whg.com

Email Address \*

whg1234@whg.com

Password \*

.....

Server Address \*

pod51010.outlook.com

Password \*

.....

Server Address \*

outlook.office365.com

Port \*

443

Use SSL

On

Use VPN

Off

Push

On

Sync Interval

Manual

Sync Timeframe

30 Days

Scroll down to view all options.

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

DismissAdd AccountNext

Checking for supported services and policy information

pod51010.outlook.com

Port \*

443

Use SSL

On

Use VPN

Off

Push

On

Sync Interval

Manual

PreviousAdd AccountDone

Microsoft® Exchange ActiveSync

Sync Email

On

Sync Contacts

On

Sync Calendar

On

Sync Tasks

On

Sync Memos

On

Policy

When roaming, syncing must be done manually

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,

