

Blackberry Outlook Web Access Configuration

1. Login to your blackberry internet service account.

***(If you do not know how to access the site or do not remember your UserName or Password, please contact your cellular provider. They have access to that particular system and will be happy to help.)**

2. Select **Set Up Account**

The screenshot shows the 'Email Accounts' management interface. At the top, it says 'Manage the accounts you are using with your BlackBerry device.' Below this, there is a section for 'Valid Email Account' with a checkmark and the email address 'maximryklis@yahoo.com'. To the right of this section are buttons for 'Edit', 'Filters', and 'Delete'. Below the valid account section, there is a section titled 'Add An Existing Email Account' with instructions: 'Set up an existing work or personal email account for use with your BlackBerry device. ex. Yahoo!®, Gmail™, Microsoft Outlook®'. A yellow box highlights the 'Set Up Account' button. Below that is a section for 'BlackBerry Device Email Address' with instructions: 'Create a new email address for your BlackBerry device.' and a 'Create Address' button.

3. Enter your email address.

Please enter a incorrect password so that the system allows manual configuration.

Select **Next**

The screenshot shows the 'Set Up An Existing Email Account' screen. It contains the following text: 'Set up the BlackBerry Internet Service to deliver email messages from your personal or work email account to your BlackBerry device. Type your email address and the password you use to access the account. [Open help](#) to determine which password to type.' Below this are three input fields: 'Email address:' with the value 'xim.ryklis@baruch.cuny.edu', 'Password:' with six dots, and 'Confirm password:' with six dots. At the bottom, there are 'Cancel' and 'Next' buttons. A yellow box highlights the 'Next' button.

4. Select ***“I will provide the settings to add this email account”***

Select **Next**

The screenshot shows the 'Additional Information Required' screen. It contains the following text: 'We were unable to configure maxim.ryklis@baruch.cuny.edu. Choose one of the following options and select Next.' Below this are two radio button options. The first option is 'Re-enter email address and password.' with input fields for 'Email address:' and 'Password:'. The second option is 'I will provide the settings to add this email account.' and is selected. At the bottom, there are 'Cancel' and 'Next' buttons. A yellow box highlights the 'Next' button.

5. Select ***“This is my work email account”***

Select **Next**

The screenshot shows the 'Select Account Type' screen. It contains the following text: 'We were unable to configure maxim.ryklis@baruch.cuny.edu. Please select one of the following options:' Below this are two radio button options. The first option is 'This is my personal email account.' The second option is 'This is my work email account.' and is selected. At the bottom, there are 'Cancel' and 'Next' buttons. A yellow box highlights the 'Next' button.

6. Select ***“I can access my email account using a Web Browser(Outlook Web Access)”***
Select **Next**

Set Up An Existing Work Email Account

We require additional information to configure your maxim.ryklis@baruch.cuny.edu account. Please tell us how you access your email by selecting an option below, then click "Next".

Internet Service Provider Email (POP/IMAP)

Automatically detect my Microsoft® Outlook™ or Outlook Express™ settings. [?](#)
(Requires Microsoft Internet Explorer)

I will provide the settings to add this email account [?](#)

Outlook® Web Access

I can access my email account using a Web browser (Outlook® Web Access) [?](#)

7. **Web Access URL: ***https://www.baruch.cuny.edu/mail***
(Alternatively you could use: ***http://www.baruch.cuny.edu/exchange***)
User name: your **BCTC** or **ACAD** UserName
Password: ***Now enter the correct password for your email account.***
Email address: **In the following format: [FirstName.LastName@baruch.cuny.edu](#)**
Mailbox Name: This is usually the **FirstName.LastName from your Email address.

Set Up An Existing Outlook Web Access Account

In order to configure your email account, we need some additional information. Please complete the fields below.

Outlook® Web Access URL: [?](#)
(e.g. http://exchange.domainname.com/exchange)
This is the web page address you use to retrieve your company's email using an Internet browser.

User name: [?](#)
(e.g. jdoe or domain\jdoe)

Password: [?](#)
(Outlook or network login password)

Email address: [?](#)
e.g. jdoe@domainname.com

Mailbox name: [?](#)
(e.g. jdoe)

Select **Next**.

Now look for the new email icon on the bb. It may take a few minutes before it syncs.