



BlackBerry Configuration for Outlook Live

The following are the instructions to set up Exchange email on BlackBerry Smart Phones.

Set up e-mail on a BlackBerry

1. **Before you setup your phone, you have to login to Outlook Live first and change your default password. If you haven't done so, please go to <http://www.hbu.edu/email> and follow the First Time Login instructions.**
2. From the BlackBerry home screen, click **Setup > "E-mail Setup"** (actual names may change depending on the carrier you are using).
3. If you are presented an "Existing Users" log on screen, log in with your Blackberry Internet Services (BIS) account credentials. (Note: If you have a BIS account, you can log into your provider's BIS website and execute steps 4 through 12 from your computer.) BIS account logins for the following providers can be found at:
 - a. AT&T - <http://att.blackberry.com>
 - b. Sprint - <http://sprint.blackberry.com>
 - c. Verizon - <http://vzw.blackberry.com>
 - d. T-Mobile - <http://tmobile.blackberry.com>
4. When presented with the "Email Accounts" screen, select your current xxx@hbu.edu account and press the scroll button and select "Edit".
5. Scroll down to "Login Information" and press the scroll button.
6. If your OCS and Outlook Live passwords are different, scroll to the "Password" entry box and enter your Outlook Live password.
7. Scroll down to "Advanced Options" and press the scroll button.
8. Change the "Email Server" from OCS.HBU.EDU to pod51004.outlook.com
9. Scroll down to the "Use SSL" checkbox and make sure the box is checked. (You will notice the "Port" changes from 143 to 993.
10. Scroll down to the "Save" option and press the scroll button.
11. The setting will be verified and you will receive either a confirmation or error message.
12. If you receive an error message, call Bill Sisk at (281) 649-3803.

If you wish to sync your contacts, calendar and tasks "over-the-air", you will need to purchase a third-party software. NotifySync is the software recommended by our Microsoft representative. Go to <http://www.notifycorp.com/products/notifysync/index.htm> for product and ordering information.

For more information contact ITS at helpdesk@hbu.edu or call x.3410

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