

## Set Up Anna Maria Email on your Blackberry

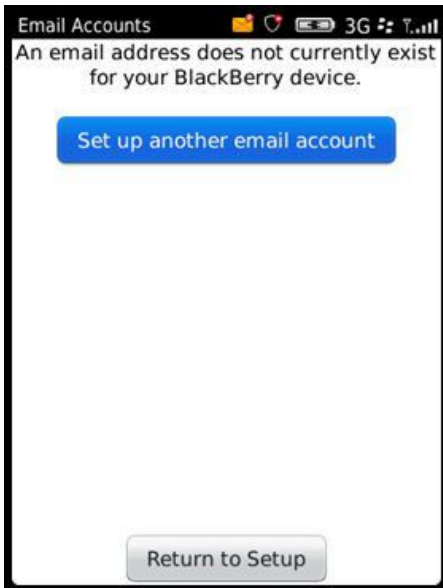
1. Click **Setup** on your Blackberry phone.



2. Click **Email Settings**.



3. Click **Set up another email account.**



4. Choose **Other** from the list of options.



5. Enter the Email Address – **employees are *username@annamaria.edu* and students are *username@amcats.edu*** - and Email Password, then click **Continue**.



6. If the BlackBerry Internet Service indicates that there was a problem, select **I will provide the settings**.



7. Select **Outlook Web Access (Exchange)**.



8. Enter the following:
  - a. Outlook Web Access URL – <http://webmail.annamaria.edu>
  - b. User name
  - c. Mailbox name
  - d. then press Continue



9. The email account should then be successfully added.



Account Setup Confirm... 3G

**username@annamaria.edu setup complete.**  
Use the message icon on your Home screen to send and receive email from your device.



Signature and Settings

Sent from my BlackBerry device on the Rogers Wireless Network

Change Settings

Set up another email account

Return to Setup