

# How To:

Set Up Email on  
Blackberry





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## Introduction

This guide takes you step-by-step through the process of setting up a new email account on Blackberry. Please note that Blackberry phones vary in the way email is set up. This article will cover the basics of email setup on Blackberry phones using the Blackberry Curve 8520 as an example. Even though your phone might be slightly different, the same basic principles should apply. .

## Setting up Email for Blackberry

1. Press the Blackberry button on your phone.



2. Find and select the **Setup** icon.



3. Select Email Settings or Email Accounts



4. **Note:** Some models have an additional step asking you which type of account to setup. Select **Internal Mail Account** if your phone displays this screen.
5. Select **Add** or **Set up another email account** and then scroll down and select **Other**.





6. Type in your **email address** and email **password**.
7. Ensure that you have the following settings: User name is the **full email address**  
Use the following **Incoming** server settings:

- IMAP
- mail. (your domain) Port 143
- No SSL

Use the following **Outgoing** server settings:

- smtp (your domain)
- Port 587
- No SSL

8. Click **Next** or **Continue** to finish your email setup.

Congratulations! You have successfully set up email on your Blackberry. You can now find an icon for this email account on your Blackberry.