June 07

Mobile Email Setup – BlackBerry®
Email Configuration Guide

v2.4

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1 Required Settings

The BlackBerry® email software support both the POP and IMAP email standards for receiving email. The following are the require settings.

1. Username

   You must enter your complete email address. (example: username@yourdomain.com)

2. Password

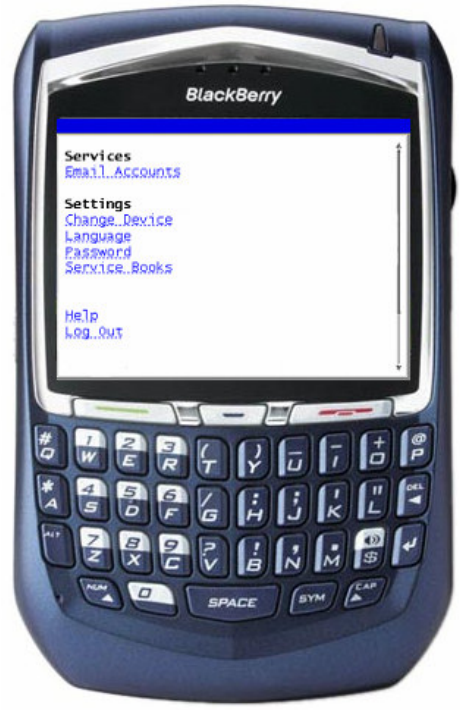
   This is the same password that you use to login to Web Mail.

3. Incoming Mail Server

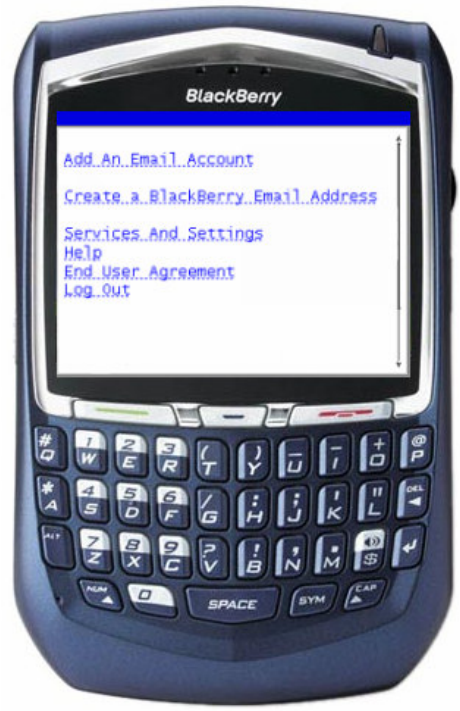
   imap.everyone.net

2 Setting up your email account

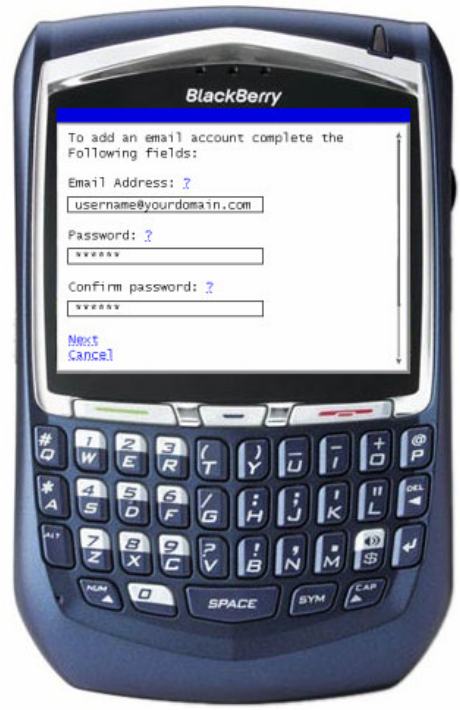
Log into the BlackBerry® Internet Service (BIS) by entering your User ID and password information.



Under Services select Email Accounts .



Select Add An Email Account .

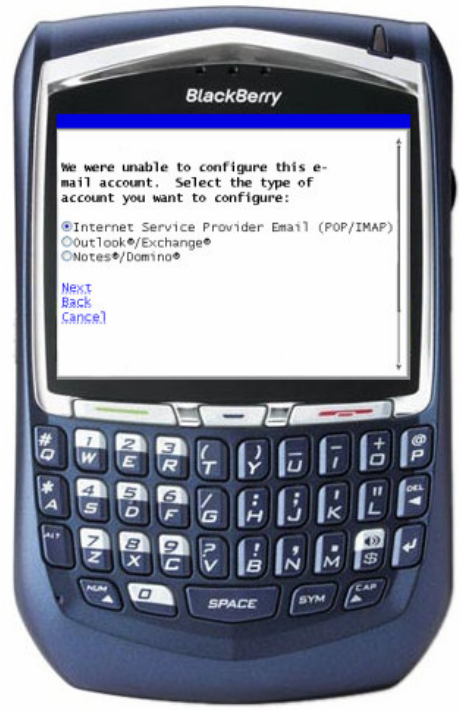


You will be asked to enter your email address and password.

Enter your complete email address into the Email Address field.

Enter the password for your email account into the Password field. Then confirm your password.

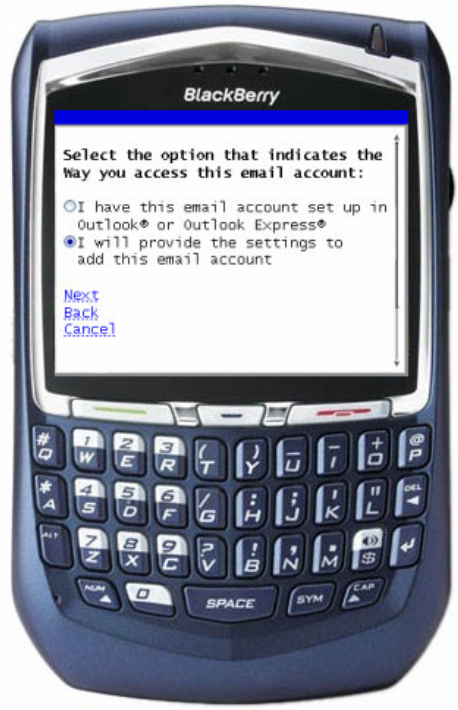
Select Next.



Blackberry will inform you that it cannot automatically configure the account.

Select Internet Service Provider Email (POP/IMAP) .

Select Next.



You will be asked to select an option which indicates the way you wish to access your email account.

Select I will provide the settings to add this email account .

Select Next.

You will be asked to enter your account settings information.

The Email address box will be automatically populated. Please ensure this is correct.

Enter your complete email address in the Username box (e.g., username@yourdomain.com).

In the Password box and enter the password for your email account.

Scroll down if needed.

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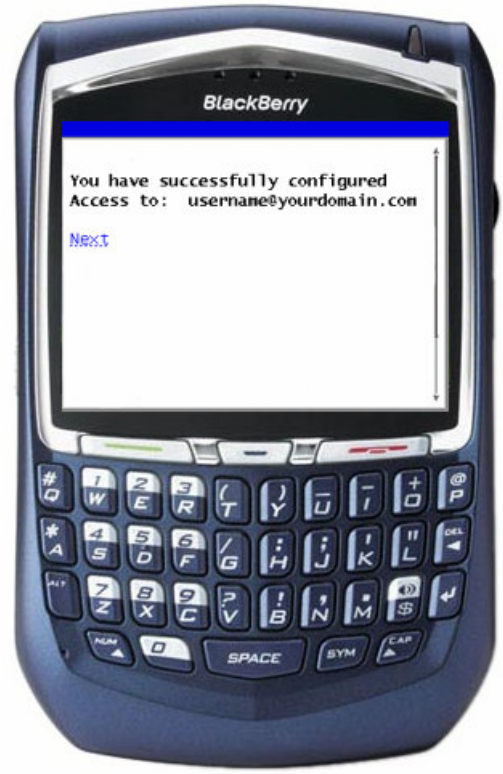
In the Email server field enter: imap.everyone.net

Under Server Type select IMAP

Select NO under Use SSL.

Review your settings and select Next.



Your account now has been successfully added.

Note: BlackBerry® Internet Service (BIS) will automatically check for new email approximately every 15 minutes.

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3 BlackBerry® Support Information

You can contact our support group to provide you with assistance for your email service. However for questions on how to use BlackBerry® please visit their support site.

http://www.blackberry.com/.

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