



INFORMATION & TECHNOLOGY SERVICES HELP DESK

BLACKBERRY DEVICES

SETTING UP MAVMAIL

These instructions will help assist you in setting up your Blackberry device with your MavMAIL email address. You may setup an email account on your device by either using Outlook Web Access (OWA) or IMAP/POP.

To Setup MavMAIL on Your Blackberry Smartphone (using OWA):

1. On your phone's home screen, you should see a shortcut for **Setup Wizard**—click it to start the setup.
2. Follow the on-screen instructions (wizard) for setting up your email account. If you've previously setup an account, go into **Email Setup**. You will want to select **I want to create or add an email address** and click **Next**.
3. Click **Next** until you see Email Accounts under **Services**. Click on **Email Accounts**. If you come to a screen with email addresses, click on **Add an Email Account**.
4. Enter your mavmail address and password, and click **Next**.
5. It will give you an error during initial setup, this is normal. Choose the first bullet from the list (I will provide the settings to add this email account) and click **Next**.
6. On the next step, click **Outlook Web Access** and click **Next**.
7. Type in the following information: <https://mavmail.mnsu.edu/owa> (OWA URL), campus\username (username), username (mailbox name), and click **Next**.
8. After typing in the correct information, continue to the next page and it should be successfully configured.

To Setup an IMAP Connection:

1. You may want to setup an IMAP connection, so your email is sent to your phone, but will also stay on your MavMAIL account online. ***Note:** Setting up a POP account will pull all of your email to your phone and will not leave them on your MavMAIL account online.
2. Follow steps 1-5. When prompted for POP/IMAP settings, you will want to enter **mavmail.mnsu.edu** for the server address name.

**MSU ITS does not offer support for configuring Blackberry devices for use with an online Blackberry account or for syncing with a computer.