

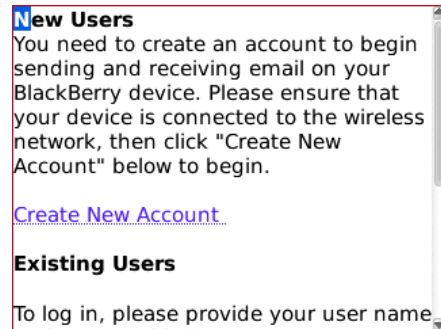
Purpose: To document how to configure a BlackBerry (models before the Storm) for the Champlain Exchange Server

Procedure:

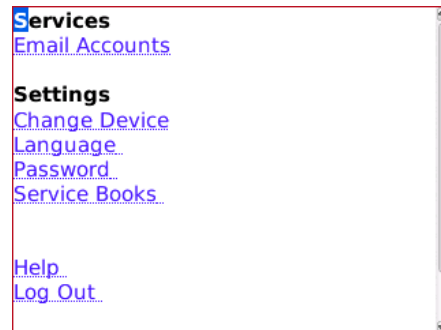
1. Go to Email Settings. You may need to press the BlackBerry Button for all applications to be shown. Use the ball or “Pearl” to navigate and press down on it to select/click.



2. If the user already has a BlackBerry Internet Service (BIS) account, log into it in the existing users section. If not, select “Create New Account”



3. Once Logged in go to “E-mail Accounts”



4. Select “Add An Email Account”
5. Enter the Email address and password for the user. BIS will attempt to automatically detect the configuration for the address when you press Next
6. It will say you have successfully configured access to username@champlain.edu

