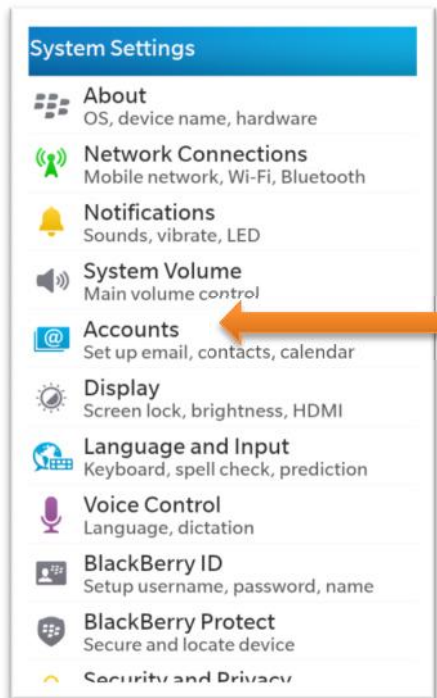


BLACKBERRY: Setting up Exchange ActiveSync Blackberry OS 10

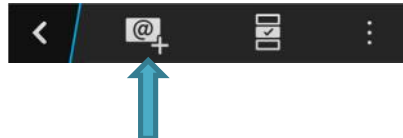
While viewing the home screen, **swipe down from the top of the screen**


Select **Settings > Accounts**

Select **Accounts** from the system settings menu.



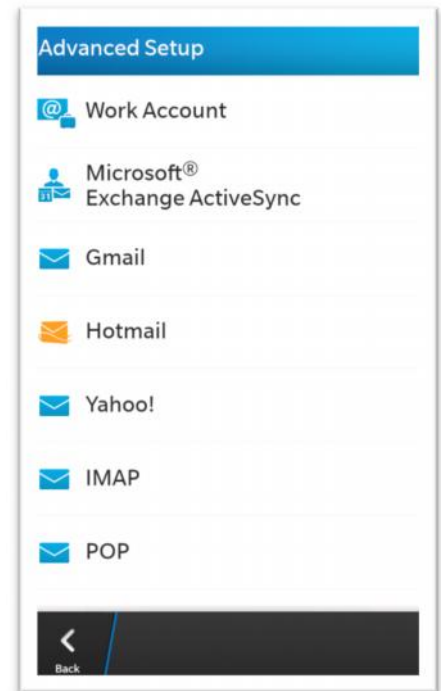
Tap on the **Add account** icon at the bottom of the screen.



Select the **Advanced** icon  that appears along the bottom toolbar at the bottom of the add account screen.

Advanced setup.

On the Advanced Setup screen, select **Microsoft Exchange ActiveSync**.



Enter account information.

1. Enter **Description** or Name of the Account to identify it as you wish or use **RLH Exchange**
2. Leave the Domain field **blank**.
3. Enter your username: **lastname@rlh.local**
4. Enter your **hospital email** in the email address field.
5. Enter your **password** in the Password field

* Required Fields

Description

RLH EXCHANGE

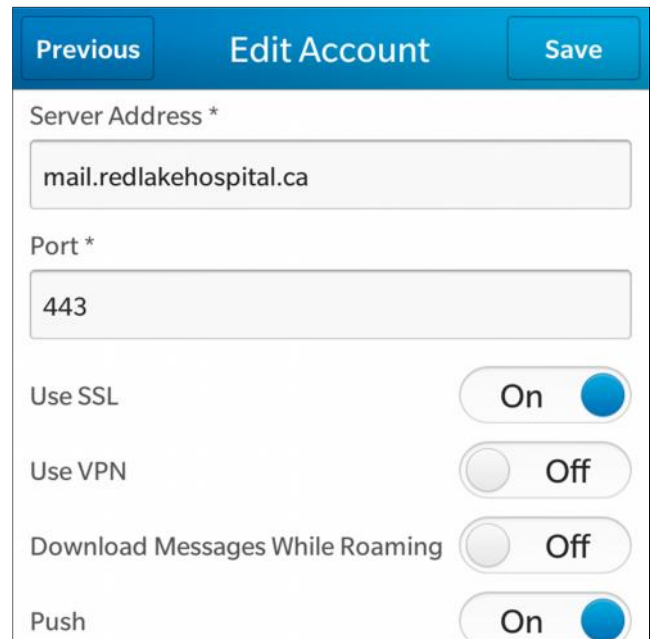
Domain

Username *

lastname@rlh.local

BLACKBERRY: Setting up Exchange ActiveSync Blackberry OS 10..cont...

6. Enter Server address field: mail.redlakehospital.ca.
7. Port listed should be **443**.
8. Turn on **Use secure connection (SSL)**.
9. Turn on **Push** for always on capability.
10. Set sync timeframe to **14 days**. (*-/+ mail to be downloaded from server to your device depending on your preferences & memory available*)
11. Click on **Next**



Previous Edit Account Save

Server Address *

mail.redlakehospital.ca

Port *

443

Use SSL On

Use VPN Off

Download Messages While Roaming Off

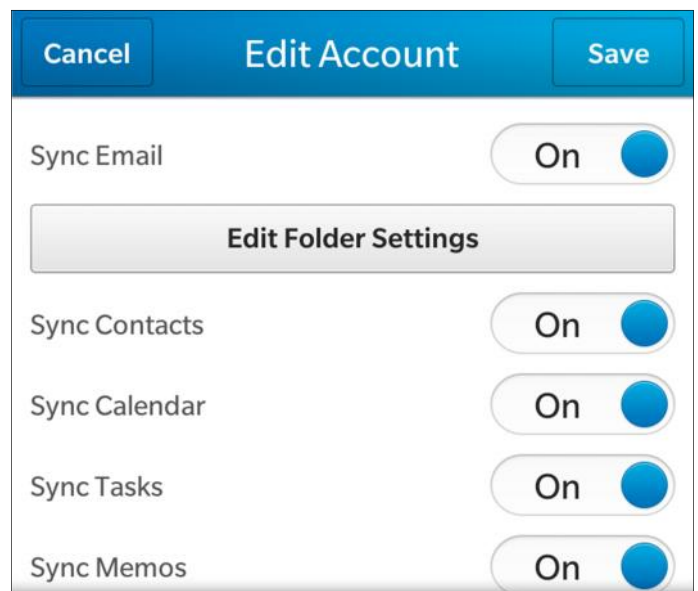
Push On

Wait for Setup to Complete

Turn on sync for email, contacts, calendar, tasks and memos. It may take a few minutes to fully sync all your messages to your inbox.

Click **Done** to complete the setup.

VERY IMPORTANT: If you have subfolders they have to be "Turn ON" for synchronizing. Open/Tap on **Edit Folder Settings** and choose the folders to include.



Cancel Edit Account Save

Sync Email On

Edit Folder Settings

Sync Contacts On

Sync Calendar On

Sync Tasks On

Sync Memos On

Removing an account:

1. While viewing the home screen, swipe down from the top of the screen
2. Select **Settings > Accounts**
3. Tap on the account you'd like to remove
4. Tap **Delete**.