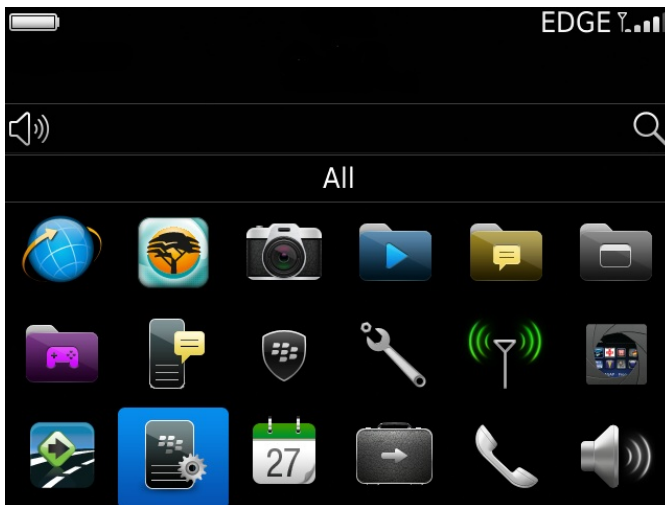


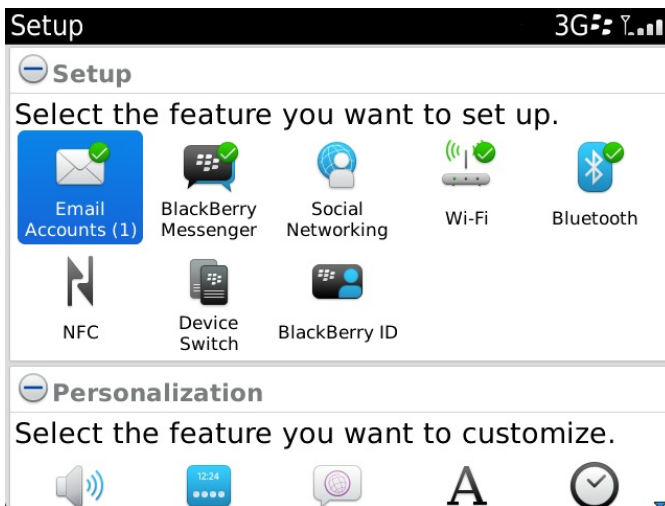
NMMU Student Email Setup on your Blackberry

Please note that some options may vary if you have changed your theme and/or settings on your device to personalize it for yourself.

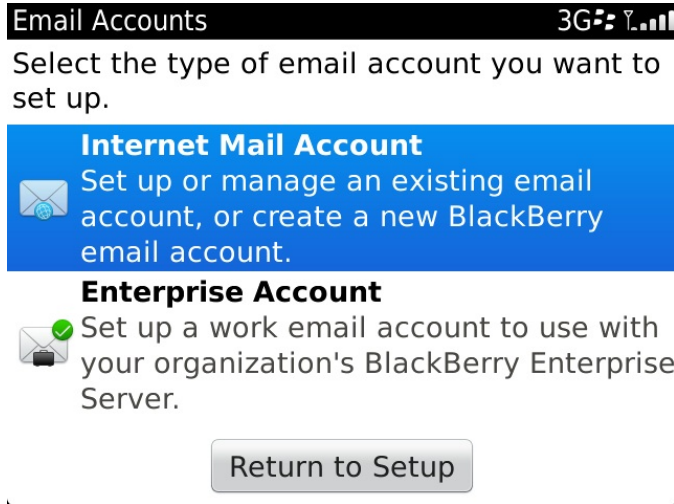
1. Open your blackberry menu tray by clicking on the button with the blackberry logo. Once your menu tray is opened scroll down to the option called "**Setup**" and click on it.



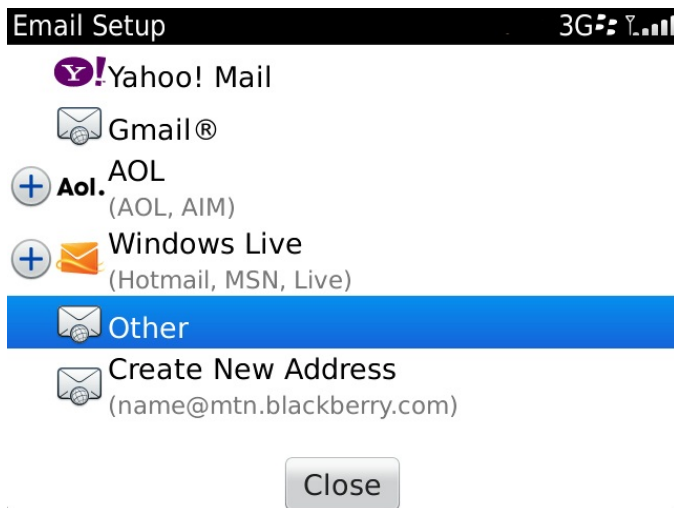
2. Once in setup navigate to "**Email Accounts**" and click on it.



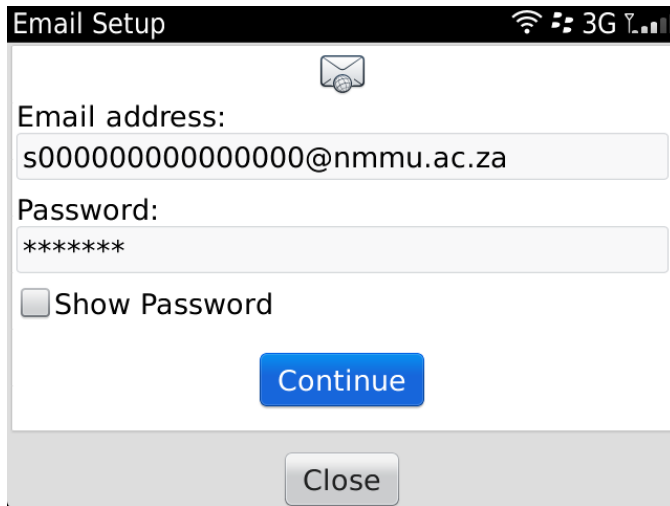
3. In "Email Accounts" navigate to "Internet Mail Account" and click on it.



4. In "Email Setup" navigate to "Other" and click on it.



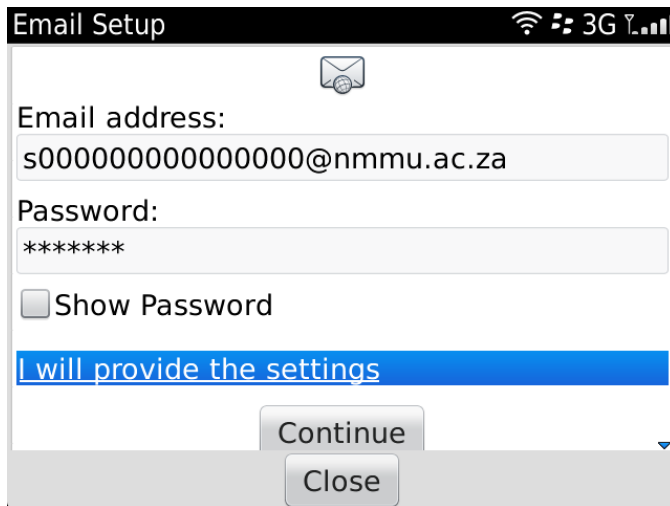
5. In **"Email Setup"** enter your full email address s1234567@nmmu.ac.za and your NMMU password below (The password you use to log onto computers at NMMU). Navigate to **"Continue"** and click on it.



The screenshot shows the 'Email Setup' screen with the following elements:

- Header: Email Setup, 3G signal strength, and battery level.
- Icon: An envelope icon with a lock symbol.
- Form fields:
 - Email address: s0000000000000000@nmmu.ac.za
 - Password: *****
- Checkbox: Show Password
- Buttons: A blue 'Continue' button and a grey 'Close' button.

6. It will attempt to setup your email and when prompted after some time, click **"Retry"**. It should then tell you **"Invalid email address or password..."** click **"OK"**.
7. Navigate to **"I will provide the settings"** and click on it as shown below.



The screenshot shows the 'Email Setup' screen with the following elements:

- Header: Email Setup, 3G signal strength, and battery level.
- Icon: An envelope icon with a lock symbol.
- Form fields:
 - Email address: s0000000000000000@nmmu.ac.za
 - Password: *****
- Checkbox: Show Password
- Option: [I will provide the settings](#) (highlighted in blue)
- Buttons: A grey 'Continue' button and a grey 'Close' button.

8. Make sure **“POP/IMAP (Most common)”** is selected and check that your email address and password is entered as shown below.

The screenshot shows a mobile interface titled "Provide Email Settings" with a 3G signal indicator. The main instruction is "Select an email type." There are two radio button options: "POP/IMAP (Most common)" which is selected and highlighted in blue, and "Outlook Web Access (Exchange)". Below the options, there are two text input fields: "Email address:" containing "s0000000000000000@nmmu.ac.za" and "Password:" containing "*****". A checkbox labeled "Show Password" is unchecked. At the bottom, there are "Continue" and "Cancel" buttons.

9. Scroll down to “Email server” and enter **outlook.office365.com** as your email server address. Below that at **“User name”** enter your full user name which is s1234567@nmmu.ac.za and click continue as shown below.

The screenshot shows the same "Provide Email Settings" dialog box, but with the "Continue" button highlighted in blue. The "Email address" field still contains "s0000000000000000@nmmu.ac.za". The "Password" field still contains "*****". The "Show Password" checkbox remains unchecked. The "Email server:" field now contains "outlook.office365.com". The "User name:" field contains "s0000000000000000@nmmu.ac.za". The signal indicator at the top has changed to "EDGE".

10. If you see the screen below then you are complete and will begin to receive email within 15 to 20 minutes

