



June 07

# **Mobile Email Setup – BlackBerry®**

## **Email Configuration Guide**

v2.4  
Everyone.net

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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

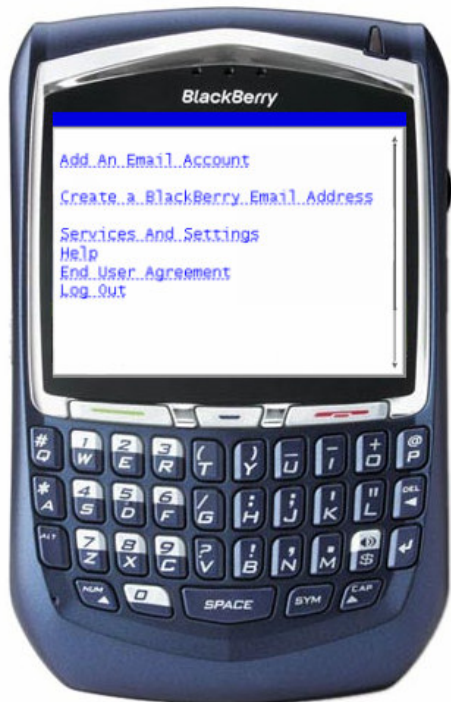
## 2 Setting up your email account



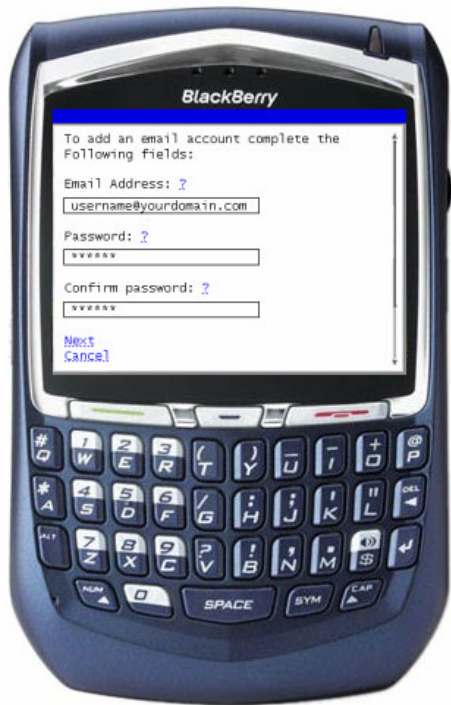
Log into the BlackBerry® Internet Service (BIS) by entering your User ID and password information.



Under Services select **Email Accounts**.



Select **Add An Email Account**.

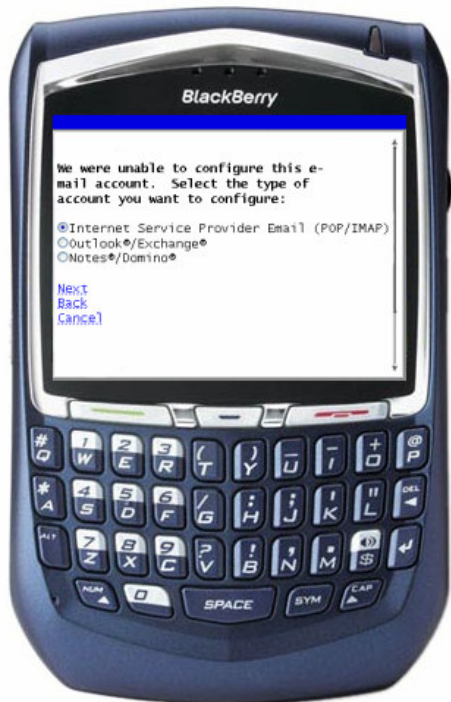


You will be asked to enter your email address and password.

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.

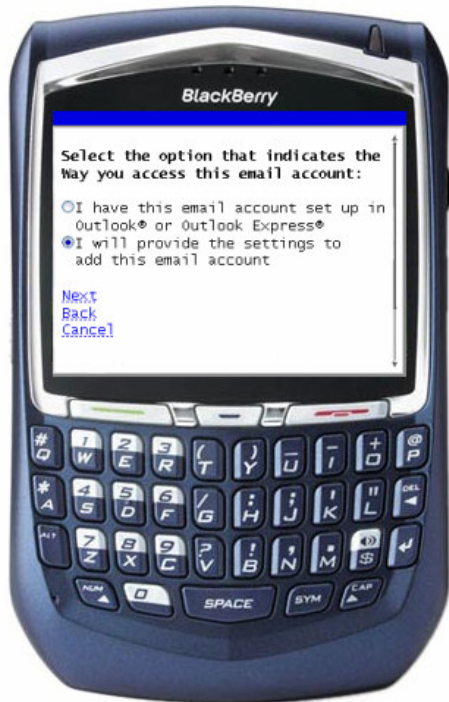
Select **Next**.



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](mailto:username@yourdomain.com)).

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

Scroll down if needed.



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.