Reminder – when you update your Email password yearly – you will need to update your password in your phone settings or you will no longer receive emails on your phone.

1. Verify that your BlackBerry handheld is connected to the wireless network and is displaying 3G in the top right corner.



2. Select Setup from BlackBerry handheld Home screen.



3. Select Email Accounts in the Setup screen.



4. Select Internet Mail Account in Email Accounts screen.



5. If prompted, read the **Terms and Conditions**, and then select **Accept.** Select **Other** in the Email Setup Screen.



6. Enter your Jazz e-mail address and password. Select Continue.

NOTE: You can check the Show Password option to verify the password you have entered.

Email Setup	3G 🖅 📶
Email address:	
sidney.crosby@flyjazz.ca	
Password:	

Show Password	
Continue	>
Return to Setu	P

7. Within minutes you will see following message. Select OK.



8. You will be back to the Email Setup screen with a new link. Click" I will provide the Settings "link.

Email Setup 3G 🕏 T
Email address:
sidney.crosby@flyjazz.ca
Password:

Show Password
will provide the settings
Continue
Return to Setup

9. Select **Outlook Web Access (Exchange)** in Provide Email Settings screen. After type in mail account settings with following information, select **Continue**.

Outlook Web Access URL: <u>https://webmail.flyjazz.ca</u> User name: This is the user name you use to log into OWA (Outlook Web Access) from your Internet browser. NOTE: You need to add ACRA in front of it. Please see the format in the screen shot below.

Select an er	mail type.
OPOP/IMA	P (Most common)
• Outlook \	Web Access (Exchange)
Email addre	255:
sidney.cros	by@flyjazz.ca
Password:	

Show Pag	
JIIOW Pas	ssword
_ Show Pas	ssword
Outlook™ W	Veb Access URL:
Outlook™ W	Veb Access URL: pmail.flyjazz.ca
Outlook™ W https://wek (e.g. http://excha	Veb Access URL: omail.flyjazz.ca nge.domain.com/exchange)
Outlook ™ W https://web User name:	Veb Access URI : omail.flyjazz.ca
Outlook ™ W https://wek (e.g. http://wek User name: acra\sidney	Veb Access URI : omail.flyjazz.ca nge.domain.com/axehenge)
Outlook™ M https://wek (e.g. mp//weka User name: acra\sidney e.g. for er dom	Veb Access URI : omail.flyjazz.ca nge domain com/axehenge)
Outlook™ M https://wek (e.g. mp//weka User name: acra\sidney e.g. fiber of dom Mailbox nam sidney.crost	Veb Access URI : omail.flyjazz.ca nge domain.com/axehenge) (.crosby Janeter: 1e:
Outlook ™ M https://web (e.g. nap.//web User name: acra\sidney e.g. be er dom Mailbox nam sidney.crost	Veb Access URI : omail.flyjazz.ca nge domain.com/axehenge) .crosby amjetery le:
Outlook ** W https://wek (e.g. mm/escha User name: a.cra\sidney alloox nam sidney.crost	Veb Access URI : omail.flyjazz.ca nge domain.com/axehenge) c.crosby ani/derg Pe: Do Continue

- Mailbox name (Usually same as your user name)
- 10. Setup is complete when Account Setup Confirmation message appears on the screen. Select Return to Setup.



11. You may exit Setup once e-mail setup is complete. Your Jazz e-mail will now be accessible from your BlackBerry handheld.

