

## Setting Up Email for Exchange for BlackBerry 10 devices

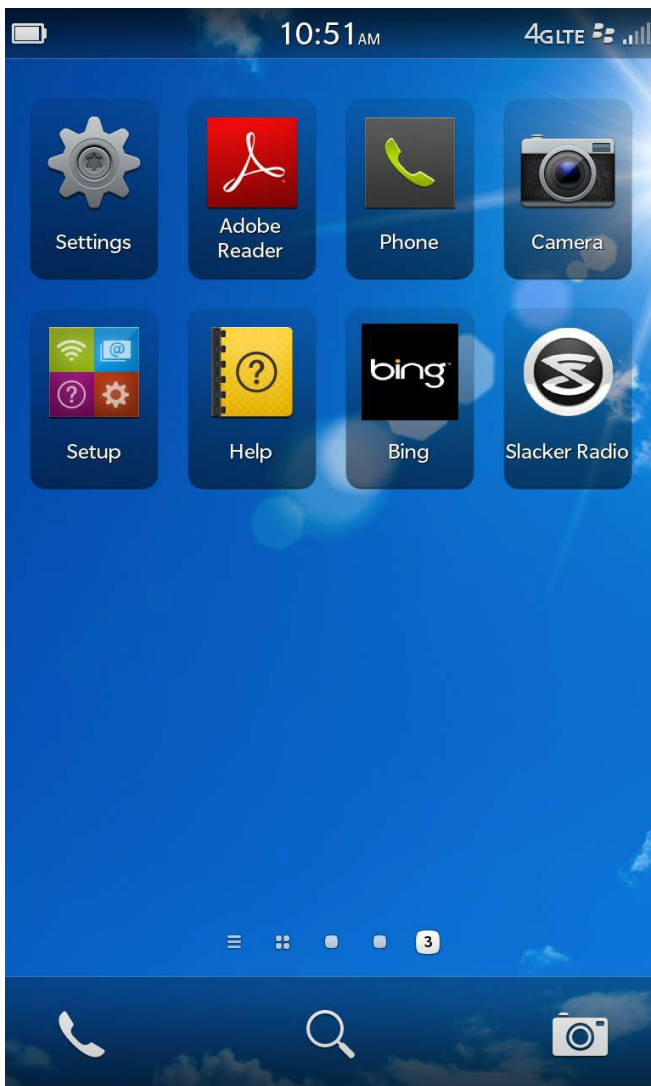
Follow these steps to set up your BlackBerry 10 device to access your COD Exchange email account.

Before you begin, you need:

- An [Active Directory \(AD\)](#) username and password. Your username is usually the first part of your COD email address before the @ symbol.
- An Exchange account in the COD Campus Exchange.
- The name of the Exchange server that hosts your Exchange mailbox:  
email.collegeofthedesert.edu
- A BlackBerry 10 series phone.

### 1. Access email options

- Select Settings from the main menu.



## 2. Select the accounts option

- Select Accounts from the system settings menu.

### System Settings



#### About

OS, device name, hardware



#### Network Connections

Mobile network, Wi-Fi, Bluetooth



#### Notifications

Sounds, vibrate, LED



#### System Volume

Main volume control



#### Accounts

Set up email, contacts, calendar



#### Display

Screen lock, brightness, HDMI



#### Language and Input

Keyboard, spell check, prediction



#### Voice Control

Language, dictation



#### BlackBerry ID

Setup username, password, name



#### BlackBerry Protect

Secure and locate device



#### Security and Privacy

### 3. Add account

- Select Advanced at the bottom of the add account screen.

#### Add Account



Email, Calendar and Contacts



Facebook



Twitter



LinkedIn



Evernote



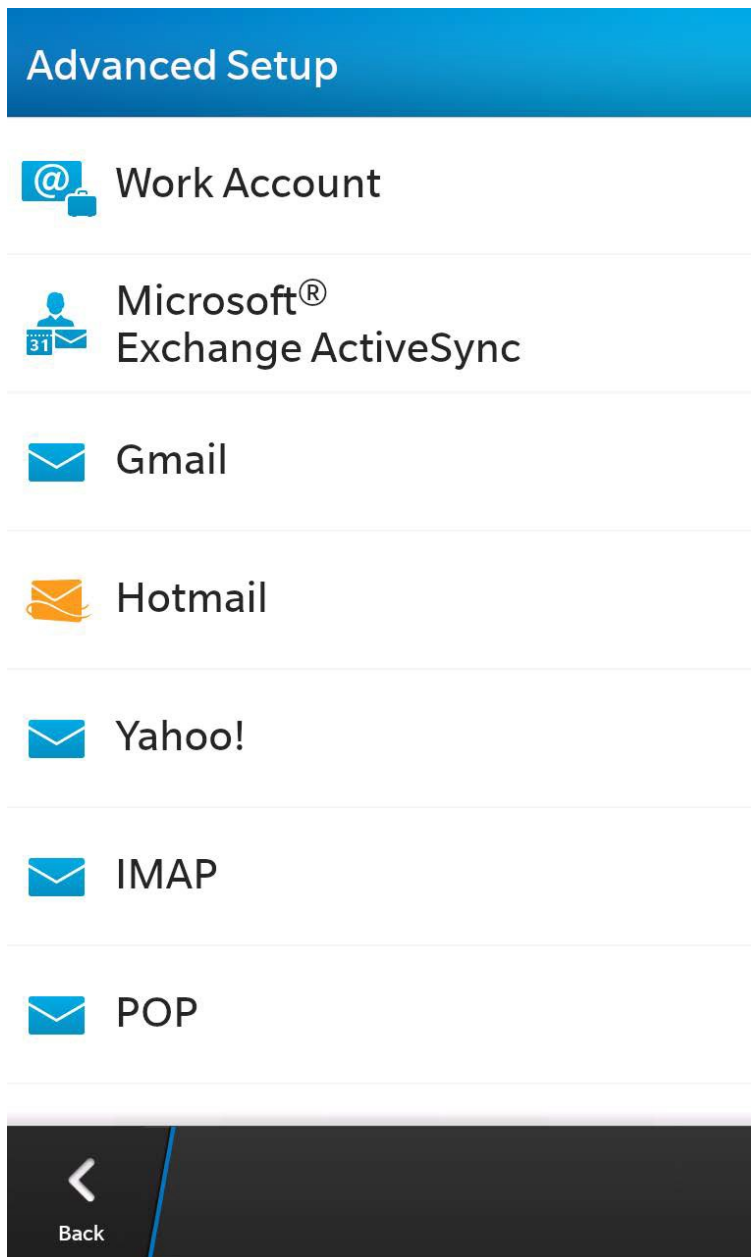
Back



Advanced

## 4. Advanced setup

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



## 5. Enter account information

- Enter dccd for the Domain field.
- Enter your Active Directory username in the Username field.
- Enter your COD email in the email address field.
- Enter your COD password in the Password field (continuation on 2nd image).
- Enter email.collegeofthedesert.edu in the Server address field if you use the central Exchange server. Contact your system administrator if your department uses a different server.
- Port listed should be 443.
- Turn on Use secure connection (SSL).
- Turn on Push for always on capability.
- Set sync timeframe to 7 days.

Add Account	
Microsoft® Exchange ActiveSync	
* Required Fields	
Description	Password *
<input type="text" value="COD EMAIL"/>	<input type="password" value="....."/>
Domain	Server Address *
<input type="text" value="DCCD"/>	<input type="text" value="email.collegeofthedesert.edu"/>
Username *	Port *
<input type="text" value="gsmith"/>	<input type="text" value="443"/>
	Use SSL <input checked="" type="checkbox"/>
	Use VPN <input type="checkbox"/>
	Push <input checked="" type="checkbox"/>
	Sync Interval
	<input type="text" value="Manual"/>
	Sync Timeframe
	<input type="text" value="30 Days"/>
Email Address *	
<input type="text" value="gsmith@collegeofthedesert.edu"/>	
Password *	
<input type="password" value="....."/>	
Server Address *	
<input type="text"/>	

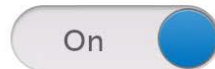
## 6. Complete your setup

- 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.

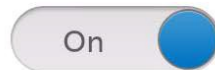


### Microsoft® Exchange ActiveSync

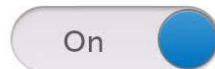
Sync Email



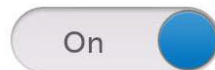
Sync Contacts



Sync Calendar



Sync Tasks



Sync Memos

