

Your mailbox is also available online via [Webmail](#).



### Please Note

Blackberry phones vary in the way that email is setup on it. This article will cover the basics of email setup on Blackberry phones using the Blackberry Curve 8520 as an example. Even though your phone might be slightly different, the same basic principles should apply.

Enter your email address in the box above for your **personalised mail settings**.

### Select Blackberry Button

1. Press the Blackberry button on your phone.

### Select Setup

2. Find and select the **Setup** icon.



### Select Email Settings

3. Select **Email Settings** or **Email Accounts**



### Select Internet Mail Account (If Applicable)

4. Some models have an additional step asking you which type of account to setup. Select **Internet Mail Account** if your phone displays this screen.

### Add Email Account

5. Select **Add** or **Set up another email account** and then scroll down and select **Other**



### Insert Email Details

6. Type in your **email address** and email **password** (*forgotten passwords can be [reset by Easy2Access](#)*)

Email Setup
<b>Email address:</b>
<input type="text"/>
<b>Password:</b>
<input type="password"/>
<input type="checkbox"/> Show Password

### Complete Setup

7. Ensure that you have the following settings:

**User name** is the full email address

#### Incoming server settings:

- IMAP
- mail.(your domain)
- Port 143
- No SSL

#### Outgoing server settings:

- smtp.(your domain)
- Port 587
- No SSL

8. Click **Next** or **Continue** to finish your email setup.

You can now find an icon for this email account on your Blackberry.