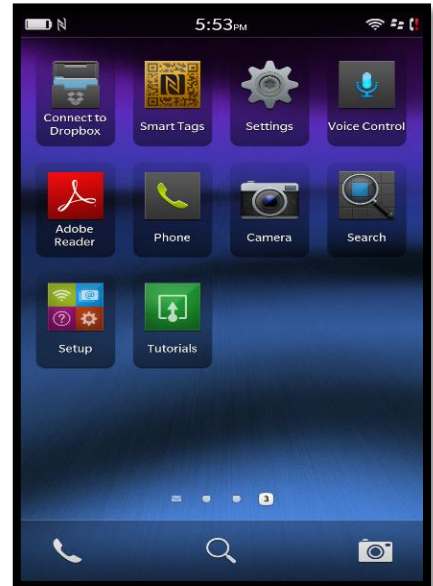




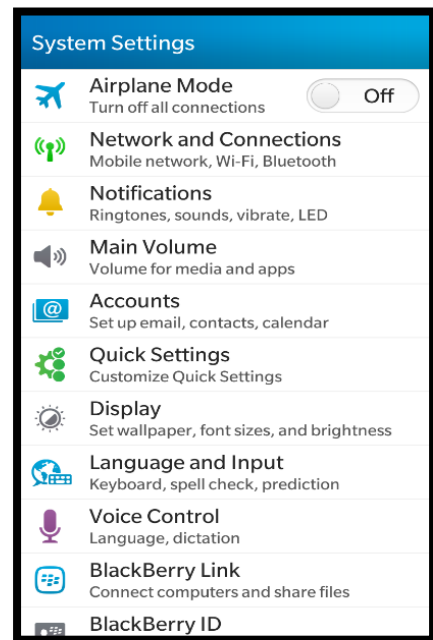
## Blackberry Engage365 setup

Below is a step by step walkthrough of adding your CSU email to your Blackberry Device. This process enables you to sync your email, calendar and contacts to your phone; you can also select what you would like to sync. If you would like just your email and not your contacts or calendar you do have that ability as well.

Go to **Settings**.

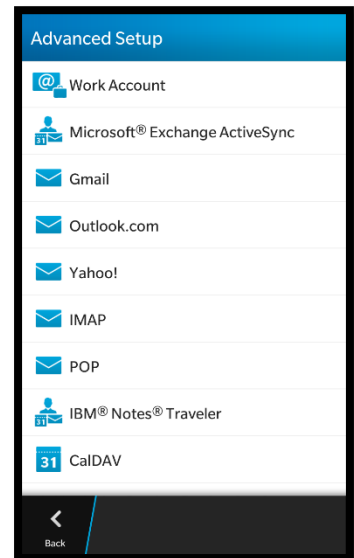
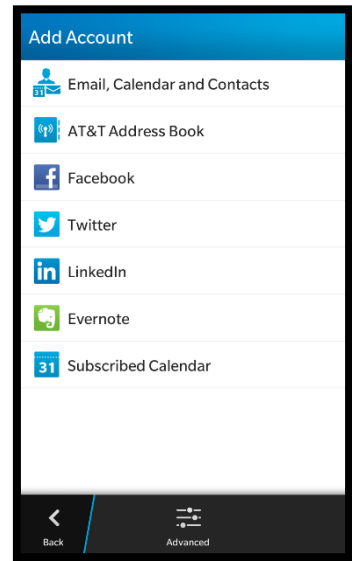


Touch **Accounts**





Select **Advanced** then **Microsoft Exchange ActiveSync**.





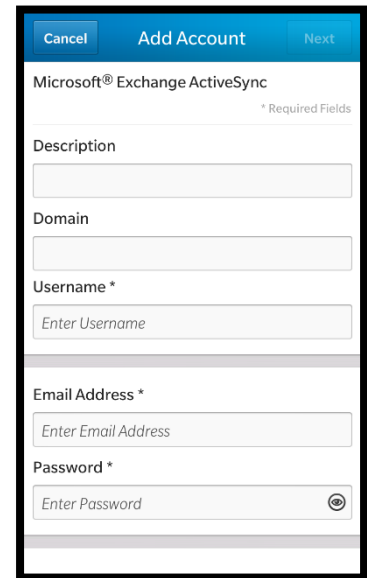
To continue the setup process put in your email address and also the password to that email account.

Then select next.

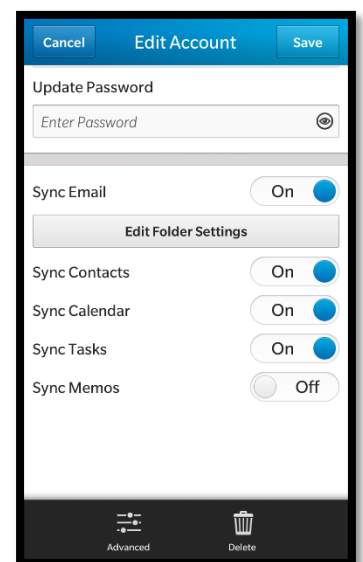
Enter in the following information

(Delete what auto filled when you enter in this information)

- Domain/User name
  - CSU ID number @csuohio.edu
    - Ex. [1234567@vikes.csuohio.edu](mailto:1234567@vikes.csuohio.edu) (Student)
    - Ex. [1234567@csuohio.edu](mailto:1234567@csuohio.edu) (Fac & Staff)
- Exchange Server
  - [outlook.office365.com](mailto:outlook.office365.com)
- Click Next



Congratulations, your new CSU email has been added, this screen is asking you what do you want on your phone that is in your email, So the contacts that you have on in your email will now be on your phone and vice versa, same with calendars and reminders. Also unclick 'Sync SMS' then click next.



Click OK for activation, this is allowing the CSU data to be sync with your phone apps, like your contacts and calendar.