

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



System Settings				
*	Airplane Mode Turn off all connections Off			
((<mark>1</mark>))	Network and Connections Mobile network, Wi-Fi, Bluetooth			
<u>۽</u>	Notifications Ringtones, sounds, vibrate, LED			
((Main Volume Volume for media and apps			
@	Accounts Set up email, contacts, calendar			
K	Quick Settings Customize Quick Settings			
	Display Set wallpaper, font sizes, and brightness			
	Language and Input Keyboard, spell check, prediction			
Ţ	Voice Control Language, dictation			
•::	BlackBerry Link Connect computers and share files			
•***	BlackBerry ID			



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 (Student)
 - Ex. 1234567@csuohio.edu (Fac & Staff)
- Exchange Server

 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.

Cancel	Add Account	Next			
Microsoft [®] Exchange ActiveSync					
	*1	Required Fields			
Description					
Domain					
Username *					
Enter Username					
Email Address *					
Enter Email Address					
Password *					
Enter Pas	sword	۲			

