Set up email on a BlackBerry®

You can set up email on a BlackBerry® device. If you choose to set up a POP3 or IMAP4 account, you can only synchronize email on your device. If your device is set up for BlackBerry® Enterprise Cloud Services, you'll be able to access and synchronize your email, calendar, and contacts. For more information, see "What else do I need to know?" If you have a different device, see Phone and tablet setup reference.

Set up POP or IMAP email on a BlackBerry®

1. From the BlackBerry® home screen, select **BlackBerry Setup** > **Set up Internet E-mail** > **Add An Email Account**.
2. Type your email address and password, and then select **Next**.
3. Your BlackBerry will try to set up your email account automatically. If setup completes successfully, skip to the next step. If your email account can't be configured automatically, do the following:

   a. Select **I will provide the settings to add this email account**.
   b. Scroll down, and then select **Next**.
   c. Select Internet Service Provider Email (POP/IMAP), and then select **Next**.
   d. Type your full email address for your user name (for example, tony@contoso.com).
   e. Scroll down and type the name of your email server. If you're connecting to your Office 365 email, the IMAP or POP server name is **outlook.office365.com**. If you're not using Office 365, see Find your POP and IMAP server settings later in this article.
   f. Select **Next**.
   g. Enter the name of the outgoing server. If you're connecting to your Office 365 email, the SMTP server name is **smtp.office365.com**. If you're not using Office 365, see Find your POP and IMAP server settings later in this article.

4. Select **OK** to complete the setup.

   ## Find your POP and IMAP server settings

   If you're connecting to your Office 365 email, the server name for IMAP and POP is **outlook.office365.com** and the server name for SMTP is **smtp.office365.com**. These are your settings if you are using the latest version of Office 365.

   If you're not connecting to Office 365 email, or if you aren't sure if you are using the latest version of Office 365, do the following to look up your settings.

1. Sign in to your account using Outlook Web App. For help signing in, see Sign in to Outlook Web App.
2. In Outlook Web App, on the toolbar, select Settings ⚙ > **Options** > **Account** > **My account** > **Settings for POP and IMAP access**.

3. The POP3, IMAP4, and SMTP server name and other settings you may need to enter are listed on the **Settings for POP and IMAP Access**

Here are our Blackberry Settings:

Use the information on this page if you need to use POP or IMAP to connect to your mailbox.
POP setting
Server name: outlook.office365.com
Port: 995
Encryption method: SSL

IMAP setting
Server name: outlook.office365.com
Port: 993
Encryption method: SSL

PS (Step 2)When setting up the Blackberry web settings on the initial username/password screen, it will give a message that the user name or password is incorrect - just ignore this message and continue!