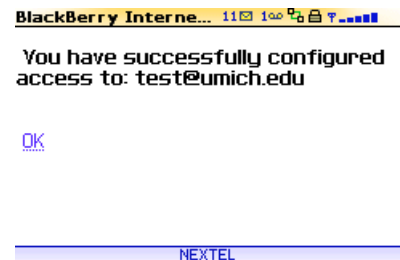
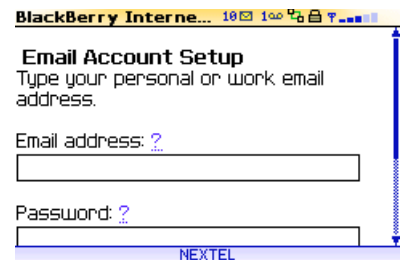
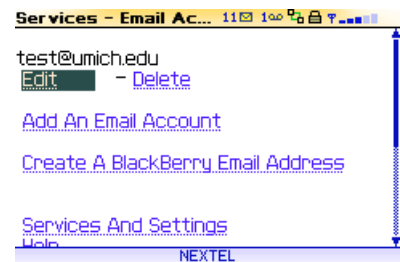


Accessing your ITCS Exchange email from a Blackberry

If desired, ITCS Exchange email can be delivered to Blackberry devices. You can read email and see meeting invitations; however you will still need to connect to the Exchange system to view/update your ITCS Exchange calendar.

WARNING: By configuring your Blackberry to access your ITCS mailbox, you will be trusting Research in Motion and our service provider with your UMROOT username and password and everything these credentials have access to. If you are not comfortable with this, do NOT configure your email this way.

1. On the Blackberry, select **E-mail Settings**
2. If this is the first email account on your device, go to step 3.
 - a. Select **Email Accounts** under Services
 - b. Select **Add An Email Account**
3. Enter your email address and password then click **Next**
4. After a couple of minutes, you should see a message that the account was successfully configured. Click **OK**.



5. Checking your account settings. These steps are optional, however, you may wish to verify your settings and add your full name to the account.

a. Under your ITCS email address select **Edit**

b. Your “Mailbox name” and “Reply to” address will be filled in automatically.

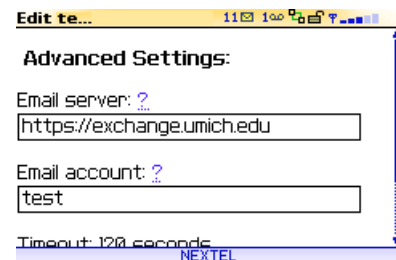
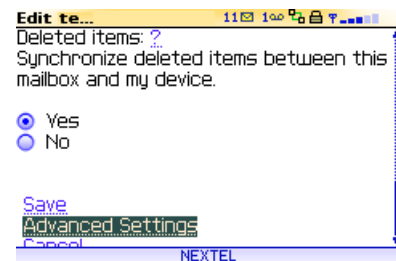
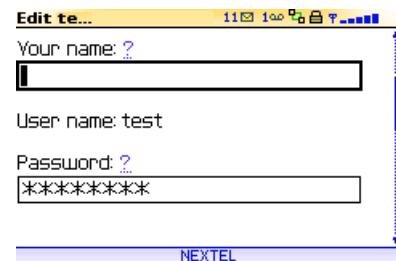
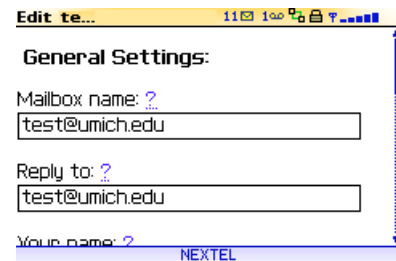
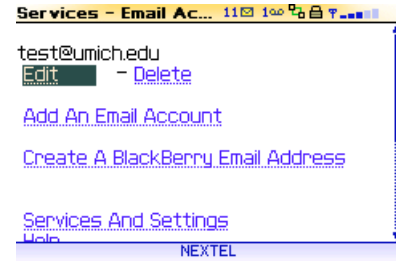
c. If you want messages sent from your blackberry to include your full name, scroll down to the “Your name” field to enter it.

d. Scroll down and select **Advanced Settings**

e. Verify the email server is “https://exchange.umich.edu”

f. Select **Cancel**

6. After you have setup the account, you should have a confirmation email in your Blackberry inbox similar to the following.



SENT: DEC 15, 2010 / 1:49 PM
From: Activation Server
Subject: Congratulations!
Congratulations, you have successfully setup test@umich.edu with your BlackBerry device. You should begin receiving new messages in approximately 20 minutes.