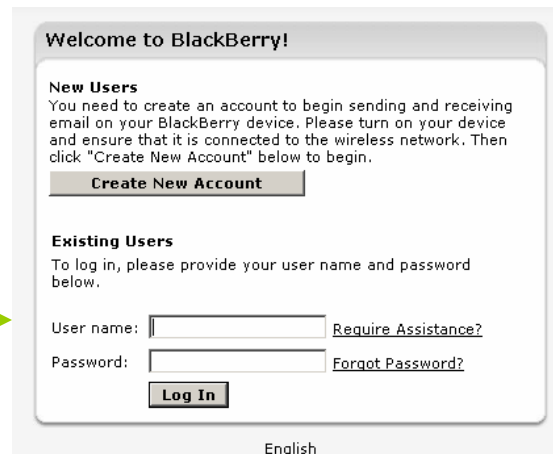


# Blackberry Setup for CMS OWA Access

1. Login to your Blackberry Internet Service account:

Carrier	Website Address
ATT	<a href="http://att.blackberry.com/">http://att.blackberry.com/</a>
Verizon	<a href="https://bis.na.blackberry.com/html?brand=vzw&amp;locale=en">https://bis.na.blackberry.com/html?brand=vzw&amp;locale=en</a>
Sprint	<a href="http://sprint.blackberry.com/">http://sprint.blackberry.com/</a>



Welcome to BlackBerry!

**New Users**  
You need to create an account to begin sending and receiving email on your BlackBerry device. Please turn on your device and ensure that it is connected to the wireless network. Then click "Create New Account" below to begin.

[Create New Account](#)

**Existing Users**  
To log in, please provide your user name and password below.

User name:  [Require Assistance?](#)

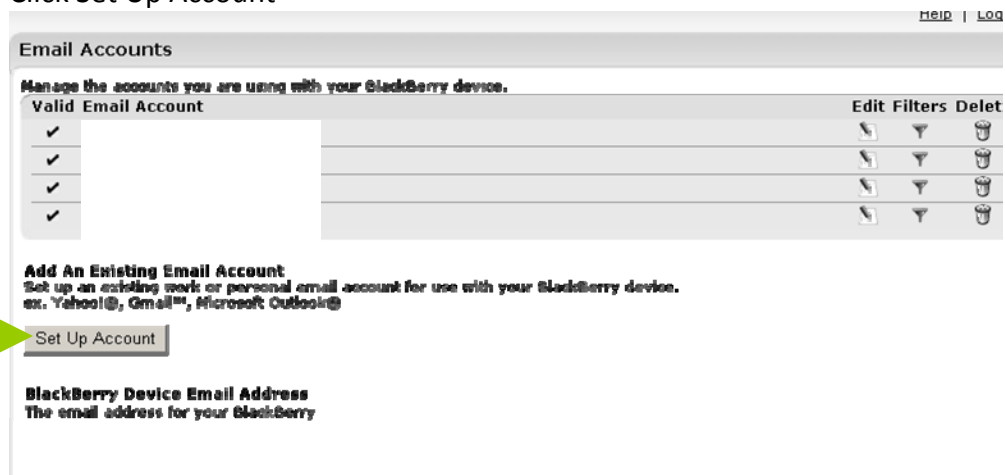
Password:  [Forgot Password?](#)

[Log In](#)

[English](#)

*You will need to contact your cell phone service provider to retrieve your username and password if you do not have one currently.*

2. Click Set Up Account



HELP | LOG

Email Accounts

Manage the accounts you are using with your BlackBerry device.

Valid Email Account	Edit	Filters	Delet
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

**Add An Existing Email Account**  
Set up an existing work or personal email account for use with your BlackBerry device.  
ex. Yahoo!®, Gmail™, Microsoft Outlook®

[Set Up Account](#)

**BlackBerry Device Email Address**  
The email address for your BlackBerry

# Blackberry Setup for CMS OWA Access

3. Type your email address and **DO NOT** enter a password and click Next

**Set Up An Existing Email Account**

Set up the BlackBerry Internet Service to deliver email messages from your personal or work email account to your BlackBerry device. Type your email address and the password you use to access the account. [Open help](#) to determine which password to type.

Email address:

Password:

Confirm password:

4. Click the radio button beside “I will provide the settings to add this email account” and click Next.

**Additional Information Required**

We were unable to configure lousie.suggs@cms.k12.nc.us. Choose one of the following options and select Next.

Re-enter email address and password.

**Email address:**

**Password:**

I will provide the settings to add this email account.

5. Click the radio button beside “This is my work email account” and click Next

**Select Account Type**

We were unable to configure lousie.suggs@cms.k12.nc.us. Please select one of the following options:

This is my personal email account.

This is my work email account.

6. Click the radio button beside “I can access my email account using a Web browser (Outlook Web Access and click Next

**Set Up An Existing Work Email Account**

We require additional information to configure your lousie.suggs@cms.k12.nc.us account. Please tell us how you access your email by selecting an option below, then click "Next".

**Internet Service Provider Email (POP/IMAP)**

Automatically detect my Microsoft® Outlook™ or Outlook Express™ settings. [?](#)  
(Requires Microsoft Internet Explorer)

I will provide the settings to add this email account [?](#)

**Outlook@ Web Access**

I can access my email account using a Web browser (Outlook® Web Access) [?](#)

## Blackberry Setup for CMS OWA Access

7. Enter the following information in the appropriate fields:

**Set Up An Existing Outlook Web Access Account**

In order to configure your email account, we need some additional information. Please complete the fields below.

Outlook® Web Access URL:  ?  
(e.g. <http://exchange.domainname.com/exchange>)  
This is the web page address you use to retrieve your company's email using an Internet browser.

User name:  ?  
(e.g. `jdoe` or `domain\jdoe`)

Password:  ?  
(Outlook or network login password)

Email address:  ?  
e.g. `jdoe@domainname.com`

Mailbox name:  ?  
(e.g. `jdoe`)

Callouts:  
- **https://email.cms.k12.nc.us** (points to Outlook® Web Access URL field)  
- **Enter your email username** (points to User name field)  
- **Enter your email password** (points to Password field)  
- **Enter your username/mailbox name** (points to Mailbox name field)

8. Click Next
9. Finally, you will receive a message stating that you have successfully set up your CMS email account and will begin receiving messages in approximately 20 minutes.