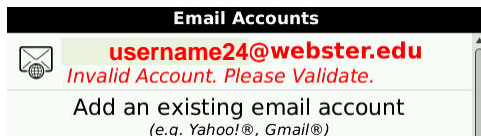


Reconfiguring Email on Your BlackBerry®

When your email account has been moved, but you have not yet re-configured your BlackBerry® email settings, you will be unable to send/receive email. When you check your email account settings, you may receive an Invalid Account message like this.



To begin sending and receiving email again, you will need to delete your current Webster email account and re-add it with the correct settings.


Setup Methods

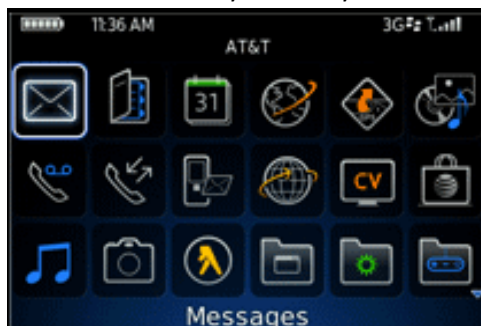
Your BlackBerry® offers several methods you can use to configure email:



- The Email Setup application on the device
- The browser on the device
- A browser on your computer

All instructions in this document are based upon using the Email Setup application on your BlackBerry®. Check your BlackBerry® documentation at <http://docs.blackberry.com> if you prefer to use a different method.

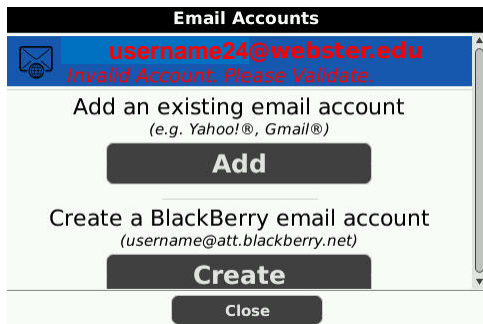
Deleting the former email account

1. Press the Menu key  on your BlackBerry® to access the Expanded Home screen.



2. Click the Setup application .
3. Click the Email Setup application. .

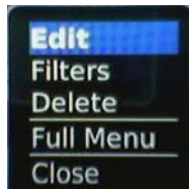
- On the Email Accounts screen, highlight your BlackBerry® email address. It may or may not display the message “Invalid Account. Please Validate.”



- Press the Menu key on the BlackBerry®.



- Select **Delete**.

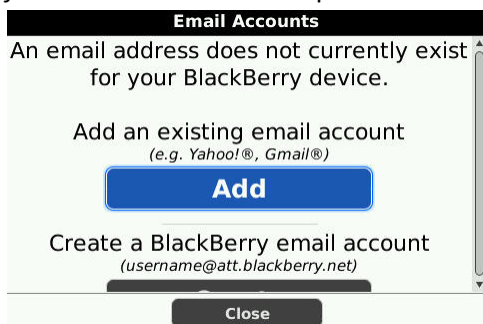


- Click **Yes**.

Adding a new email account using the Email Setup application

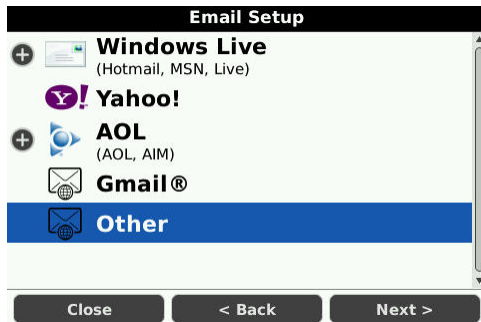
- Begin at the Email Accounts screen.

If the screen isn't already open, follow Step 1 through 3 in the previous procedure, *Deleting the former email account* to open it.

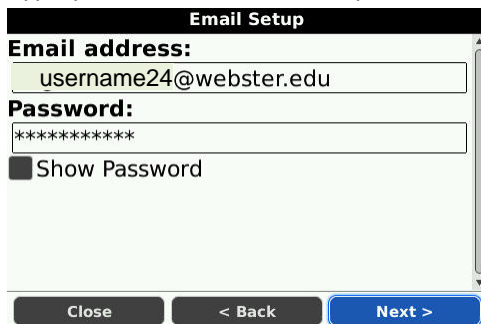


- Click **Add**.

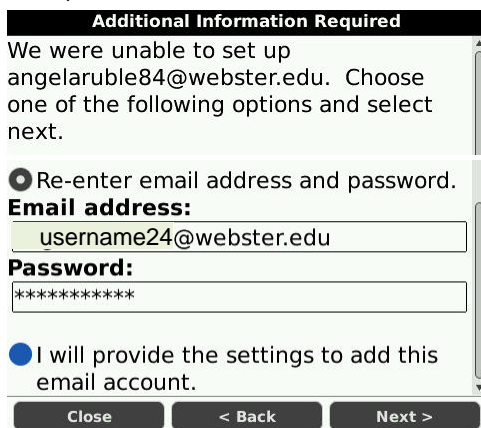
- Choose the email account type **Other**.



- Type your email address and password. Then, click **Next**.



- If the BlackBerry® Internet Service successfully adds your email address, your email account is ready. However, it likely will be unable to set up the email address. In this case, type your email address and password again, and click **I will provide the settings to add this email account**. Then, click **Next**.



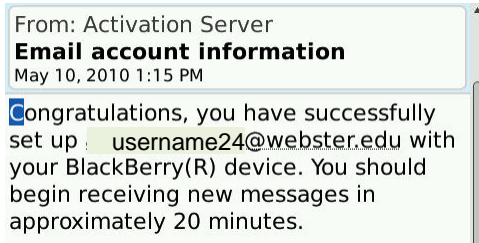
6. Choose **This is my work email account** and click **Next**.

7. Click **I will provide the settings to add this email account** and then click **Next**.

8. Re-type your email information. For Email Server, type the new server name which was provided to you by Webster University Information Technology (e.g., **burns.webster.edu**). Then, click **Next**.






9. Click **OK** until the Email Accounts screen appears and close it.

10. When the account has been successfully configured, you will receive an email in your inbox that resembles the one below.



11. You should begin receiving email in about 20 minutes. If you do not, soft boot (reset) the BlackBerry® by powering it off and restarting it.

Changing your server name

1. Press the Menu key  on your BlackBerry® key pad to access the Expanded Home screen.
2. Click the Setup application. 
3. Click the Email Setup application. 
4. If prompted to log in, enter your Blackberry Internet Server user name and password.
5. On the Email Accounts screen, highlight the email address you want to change.
6. Press the Menu key  and select **Edit**.
The General Settings page is presented.
7. Press the Menu key  again. This time select **Advanced Settings**.
8. In Email Server field, type the correct or changed name.
9. Scroll to and click **Save**.
You're returned to the Email Accounts list.
10. Click **Close**.