



**ASSUMPTION COLLEGE**

A Catholic College founded by the Augustinians of the Assumption

Department of Information Technology & Media Services

## How to add your Assumption email account to your BlackBerry® Device

Please keep in mind when setting up your account on a BlackBerry® device that the steps listed below may happen in a slightly different order or may vary because each BlackBerry® device works a little differently. Below are general instructions on how to set up your account.

- 1)** From the BlackBerry® home screen, select “BlackBerry Setup”
- 2)** Select “Set up Internet E-mail”
- 3)** Then select “Add An Email Account”
  
- 4)** Type your email address and password, and then select Next.
  
- 5)** Your BlackBerry will try to set up your email account automatically. If setup completes successfully, you can skip this step. If your email account can't be configured automatically, do the following:
  - 1)** Select “I will provide the settings to add this email account”
  - 2)** Scroll down, and then select “Next”.
  - 3)** Select “Internet Service Provider Email (POP/IMAP)”, and then select “Next”
  - 4)** Type your full email address for your user name
  - 5)** Scroll down and type the name of your email server (outlook.office365.com)
  - 6)** Type in the Domain (yourusername@assumption.edu)

Your BlackBerry device will now be set up with your Assumption Email.