

Basic setup instructions. Can vary by OS version on your phone.
Please stop in the helpdesk if issues.

Android Email Set Up Instructions

1. From the **Applications** menu, select **Email**.
2. Type your full email address, for example tperreault@bemidjistate.edu, and your password.
3. If you would like this to be your default email account on your phone, check the box marked **Send email from this account by default**.
4. Click **Next**.
5. Select **Exchange account**.
6. Enter the following account information and select **Next**.
 - **Domain\Username:** bemidji.bemidjistate.edu\tperreault
 - **Password:** User your MyBSU password
 - **Exchange Server:** exchange.bemidji.bemidjistate.edu
7. It will then verify your account information and then give you the options you can set up from the **Account Options** screen which will include the following:
 - **Email checking frequency:** the default value is Automatic (Push)
 - **Amount to syncronize:** This is the amount of mail you want to keep on your phone.
 - **Notify me when email arrives:**
 - **Sync contacts from this account:**
8. Select **Next** and then enter a name for this account and the name you want displayed when you send email to others. Select **Done** to complete the email set up and start using your account.

Blackberry Email Setup Instructions

1. From the BlackBerry home screen, click on **BlackBerry Setup > Set up Internet E-mail > Add An Email Account**.
2. Type your e-mail address and password, and then click **Next**.
3. It will say processing ...please wait. It will fail and give you an error message. You should be able to choose either, **I will provide the settings to add this email account, or provide additional settings**.
 - Choose **Outlook Web Access (Exchange)**
 - **Email Address:** <enter your full email address here e.g. tperreault@bemidjistate.edu>
 - **Password:** <enter your email MyBSU password in here>
 - **Outlook WebAccess URL:** <https://exchange.bemidji.bemidjistate.edu>
 - **Username:** Bemidji.bemidjistate.edu\tperreault
 - **Mailbox:** tperreault
 - Click on **Next**.
4. It will show you that it is processing and then tell you it has successfully added the account and ask if you want to set up another account or **Finish**.

Setup new Outlook Exchange email on iPhone

1. Tap the "Settings" icon on the iPhone's home screen. Tap the "Mail, Contacts, Calendars" option.
2. Tap "Add Account," then press the "Microsoft Exchange" option.
3. Type the Exchange account email address into the space provided. Enter your Exchange account domain, username and password.
Domain: bemidji.bemidjistate.edu
Username: MyBSU/AD Username
Password: MyBSU/AD Password (the one to login to your computer)
4. Enter a description (eg. Exchange) for the Exchange account in the space labeled "Description."
5. Tap the "Next" button to connect to the Exchange server.
6. It will then ask you for your Exchange server, enter in:
Server: exchange.bemidji.bemidjistate.edu
7. Tap the sliders next to the "Mail," "Contacts" and "Calendars" options once the iPhone is connected to the Exchange server. You can enable or disable each option. Your iPhone will sync any option with a slider set to "ON" to the Exchange server.
8. Tap "Save" to save the changes made to the Exchange server's options.