How to add an email account to your Blackberry with BIS

Step 1:
Click menu button and select “Open Tray”

Step 2:
Scroll to the “Setup” icon and click.

Step 3:
Scroll to “Email Accounts” and click

Step 4:
Select “Internet Mail Account” (do not select Enterprise Account) and click
Select the type of email account type:

**Internet Mail Account**
Set up or manage an existing email account, or create a new BlackBerry email account.

**Enterprise Account**
Set up a work email account to use with your organization’s BlackBerry Enterprise Server.

Return to Setup
Step 5:
Select “add an email account” or “setup another email account” and click.

Step 6:
Scroll down to “Other” and click.

Step 7:
Enter your email address and password and click “continue” or “next”
(You may tick the “show password” box to confirm that you have typed the password correctly)

Step 8: Setup Complete
You should receive an activation confirmation email once the account is connected.

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