

Microsoft Exchange ActiveSync Setup for BlackBerry 10

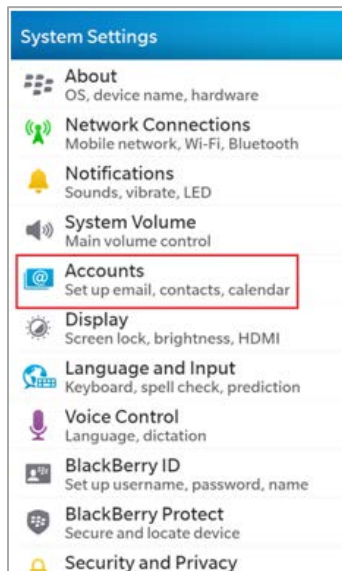
Set up a Microsoft Exchange ActiveSync Account on a BlackBerry 10 Phone

The following steps are required to configure Microsoft Exchange (2007 or 2010) ActiveSync on a BlackBerry 10 Phone:

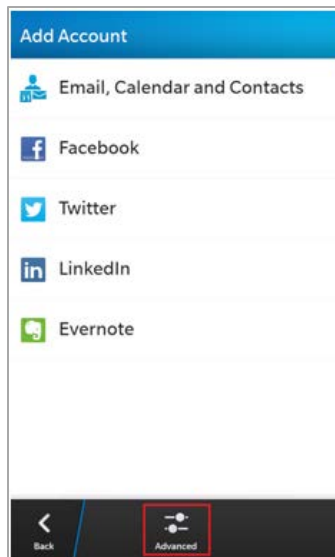
1. After your administrator has purchased an ActiveSync License and assigned it to your email address, locate the **Settings** options from within your home menu.



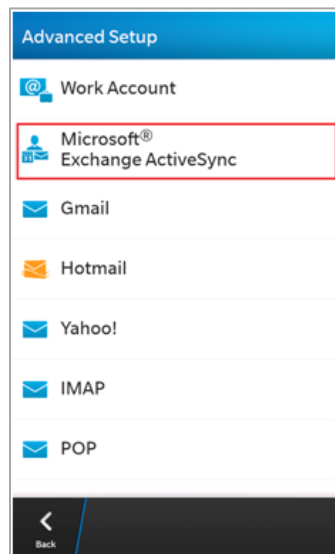
2. Select **Accounts**.



3. Select **Advanced** from the bottom of the screen; you may need to select **Add Account** if you already have an account set up.



4. Select **Microsoft® Exchange ActiveSync**.



5. Enter your full **Email Address**, **Server Address**, and **Password** for your account.
6. Enter **COLLABORATION** in the **Domain** field.
7. Enter the following for **Server Address**, depending on the Exchange environment:
 - Exchange 2007: **mobile.collaborationhost.net**
 - Exchange 2010: **mobile.apptixemail.net**

8. **Username:** Enter the *Windows domain username*, found in the Control Panel under the mailbox you need to set up.
- How to find the *Windows domain username*:
Select the **Display name** of the mailbox from the **Mailboxes** tab in **Exchange**:

ID	Display name	Login
969324	montree	montree@sothon.com

Find the *Windows domain username* in the **General** section:

The screenshot shows the 'Exchange' tab in the Microsoft Exchange Management Console. The user 'montree(montree)' is selected. The 'General' tab is active, showing the following details:

Service User	
Display name	montree
Login	montree@sothon.com
Password	*****
Enabled	<input checked="" type="checkbox"/> Yes
General	
Alias	montree
Windows domain\user name	COLLABORATION\montree025
Show in Address Book	<input checked="" type="checkbox"/> Yes
Status	<input checked="" type="checkbox"/> Ready

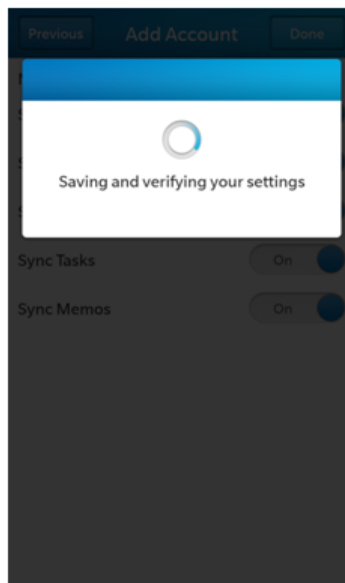
NOTE: In the above graphic, “COLLABORATION” is the domain; what you are looking for is the portion after the slash (\) – in this example, “montree025.”

9. Leave all other settings at their defaults, then select **[Next]**.
10. Confirm which personal information you would like to sync from your Exchange mailbox to your BlackBerry, then select **[Done]**.

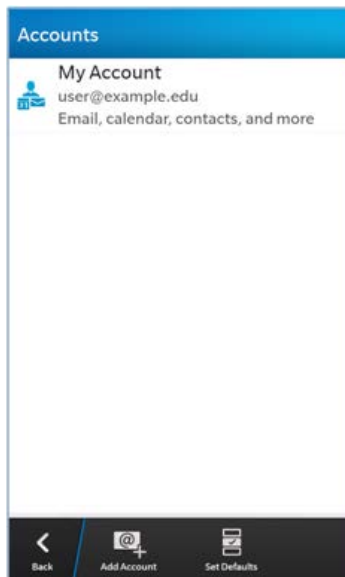
The screenshot shows the 'Add Account' screen for Microsoft Exchange ActiveSync. The 'Done' button is highlighted with a red box. The following sync options are visible:

Microsoft® Exchange ActiveSync	
Sync Email	<input checked="" type="checkbox"/> On
Sync Contacts	<input checked="" type="checkbox"/> On
Sync Calendar	<input checked="" type="checkbox"/> On
Sync Tasks	<input checked="" type="checkbox"/> On
Sync Memos	<input checked="" type="checkbox"/> On

11. Wait for your BlackBerry to complete verifying your settings.



12. When this is complete, you will see your list of accounts and the new account that was set up.



13. To check for new messages swipe up from the bottom of the screen, then to the right, and then select your mail account to view your inbox.

