



Microsoft Exchange 2013 ActiveSync Setup for BlackBerry 10

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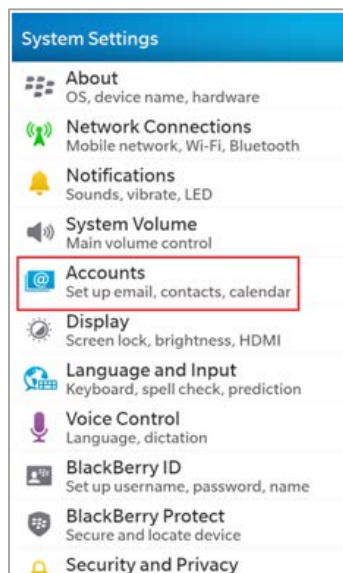
Set up a Microsoft Exchange 2013 ActiveSync Account on a BlackBerry 10 Phone

The following steps are required to configure Microsoft Exchange 2013 ActiveSync on a BlackBerry 10 Phone:

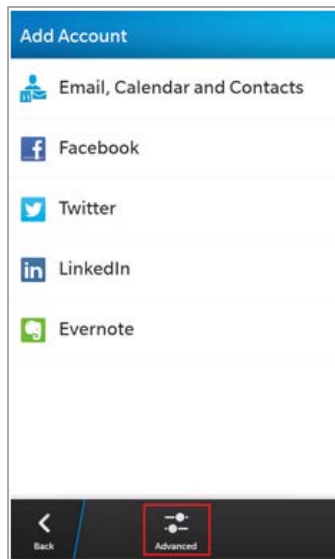
1. After your administrator has purchased an ActiveSync License and assigned it to your email address, locate the **Settings** options from within your home menu.



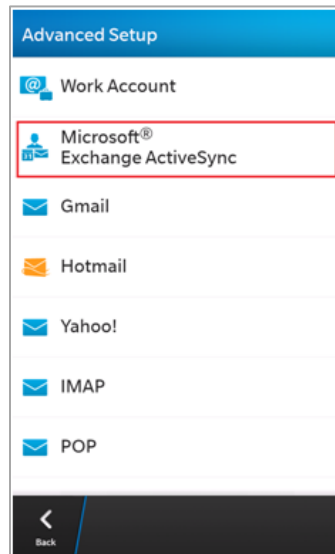
2. Select **Accounts**.



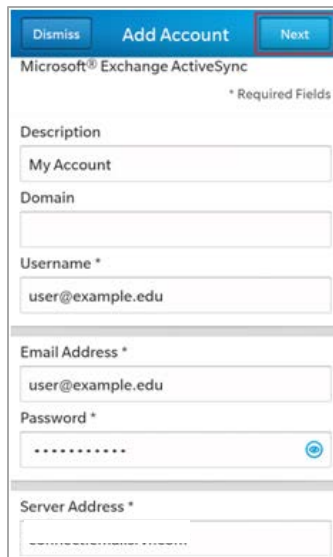
3. Select **Advanced** from the bottom of the screen, or select **Add Account** if you already have an account setup.



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



5. Enter your full **Email Address**, **Server Address**, and **Password** for your account.
6. Enter your domain name in the **Domain** field.
7. Enter the following address for **Server Address**: **mail.h01.hostedmail.net**



Dismiss Add Account Next

Microsoft® Exchange ActiveSync

* Required Fields

Description
My Account

Domain

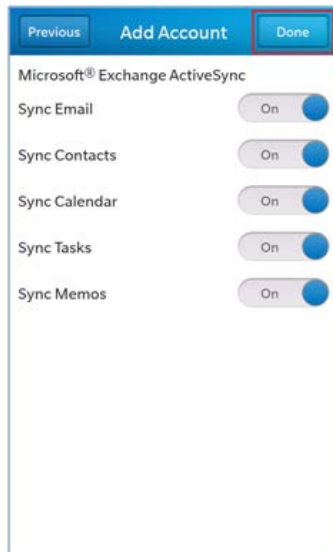
Username *
user@example.edu

Email Address *
user@example.edu

Password *
.....

Server Address *

8. **Username:** Enter the *Windows domain username*, found in the Control Panel under the mailbox you need to setup.
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]**.



Previous Add Account Done

Microsoft® Exchange ActiveSync

Sync Email On

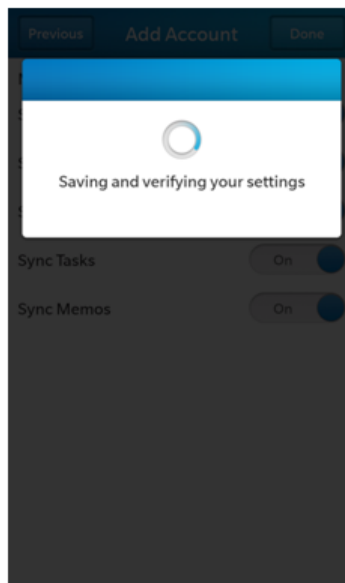
Sync Contacts On

Sync Calendar On

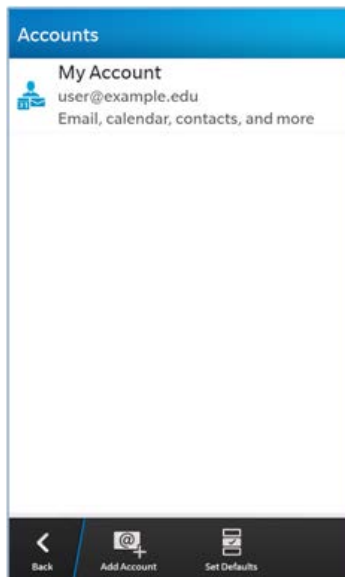
Sync Tasks On

Sync Memos 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.

