Set Up POP or IMAP E-Mail on a BlackBerry

Applies to: *Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu*

How do I set up POP or IMAP e-mail on a BlackBerry?

1. From the BlackBerry home screen, click **BlackBerry Setup** > **Set up Internet E-mail** > **Add An Email Account**.
2. Type your e-mail address and password, and then click **Next**.
3. If your BlackBerry device can't determine the appropriate server settings, click **I will provide the settings to add this email account**.
4. Scroll down and then click **Next**.
5. Select **Internet Service Provider Email (POP/IMAP)**, and then click **Next**.
6. Type your user name (for example, test@tessolve.com).
7. Scroll down and type the name of your e-mail server. Incoming (POP3 or IMAP4) server name,

   POP setting
   Server name: outlook.office365.com
   Port: 995
   Encryption method: SSL
   IMAP setting
   Server name: outlook.office365.com
   Port: 993
   Encryption method: SSL

8. Click **Next**.

9. Enter the name of the outgoing server.

   SMTP setting
   Server name: smtp.office365.com
   Port: 587
   Encryption method: TLS

10. Click **OK** to complete the setup.