

## VERIZON BLACKBERRY EMAIL SETUP

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The following instructions will explain how to set a new email account within BlackBerry Internet Service (BIS). If you currently have a POP3 account set up and you find that all emails received by your BlackBerry are marked as read in your Outlook client, even though the email is unopened on your BlackBerry, you will want to select the option that integrates your email with Outlook Web Access.

1. Go to BIS: <https://bis.na.blackberry.com/html?brand=vzw>
2. Login or create new account as necessary.
  - a. User ID at BIS is the first part of your BlackBerry email address, `userid@vzw.blackberry.net`
  - b. If you don't know your password, use the "Forgot your password" utility.
3. Click "Setup Account" (for accounts you already have set up, this screen is where you also choose to edit those accounts. For instance, if you want to change the signature at the bottom of emails sent from your BlackBerry.
4. Enter your existing Gerawan email address in the form of `username@gerawan.com`
5. Enter your password in each field. This can be your Gerawan email password or a different you make up just for BIS.
6. Click next
7. Under "Outlook™ / Exchange™", select the option that says: "I can access my e-mail account using a Web browser (Outlook™ Web Access).
8. Click next
9. In the first, long blank space, enter `https://exchange.usa.net`
10. Under "E-mail Address" there should already be your Gerawan email address.
11. Under "Email account Name" (this is a little tricky and won't make sense at first), using your Gerawan username, enter the account name using this format: `usernamegerawan.com`. That's the first part of your Gerawan email address followed by `gerawan` with no space and then `.com`
12. Under "User Name", enter your Gerawan username in the form of `username@gf`. That's the first part of your Gerawan email account followed by `@gf`
13. Under "Password", enter your Gerawan email password.
14. Click next and follow remaining instructions.