

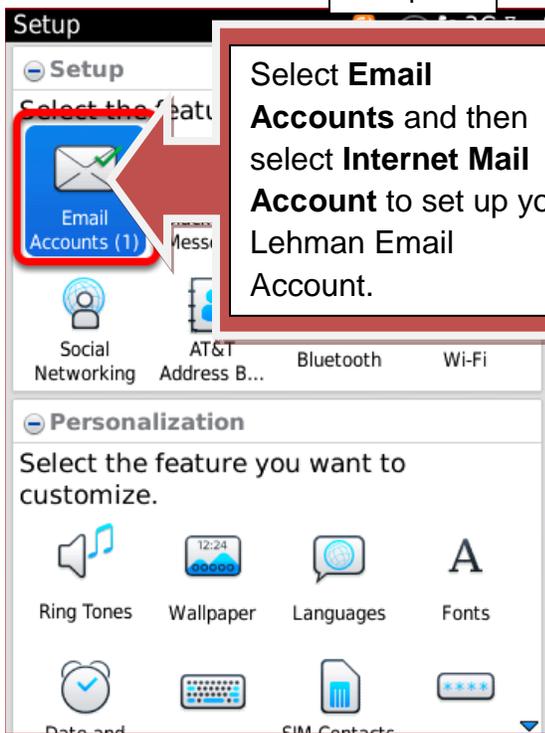
How to configure your BlackBerry to synchronize your Lehman email account for Faculty and Staff

To configure your email accounts directly from your BlackBerry smartphone, follow the instructions below:



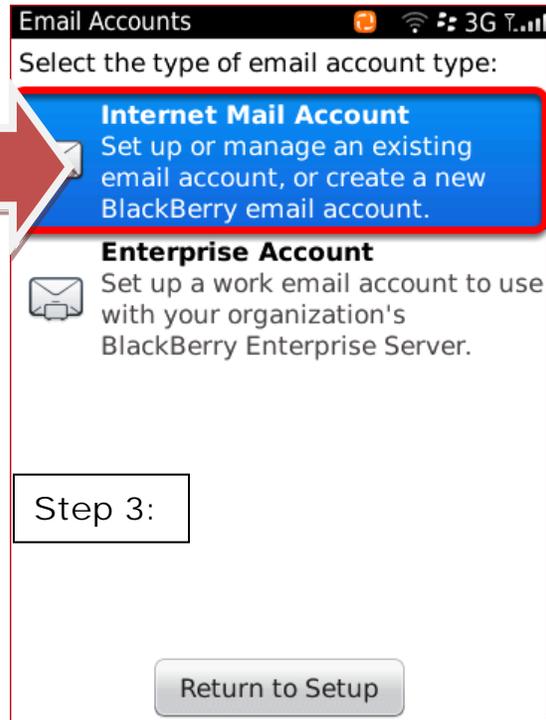
Step 1:

From your home screen go to **setup**.



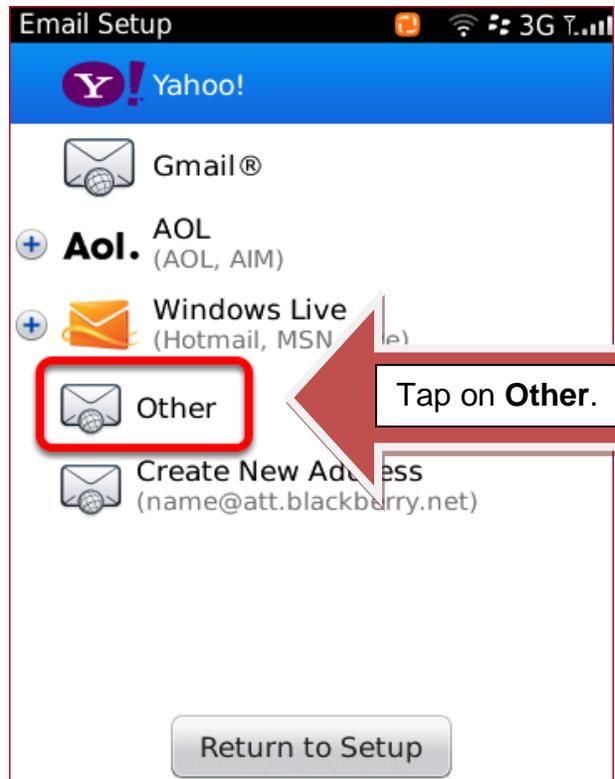
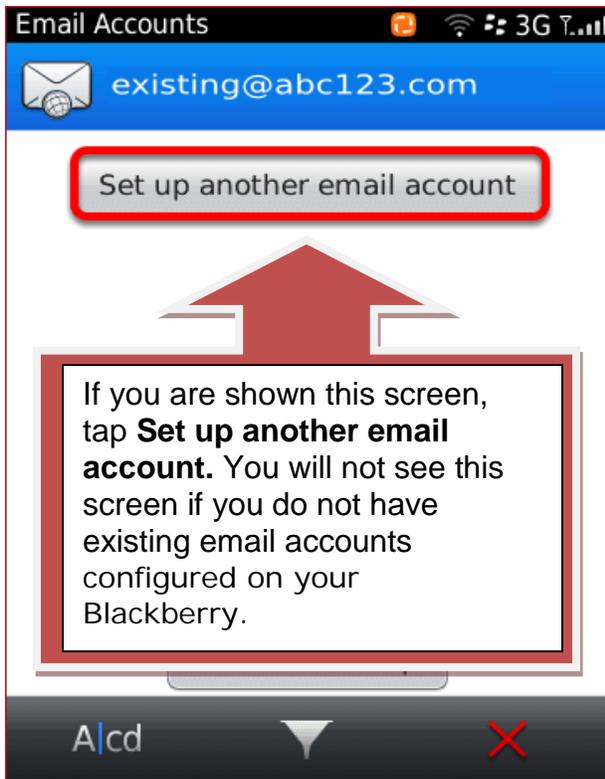
Step 2:

Select **Email Accounts** and then select **Internet Mail Account** to set up your Lehman Email Account.



Step 3:

Return to Setup



Enter your **Lehman Email Address** and your current **password** in the designated fields and the hit **Continue**. A processing message will be displayed on your screen.

You will then receive an Account Setup Confirmation and then you should just exit the setup.

NOTE: Enable SSL when asked. Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or help.desk@Lehman.cuny.edu if further assistance is needed.