How to configure your Personal Blackberry with City E-mail

1) **Go To Setup**

2) **Click Email Accounts → Internet Mail Account → Other**

3) **Enter your e-mail address** (E.g. Fred.Bloggs.1@city.ac.uk) and **password. Click Continue**.

If this does not go straight through, please follow these steps:

4) **Click ‘I will provide the settings’**

5) **Select POP/IMAP email type**.

6) **Enter** - Email Server: outlook.office365.com and **Username: e-mail address** (e.g. Fred.Bloggs.1@city.ac.uk). **Click Continue**.

**IT Support**
For IT support, assistance or questions, please contact your local IT service team.

Northampton Square – visit IS Service Centre (E101-Drysdale building) or telephone x8181.

Cass Business School – visit Learning Resource Centre (Level 1 – Cass) or telephone x8990.

City Law School – visit IT Support Office in Princeton Street or telephone 020 7400 0261 or x8181.

SHS – visit IS Service Centre (E101-Drysdale building) or telephone x8181.