Setting up Your BlackBerry to Receive CDU E-mail

1. Verify that your BlackBerry handheld is connected to the wireless network.
2. From the BlackBerry handheld Home screen or Tools menu, select the Set Up Internet E-mail or E-mail Setup icon.
3. If prompted, read the Terms and Conditions, and then select Accept.
4. Enter your CDU e-mail address and password for the account you would like to access from your BlackBerry handheld. Confirm the password and select Next.
5. Within minutes you will see this message:

   - We were unable to configure this e-mail account. Select the type of account you want to configure.

You will be presented with the some options. Scroll to and select outlook/exchange

6. After selecting Outlook/Exchange, scroll to and select “I can access this e-mail account using a Web browser (Outlook Web Access).”

Selecting this option will allow you to type your mail account settings manually. Complete Steps 7 and 8 below. The following information will be required:

   o Outlook Web Access URL: webmail.cdrewu.edu
   o E-mail address: username@cdrewu.edu
   o E-mail account name (mailbox name): your username
   o Username
   o Password

7. Enter the required information and select Next. Setup is complete when Your account has been added successfully appears on the screen.
8. Select OK. Your e-mail account will now be accessible from your BlackBerry handheld. You may exit the BlackBerry browser once setup is complete.