

Configuring Your BlackBerry for MUSC's Exchange System

1. Sign up for the BlackBerry Enterprise Service:

There is a one-time fee of \$100 to receive an account on MUSC's BlackBerry Enterprise Service (BES). To pay this fee, please forward an IIT to the "OCIO-IS Business Manager" located at Harborview Towers, Suite 201, fax 2-8319.

2. Receive your account information:

After the OCIO-IS receives your payment, you will receive an e-mail message with your BES password; this password is **not** your e-mail account password. Continue with the instructions below for your BlackBerry model.

3. Configure:

If your BlackBerry is brand-new and has never been configured to receive mail:

- A. Verify you are in a wireless coverage area and that your BlackBerry® device is connected to the wireless network (the easiest way is to make a telephone call).
- B. Click on Enterprise Activation
- C. Enter your email address: username@musc.edu
- D. Enter the password provided to you by your system administrator in step 2, "Receive your account information".
- E. Click "Activate"

BlackBerry 8700, 7520, 8700, 7250

- A. Verify you are in a wireless coverage area and that your BlackBerry® device is connected to the wireless network (the easiest way is to make a telephone call).
- B. In the device options, click "Advanced Options"
- C. Click Enterprise Activation
- D. Enter your email address: username@musc.edu
- E. Enter the password provided to you by your system administrator in step 2, "Receive your account information".
- F. Click the track wheel
- G. Click "Activate"

Blackberry 8830

- A. Verify you are in a wireless coverage area and that your BlackBerry® device is connected to the wireless network (the easiest way is to make a telephone call).
- B. Open the setup wizard, select "Email Setup"
- C. Select "I want to use a work email account with a Blackberry Enterprise server" and click "Next"
- D. Answer Yes to "Has your Blackberry Enterprise server administrator provided you with an Enterprise Activation Password?" Click "Next".
- E. Enter your email address: username@musc.edu
- F. Enter the password provided by the BES administrator in step 2, "Receive your account information".
- G. Click on wheel and select "Activate"