




Getting Started

BlackBerry Web Client

Welcome! This card explains how to create, add, and manage your email accounts using your desktop browser.

On your BlackBerry® Wireless Handheld, you can receive email messages from multiple email accounts that you add to the BlackBerry Web Client. You can forward email messages that arrive at your other email accounts to your single handheld email address. Depending on your service provider, you can add an email account to the BlackBerry Web Client from various services, including Microsoft® Exchange, or Lotus® Domino™, and POP3 and IMAP protocols.

CREATE AN ACCOUNT

1. In your desktop browser, open the BlackBerry Web Client.
 2. Click **Create your account**. The Account Set up page appears.
 3. In the following fields, type the appropriate information:
 - **PIN:** Type your personal identification number.
 - **IMEI:** Type the electronic serial number or international mobile equipment identity number for your handheld.
-  **Tip:** To find your PIN and IMEI on the handheld, on the Home screen, click the **Options** icon. Click **Status**.
4. Click **Submit**. The Legal Terms and Conditions page appears.
 5. Read the terms and conditions carefully.
 6. If you accept the terms and conditions, click **I Agree**. The Account Set-up page appears.
 7. In the following fields, type the account information.
 - **User ID:** Type the login name for your account. Your login name forms the first part of your default handheld email address.
 - **Friendly Name:** Type a name that you want to appear in the From field of messages that you send. If you do not type a name, your email address appears in the From field.
 - **Password:** Type a password for your account. Passwords should have between 4 and 16 characters. Passwords are case sensitive and cannot contain accented characters.
 - **Re-enter Password:** Confirm your password.
 8. Select a secret question.
 9. In the **Secret Answer** field, type the answer to your secret question.
 10. Click **Submit**. The Account Set up Complete screen appears.
 11. Click **Done**. The Email Accounts screen appears.
 12. Select one of the following options:
 - To add other email accounts, click **Email Accounts**. Refer to "Add an email account."
 - If you do not want to add other email accounts, click **Enter Now**.



EDIT YOUR ACCOUNT

1. In your desktop browser, open the BlackBerry Web Client.
2. On the menu bar, click **Profile**. The Profile page appears.
3. In the **Email Accounts** section, click **Other email accounts**. The Email Accounts page appears.
4. Click **New**.
5. In the following fields, type account information:
 - **Email Address:** Type the full email address of the account (for example, *username@ispname.com*).
 - **User Name:** Type your login ID (for example, *username*).
 - **Password:** Type the password for the account.
 - **Re-enter Password:** Confirm your password.
6. Click **Submit**.
7. In the following fields, type the appropriate information:
 - **Email Server:** Type the mail server address for your Internet service provider (for example, *mail.ispname.com*). If you do not know the mail server address, contact your Internet service provider (ISP).
 - **Port Number:** Type the appropriate port number. If you do not know the port number, contact your ISP.

i Note: This page might not appear if your server can determine these values automatically.

8. Select or clear the following check boxes:
 - **Leave messages on mail server:** If you clear this check box, you might lose important email messages accidentally.
 - **Deliver new messages:** If you select this check box, messages that are not read are forwarded to your handheld.

i Note: These check boxes might already contain values if your account can be set up without this information.

9. Click **Submit**. The account is added.

FORWARD YOUR EMAIL MESSAGES

You can forward your email messages to your handheld in two ways:

- Ask your system administrator to create a forwarding rule on the server to forward your email messages to your default handheld email address.
- Contact your service provider to have email messages forwarded to your default handheld email address.

i Note: Contact your service provider or system administrator to verify whether your system supports mail forwarding.



SPECIFY A SENT FROM ADDRESS

After you add email accounts, you can specify a Sent From address. Any messages that you send appear sent from this address.

1. In your desktop browser, open the BlackBerry Web Client.
2. On the menu bar, click **Profile**. The Profile page appears.
3. Click **Sent from Address**. The Sent From Address page appears.
4. Select one of the following options:
 - Use your default handheld email address for your Sent From Address (for example, username@carriername.blackberry.net).
 - Select an email address from the drop-down list of integrated email accounts.
 - Type an email address in the field.

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