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: Select the type of email account type:
- Internet Mail Account: Set up or manage an existing email account, or create a new BlackBerry email account.
- Enterprise Account: Set up a work email account to use with your organization’s BlackBerry Enterprise Server.

Return to Setup
If you are shown this screen, tap **Set up another email account**. You will not see this screen if you do not have existing email accounts configured on your Blackberry.

Enter your **Lehman Email Address** and your current **password** in the designated fields and 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.