

Configuring a BlackBerry Z10 device to receive McGill email (using ActiveSync)

The new-generation BlackBerry device (Z10 and others) can be easily configured to receive your McGill email by synchronizing using Microsoft Exchange ActiveSync. Staff and faculty with older BlackBerry devices can continue to connect to the [BlackBerry Enterprise Server \(BES\)](#) to access their McGill email.

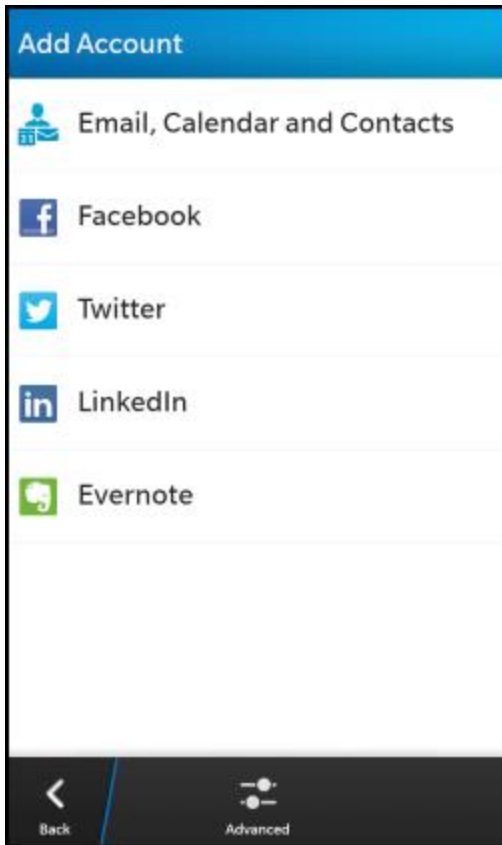
1. Select **Settings**.



2. Select **Accounts (Set up email, contacts, calendar)**.



3. From the Add Account window, choose **Email Calendar and Contacts**.



4. Using a swipe gesture on the screen area above the keyboard (illustrated below in red).



5. Select the **Advanced** option revealed at the bottom of the screen.

Cancel Add Account Next

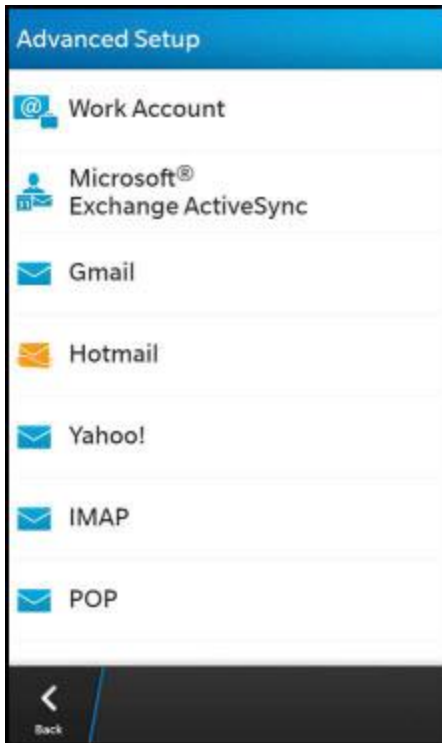
Enter the email address for your existing account.

* Required Fields

Email Address *

Advanced

6. Select **Microsoft® Exchange ActiveSync**.



7. Enter your **McGill Username** and **McGill Password** (Description and Domain fields are optional) and complete the required fields as shown below (Server Address: **exchange.mcgill.ca**; Port: **443**).

Dismiss Add Account Next

Password *

.....

Server Address *

exchange.mcgill.ca

Port *

443

Use SSL On

Use VPN Off

Push On

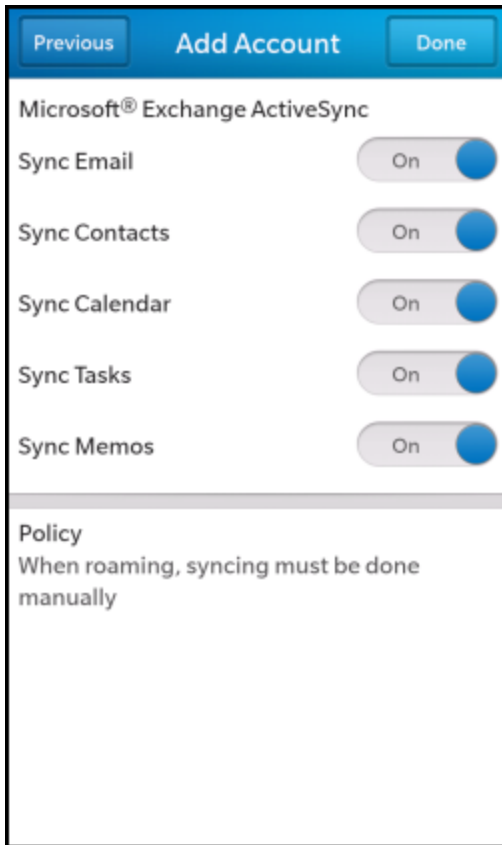
Sync Interval

Manual

Sync Timeframe

30 Days

8. Select **Next** (a dialog checking for support services will briefly appear).
9. Select **Done** from the Add Account screen wait as saving and verifying occurs.



Your ActiveSync account should now be operational.