

How to connect your Blackberry to your WUR email, contacts and calendar

1) Introduction

The Blackberry is a mobile phone, which can have a direct connection to the WUR Exchange server, allowing direct access to mail, contacts and calendar. To use this functionality, the Blackberry needs to be activated. This manual will explain how to start the Blackberry Enterprise Activation.

2) Requirements

To activate the Blackberry Enterprise Activation, you need:

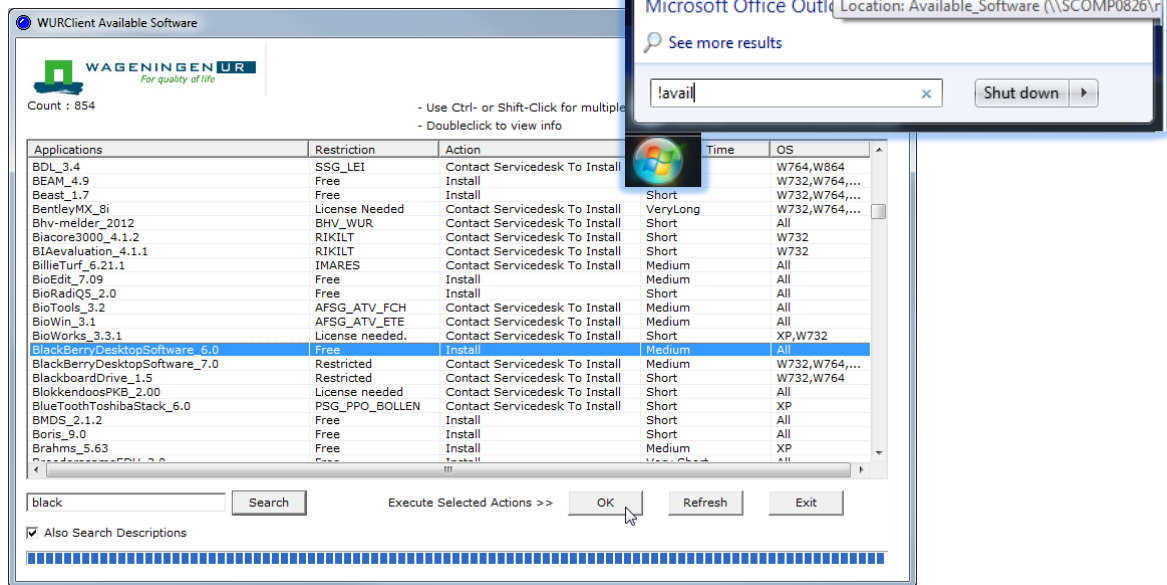
- a) A Blackberry ordered via your WUR telephone contact person including USB-cable to connect the Blackberry to your PC.
- b) A Blackberry Enterprise subscription at KPN (automatically ordered with your WUR Blackberry).
- c) A WUR-PC with the Blackberry Desktop Software installed (See Start > Programs > WUR > Available Software to install the software).

3) Guide

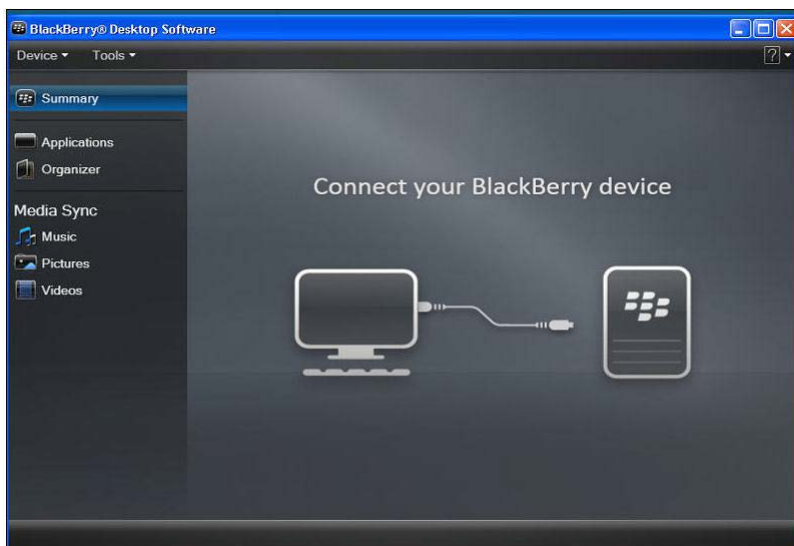
- 1) Install the Blackberry Desktop Software.
- 2) Turn the Blackberry on and close the Installation Wizard.
- 3) Connect the Blackberry to the PC with the USB-cable.
- 4) Choose Add new Device and choose Add Enterprise E-mail account
- 5) The Blackberry starts to activate. Leave the Blackberry connected till the activation is done.

1) Install the Blackberry Desktop Software.

- Click the Windows globe (a.k.a. Start button)
- Type *!avail*
- Click on the !Available Software link.



- Select the **BlackBerryDesktopSoftware** (latest free version)
- Click **OK**.
- Your software assignment starts, click **Yes** to start the installation.
- After the installation is completed, start **BlackBerry Desktop Software**.

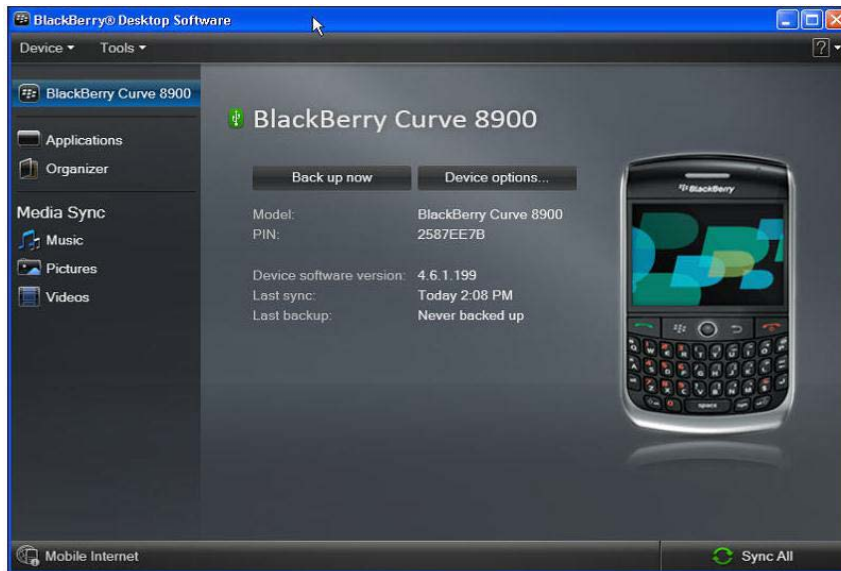


2) Turn the Blackberry on and close the Installation Wizard.

- Turn the Blackberry on.
- Accept the disclaimer.
- Enter the PIN (standard 0000 on new blackberries).
- On some Blackberries, you can select the language you want to use.
- The setup-wizard will start, you can close this and select that it shouldn't start again: the Blackberry will be activated through the Desktop Software.

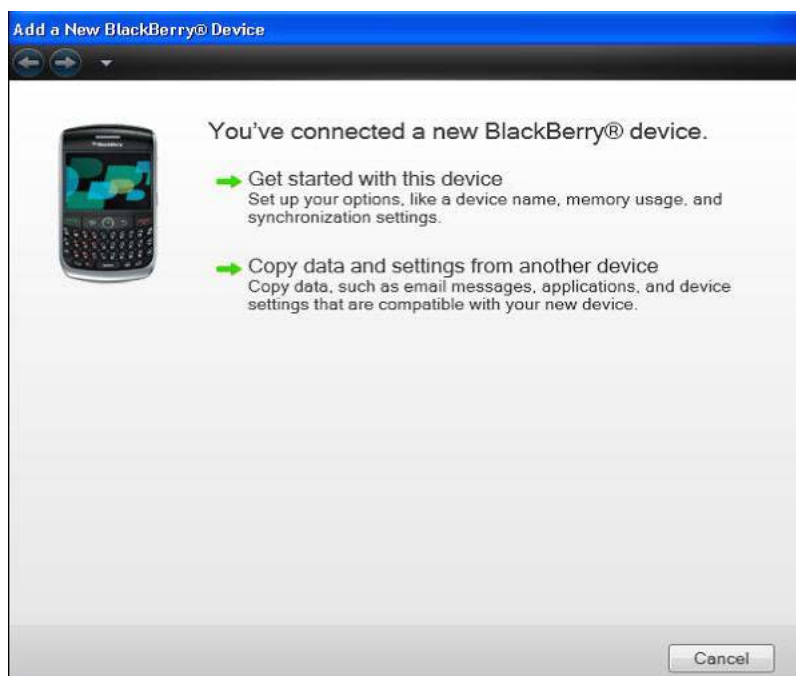
3) Connect the Blackberry to the PC with the USB-cable.

- **Connect** the Blackberry through the USB-cable to the PC.
- On the Blackberry, the message will appear if you want to enable **mass storage** mode. You can use this mode to save files to your Blackberry like a USB-drive, but it's not required for the Blackberry's function. Select either *yes* or *no* to your own preference.
- The Blackberry Desktop Software should now recognise the Blackberry and show the type:



4) Choose Add new Device and choose Add Enterprise E-mail account

- New Blackberries should display the Add a New BlackBerry Device wizard, choose **Get Started** with this device. (In case this wizard doesn't start, go to Device > Device Options > Enterprise E-mail > E-mail system and select Outlook Client.)

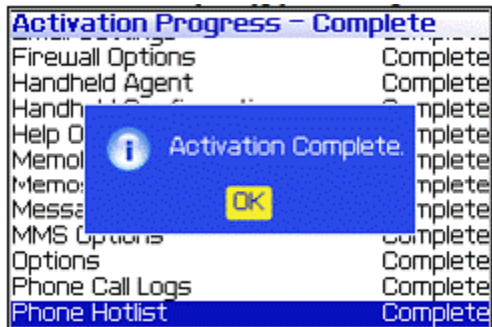


- Next select **"Add my Enterprise Email Account"** and choose your Mail Profile (standard is WURmail 2010) and click **OK**.

5) The Blackberry starts to activate. Leave the Blackberry connected till the activation is done.

- The Blackberry should start activating now (this should be visible on your Blackberry itself).

It can take a few minutes before the activation starts, but the next screen should open and the various options will activate one by one. Leave the Blackberry connected while this activation process is busy. (Don't worry if the device is unplugged though, it merely slows the activation).



- You can now use your BlackBerry. Standard wireless synchronisation of Calendar and Contacts is enabled.