

Help Guide

How to get accd email on your BlackBerry

NOTE: These instructions are here for your convenience only, and assume you are comfortable experimenting on your own. You should be familiar with using email on your BlackBerry, and using the scroll wheel and web browser on your BlackBerry. Following the steps below will configure your Blackberry to IMAP your email from the ACCD Exchange Server. **To proceed you will need to have a data plan setup through your cell phone provider.**

Device used for the email setup was a Blackberry Curve 8320.

*****Blackberry devices are not fully supported by Alamo Community Colleges Information Technologies Department*****

1. A few items you will need to know:

- Email address
(**PalsID@mail.accd.edu**)
- Select **IMAP** (if prompted)
- Mail Server: **mail.accd.edu** (if prompted)
- **Email Password.**
(NOTE: You can retrieve your email password from the **Employee tab in PALS**. Login to PALS and click the Employee tab, in the Welcome to PALS Web Services channel, click Welcome to PALS Web Services. Click Employee, under Personal Info, select Email Password. If you need assistance contact Support Central at 220-1616 option 4)

Alamo Community College District - Web for Employee

Personal Info Benefits Payroll Employment

Change Name or SSN Information
Change your PIN
View Addresses
Update Addresses
View Marital Status
Update Marital Status
Emergency Contact
Update Emergency Contact
Email Password

ap to access any of the Employee Services features described on this page.

data, name, PIN, PIN Question and Answer, emergency contact, dependents.

Benefit information, or **Email Password** or beneficiary information.

Payroll
Direct deposit information, federal withholding, pay stub, earnings totals, employee time input, approve time input.

Employment
Employment history, leave balances.

2. Press the **Menu**  key

3. Select the **Setup Wizard**

4. Select **Email Setup**

5. In the setup wizard you have three selections to choose from:

- **I want to create or add an email address**
- I want to use a work email account with a BlackBerry Enterprise Server
- I want to skip email setup
Select the first: **I want to create or add an email address**



6. Press "Next". Now select "**Add an email account**". This will connect you to the Internet to complete the following steps.

7. Select **Email accounts**

8. Select **Add an Email Account**

9. Type in your **email address and email password**. Select Next.

10. You will get a confirmation that you successfully configured your email account.

Or

To setup up your BlackBerry email using the Computer, you would log into your Mobile Carrier's website and select Setup Blackberry Internet E-mail. To find your Carrier select the link.

<http://www.discoverblackberry.com/support/blackberry101/email.jsp>

1. Select the Region at the bottom of the page.
2. Select United States
3. Select your Mobile Carrier
4. Select Setup Blackberry Internet E-mail, and follow steps.

Additional Note: Device used for the email setup was a BlackBerry Curve 8320.
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Information Technologies Department***