

## Office 365 Migration for BlackBerry 10

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**Use these instructions to reconfigure your BlackBerry 10 device once you have been migrated to Office 365 email and calendaring services. If you are using BES on your BlackBerry, HUIT Support will need to reconfigure the device for you.**

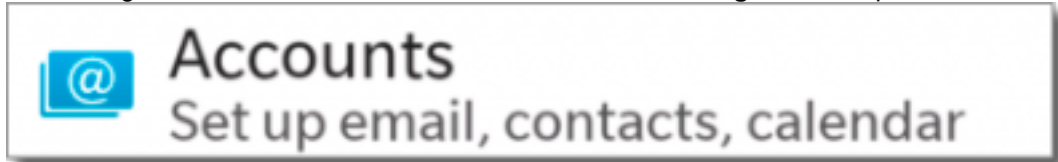
**Once you've been migrated, you will not be able to access your mailbox with BlackBerry 10 device until you follow these steps.**

### Connect to the Outlook Web App

Confirm that your account has been migrated by logging into [Outlook Web Access](#) (OWA). If you can log in, continue with the instructions below.

### Updating Your BlackBerry Device for use with Office 365

1. You must delete your existing Harvard Exchange account from your device before connecting it to Office 365 Email & Calendar. From the **Settings** menu, tap **Accounts**



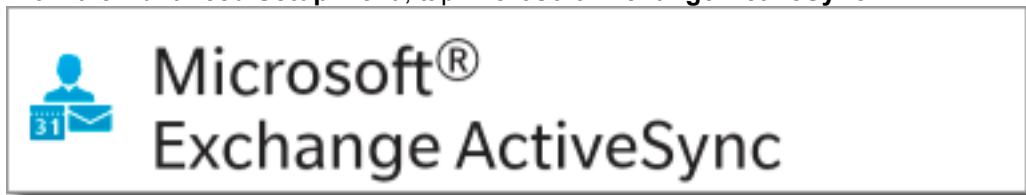
2. Select your existing Exchange account and tap the **trash icon**



3. Tap **Accounts** again, then scroll down and tap **Advanced**.



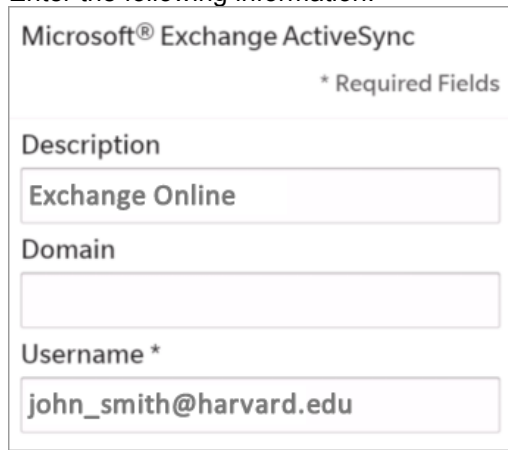
4. From the **Advanced Setup** menu, tap **Microsoft Exchange ActiveSync**.



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5. Enter the following information:



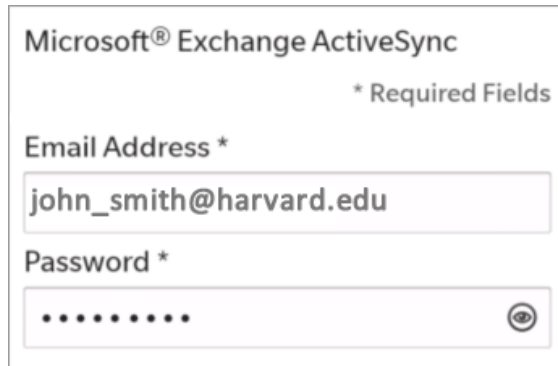
Microsoft® Exchange ActiveSync  
\* Required Fields

Description  
Exchange Online

Domain

Username \*  
john\_smith@harvard.edu

- a. **Description:** Office 365 Email & Calendar
  - b. **Domain:** Leave blank
  - a. **Username:** Your full **Primary email address**, usually in the form of [firstName\\_lastName@hms.harvard.edu](mailto:firstName_lastName@hms.harvard.edu). **Not sure what your primary email address is?**
    - i. Log into [ecommons.med.harvard.edu](http://ecommons.med.harvard.edu)
    - ii. Click Preferences
    - iii. Click Messaging
    - i. Your primary email address appears under the "E-Mail Options" heading
6. Scroll to the next section and enter the following:



Microsoft® Exchange ActiveSync  
\* Required Fields

Email Address \*  
john\_smith@harvard.edu

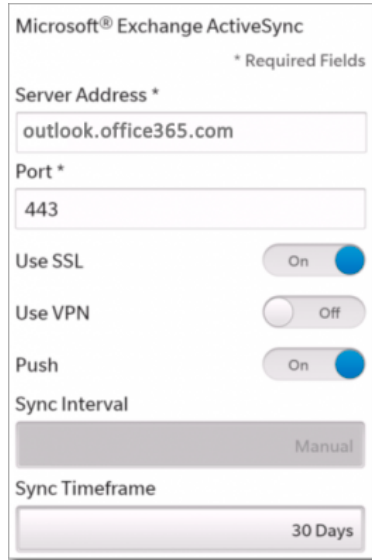
Password \*  
.....

- a. **Email Address:** Your primary e-mail address again
- b. **Password:** The same password you were using to access your email before migration

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7. Scroll to the next section and enter the following:



Microsoft® Exchange ActiveSync  
\* Required Fields

Server Address \*  
outlook.office365.com

Port \*  
443

Use SSL  On

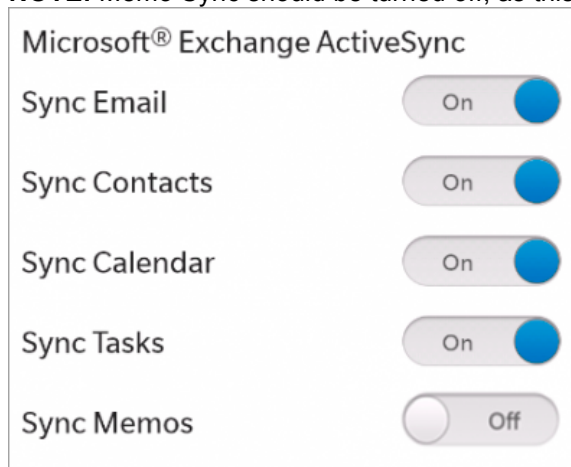
Use VPN  Off

Push  On

Sync Interval  
Manual

Sync Timeframe  
30 Days

- Server Address:** outlook.office365.com
  - Port:** 443
  - Use SSL:** On
  - Use VPN:** Off
  - If you want email delivered to your device as it arrives in your mailbox, leave Push turned on. Otherwise, turn it off and set your Sync Interval
8. Tap **Next**
9. Choose the mailbox features you want to sync to your device.  
**NOTE:** Memo Sync should be turned off, as this often causes issues with the device.



Microsoft® Exchange ActiveSync

Sync Email  On

Sync Contacts  On

Sync Calendar  On

Sync Tasks  On

Sync Memos  Off

10. Tap **Next** to complete setup

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### Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

### Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).