



How to access your Office 365 mailbox on your BlackBerry device

Objective

This document provide instructions on how to acces your Office 365 mailbox on an Android device.

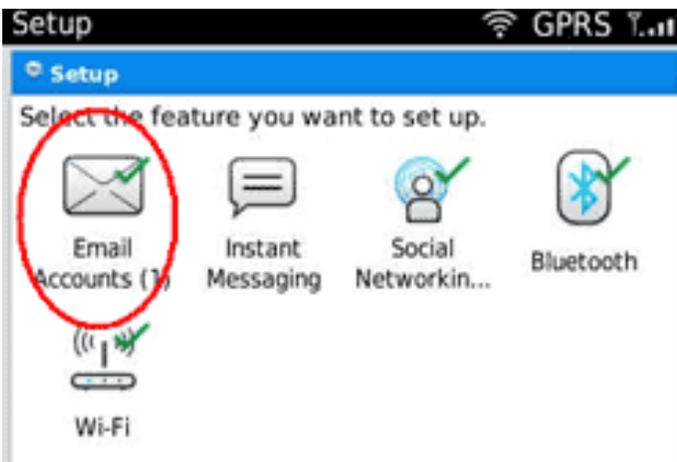
Part 1 - Removing existing LAUSD mail account

The following steps only apply if you've already configured your BlackBerry device to access your LAUSD mailbox (prior to being migrated to Office 365). If so, this mail account must be deleted beforehand.

1. Select **Setup** from the BlackBerry **All** screen.



2. Select **Email Account** or **Email settings**.



3. Delete your old LAUSD email account by clicking on the old account and selecting **Delete** from the menu.

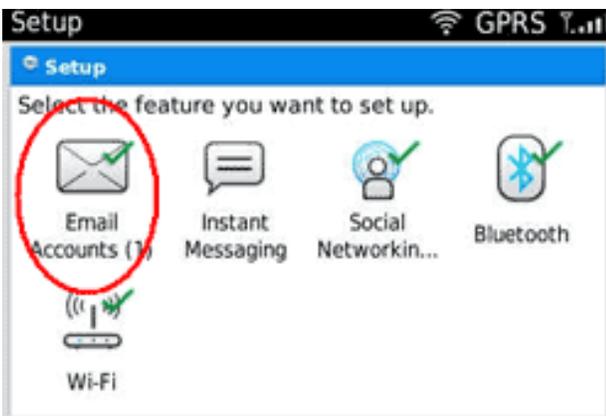
Part 2 - Set up your LAUSD mail account

Follow the steps below to set up your LAUSD mailbox (after migration to Office 365).

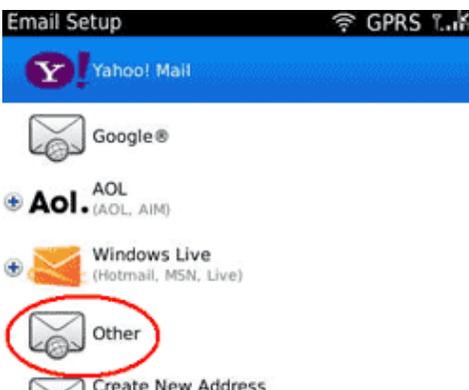
1. Select **Setup** from the BlackBerry **All** screen.



2. Select **Email Account** or **Email settings**.



3. Select **Other** within **Email Setup**.



4. Enter your LAUSD email address and password and then click **Next**.



Email Setup

Email address: john.doe@lausd.net

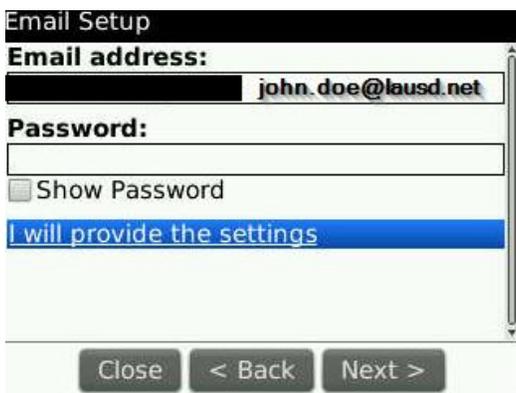
Password: *****

Show Password

Close < Back Next >

Note: Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your LAUSD user email address or password is.

5. The BlackBerry will try to configure the settings automatically but will fail (at this stage, this is normal). Click **OK** then **I will provide the settings**.



Email Setup

Email address: john.doe@lausd.net

Password:

Show Password

I will provide the settings

Close < Back Next >

6. In the following screen, ensure email type is set to **POP/IMAP**, email server is set to **office365.outlook.com** and username should be your LAUSD email address. Then hit **Continue**.



Provide Email Settings

Select an email type.

POP/IMAP (Most common)

Outlook Web Access (Exchange)

Email address: john.doe@lausd.net

Password: *****

Show Password

Email server: outlook.office365.com

User name: john.doe@lausd.net

Continue Cancel

7. At this point, you have successfully configured your BlackBerry for use with Office 365. Click **OK** to return to the Email Setup menu.

