

# Blackberry

When you set up a Microsoft Exchange ActiveSync account, you must enter some server and configuration settings.

1. In the BlackBerry Hub+ Inbox, tap The menu icon .
2. Next to Accounts, tap the add accounts icon .
3. Tap Add a BlackBerry Hub+ account.
4. Type your email address.
5. Tap Manual setup.
6. Tap Microsoft Exchange ActiveSync.
7. On the Server settings screen, enter the following info:
  - the Password field, enter your email account password.
  - In the Server field, enter your email provider's server address.
  - In the Port field, enter the port number.
  - If necessary, in the Security type drop-down list, select a security type.
8. Tap Next.
9. On the Account settings screen, review or change any of the settings.
10. Tap Next.
11. Optionally, change the display name or display colour for your email account.

Tap Done.

For a visual guide head to - <https://deviceguides.vodafone.co.uk/blackberry/keyone-android-7-1/messaging/set-up-your-phone-for-exchange-email/>

Please note the above link goes through the settings rather than the Hub+ app so it may look slightly different for the first few steps.

If you need to remove an account from the Blackberry, please follow this guide - [Removing Email Account From a Blackberry](#)

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