## Set Up IMAP or POP - BlackBerry 10

To set up **IMAP** or **POP**, perform the following steps:

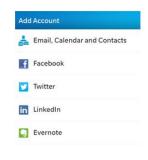
1. Locate the **Settings** options from within your home menu



2. Select Accounts



3. At the bottom of the **Add Account** screen, tap **Advanced**, or you may need to select **Add Account** first if you already have an account set up





4. Select <u>IMAP</u> or <u>POP</u>, depending on how you would like to set up your account and use the following to enter your account information:

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Username: Full Email Address

Email Address: Full Email Address

Password: Your Email Address Password

Server Address: secure.emailsrvr.com

Incoming Server Port: If you selected IMAP: 993

If you selected POP: 995

Incoming Server Encryption Setting: SSL

SMTP Username: Full Email Address

SMTP Password: Your Email Address Password

SMTP Server Address: secure.emailsrvr.com

SMTP Port: 465

SMTP Encryption Setting: SSL

6. Tap **Done** and the setup is complete

\*However, if you are using <u>IMAP</u>, optionally, you can enable synchronization for your folders by following these steps:

- Tap the **Settings** icon to open your BlackBerry System Settings
- On the System Settings screen, tap Accounts
- 3. On the **Accounts** screen, tap the account you want to edit
- On the Edit Account screen, tap Edit Folder Settings
- On the Folders to Sync screen, slide the Sync All Email Folders toggle to On, and then use the checkboxes to enable or disable synchronization for your individual folders
- At the bottom of the screen, tap **Back** to save your settings