**BlackBerry Service Prerequisites:**
1. An active Office 365 account
2. Enabled for Office 365 BlackBerry Service
   Contact us via email if you have not been enabled for services.

**Please note the following known limitations:**
1. The initial mail sync is 5 days or 200 messages (the lesser of the two). This is by design from BlackBerry and is not able to be changed at this time. Your BlackBerry will store as much mail as you like after this initial sync.
2. Messages already stored in folders are not viewable on the BlackBerry – this is also by design from BlackBerry and is not able to be changed at this time. However, after your BlackBerry is connected to your account, any messages you move to folders will be accessible by your BlackBerry.

## Web Based Setup

*This can be completed on any computer. We recommend using Firefox, Chrome, or Safari.*

1. Go to: [http://go.unl.edu/blackberry](http://go.unl.edu/blackberry).
2. Sign-in with your My.UNL account user id and password.
   a. **User ID:** Enter your full email address (e.g. hhusker2@unl.edu).
   b. **Password:** Enter your regular My.UNL password.
3. Under the Home page, click Create an Enterprise Activation Password.
4. Type a password of your choice – make sure to note this password as it will be used in the next section.
5. Click Log Out.

## BlackBerry Setup

*Make sure you have a strong cellular or Wi-Fi signal before continuing*

1. On your BlackBerry, select Options.
2. On the Options screen, select Device or Advanced Options
   a. If you’re on the Device screen, select Advanced System Settings.
   b. If you’re on the Advanced Options screen, continue to Step 3.
3. On the Advanced System Settings / Advanced Options screen, select Enterprise Activation.
4. Complete the following items on the Enterprise Activation screen:
   a. **Email:** Type your full email address (e.g. hhusker2@unl.edu)
   b. **Activation Password:** This is the password you entered in Step 4 on the web based setup
5. Select Activate.

*Activation normally takes a few minutes to complete. Once finished, you will see your email, calendar, and contacts automatically populate on your BlackBerry.*