How to access your Office 365 mailbox on your BlackBerry device

Objective
This document provide instructions on how to access 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 LASUD email address and password and then click 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.

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

Account Setup Confirmation

You have successfully added **john.smith@** A new icon for this mailbox has been added to the Home Screen. You can use this mailbox to send and receive new email from your device.

OK