



How to connect a Blackberry to a RBC Student Email Account

Hello! These are the instructions to help you setup your Blackberry to send and receive email through RBC Outlook Web Access (OWA). Each Blackberry may look a little different, but they all should follow along the same lines for this setup.

- Go to Setup
- Select Email Settings
- Click Add
- Select Other
- Type in your email address
- Type in your network password
- Click Next
- The Blackberry will start processing; this could take a few min.
- They system will error and say invalid password or user name
- Click OK
- Now you will see that there is an option to provide the settings
- Click on this link and you can provide the following information
- Select Outlook Web Access (Exchange)
- Type in your password again
- Then scroll down to Outlook Web Access URL
- Type in the following: <https://grendel.rbc.edu/owa>
- Type in your User Name (mejano123)
- Type in Mailbox Name (mejano123)
- Click Next
- System will start processing again; if all is right then you will get a message stating you have successfully added the account and a new icon will be added to your home screen.
- Click OK

If you have any problems please contact us at the Helpdesk
862-6401 or helpdesk@rbc.edu