

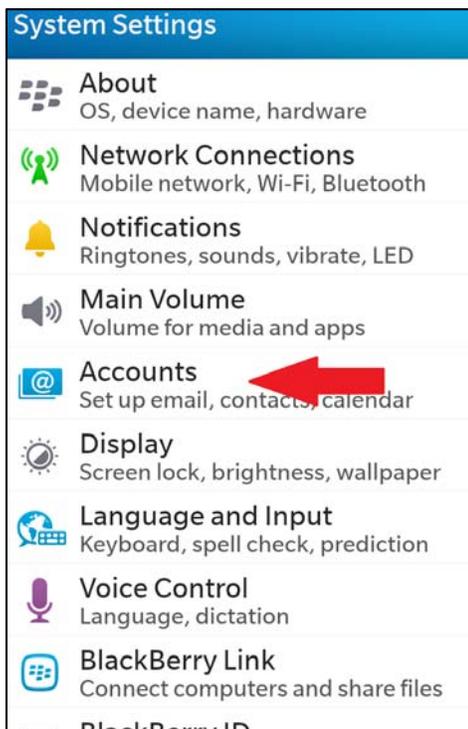
# HOW TO ACTIVATE A BLACKBERRY 10 USING ACTIVE SYNC

**\*PLEASE NOTE: THESE INSTRUCTIONS ARE ONLY FOR USE WITH A BLACKBERRY THAT IS 10 OS AND ABOVE. OLDER MODEL BLACKBERRYS (CURVE OR BOLD) ARE UNABLE TO USE ACTIVE SYNC.\***

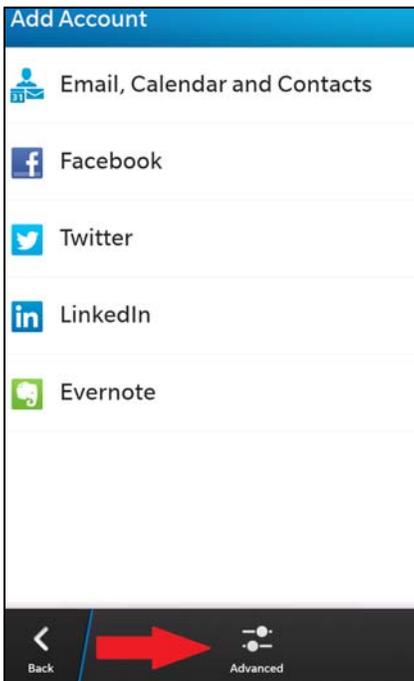
From the Main Screen select **Settings**:



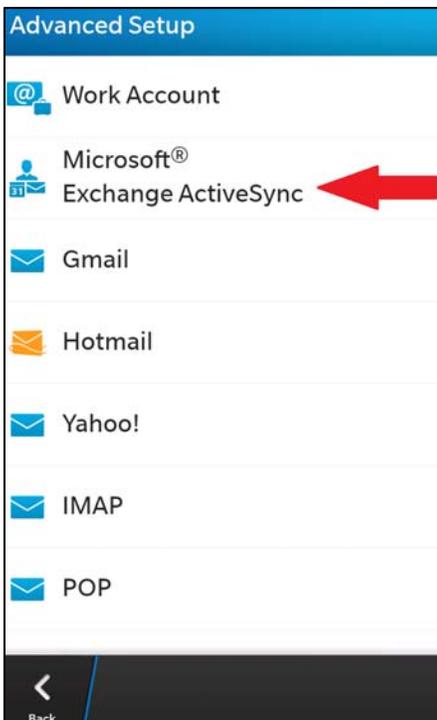
The Following Screen will be displayed. Select **Accounts**:



The following screen will be displayed. Select **Advanced**:



The following screen will be displayed. Select **Microsoft Exchange Active Sync**:



Enter in your **User Name, Email Address, Login Password** and the **Server Address**. **Select Next:**

The screenshot shows the 'Add Account' screen with a blue header containing 'Dismiss', 'Add Account', and 'Next' buttons. The form fields are as follows:

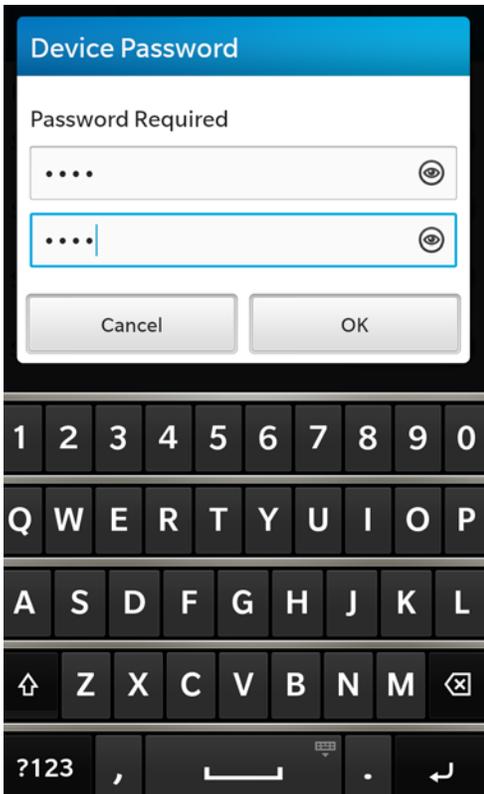
- Description: Empty text box.
- Domain: Empty text box.
- Username \*: 'doa\otmwireless' with a red arrow pointing to the text.
- Email Address \*: 'otmwireless@la.gov' with a red arrow pointing to the text.
- Password \*: Masked with dots and a red arrow pointing to the text.
- Server Address \*: 'webmail.la.gov' with a red arrow pointing to the text.
- Port \*: '443'.

The following screen will be displayed. Select **Done:**

The screenshot shows the 'Add Account' screen with a blue header containing 'Previous', 'Add Account', and 'Done' buttons. The content area is titled 'Microsoft® Exchange ActiveSync' and contains the following sync options:

- Sync Email: On (toggle switch)
- Sync Contacts: On (toggle switch)
- Sync Calendar: On (toggle switch)
- Sync Tasks: On (toggle switch)
- Sync Memos: On (toggle switch)

The following screen will be displayed. You will now be prompted to create a device password. The Password must be at least four characters long. Enter your password and enter again to confirm. Select **OK**:



After selecting OK, the following screen will be displayed and the activation is complete, you may exit out by swiping from bottom to top of screen.

