

## Setting up BIS eMail account to Kerio MailServer

Login to your BIS account.

Click on "Setup account" as shown below.

### Add An Existing Email Account

Set up an existing work or personal email account for use with your BlackBerry device.  
ex. Yahoo!®, Gmail™, Microsoft Outlook®

Set Up Account

Now enter your email address BUT do NOT enter your password. NO PASSWORD please. This is very important.

### Set Up An Existing Email Account

Set up the BlackBerry Internet Service to deliver email messages from your personal or work email account to your BlackBerry device. Type your email address and the password you use to access the account. [Open help](#) to determine which password to type.

Email address:

Password:

Confirm password:

NO PASSWORD IN HERE !!

Cancel

Next

Click Next and follow the screenshots below.

### Additional Information Required

We were unable to configure john.smarty@company.com. Choose one of the following options and select Next.

Re-enter email address and password.

Email address:

Password:

I will provide the settings to add this email account.

Cancel

Next

## Setting up BIS eMail account to Kerio MailServer

### Set Up An Existing Work Email Account

We require additional information to configure your john.smarty@company.com account. Please tell us how you access your email by selecting an option below, then click "Next".

#### Internet Service Provider Email (POP/IMAP)

- Automatically detect my Microsoft® Outlook™ or Outlook Express™ settings. ?  
(Requires Microsoft Internet Explorer)
- I will provide the settings to add this email account ?

#### Outlook® Web Access

- I can access my email account using a Web browser (Outlook® Web Access) ?

Cancel Back Next

### Set Up An Existing Email Account

To configure your email account, the BlackBerry Internet Service requires some additional information. Complete the fields below, or if you are adding a Microsoft® Outlook® or Outlook Express® account, the BlackBerry Internet Service can automatically detect the information for you.

User name:  ? Enter your username  
(e.g. jdoe or jdoe@yourisp.com)

Password:  ? Enter your password

Email server:  ? Enter your Server Address. We provide you this settings.  
(e.g. email.yourisp.com)

Email address:  ? Enter your email address  
(e.g. jdoe@yourisp.com)

Cancel Back Next

As always, click next.

Now it will verify your account and if everything is ok, IMAP or IMAPS ports are open, then it will create your account and it will automatically be setup on your Blackberry Device.

After the accounts has been created, please click on the main page to "edit" your account.

There enter your name as you wish your customers to see it and adjust your signature to your needs.

#### IMPORTANT:

Ensure that the "Synchronize deleted items between this mailbox and my device" is checked.

Note: Items you delete on your BB can be deleted on your Server as well. It depends on your settings on the device for this. Click on your mailbox (on the device), then click the menu button and choose options and email reconciliation. Settings can be done there to make the device ask you every time when you delete an email whether or not it should be deleted on the Server as well or simply do it every time or never.

## Setting up BIS eMail account to Kerio MailServer

Mails you read on your device will be marked "read" on your Server.

If you reply to mails on your BB, then you will find the sent message in the "Sent Items" folder on your server as well.

If you delete mails on your Server, they won't be deleted on the Blackberry. This is a one way sync only for mails. And you only receive the emails which went into your inbox on the Server.

You can setup the BB Device to delete messages older than xx days/months automatically from the device (not from the Server).

Please contact us for further assistance using this software.