1. Open **Email Settings** on the BlackBerry smartphone or **Setup** and choose **Email Accounts**.
2. Click **Setup another email account**.
3. Choose **Other** from the list of options.
4. Enter your Ospreys e-mail address, nNumber@ospreys.unf.edu and your **mywings password**, and then click **Continue**.
5. If the Blackberry Internet Service indicates that there was a problem, select **I will provide the settings**.
6. Select **Outlook Web Access (Exchange)**.
7. Enter the Following:
   a) **Outlook Web Access URL**: mail.office365.com
   b) **User Name**: nNumber@ospreys.unf.edu
   c) **Mailbox Name**: Ospreys E-mail and then press **Continue**.