



William Carey University
Information Technology

Using Blackberry Devices
with SaderApps

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Enabling IMAP

You can retrieve your Gmail messages with a client or device that supports IMAP, like Microsoft Outlook or Apple Mail.

To enable IMAP in Gmail:

1. Sign in to Gmail.
2. Click **Settings** at the top of any Gmail page.
3. Click **Forwarding and POP/IMAP**.
4. Select **Enable IMAP**.
5. Click **Save Changes**.

Configuring IMAP on Blackberry devices

To set up the BlackBerry's email client with SaderApps email (IMAP), just follow these steps:

1. On your BlackBerry device, navigate to your home screen
2. Select the icon that lets you set up email (this can be called Setup, Setup Wizard, Email Setup, BlackBerry Set-up, E-mail settings, or Personal Email Set-up)
3. Follow the setup instructions provided on your device to create a new e-mail account
4. Be sure to enter the following:
 - a. Mail Server: imap.googlemail.com
 - b. Username: Type your entire WCU username to include @student.wmcarey.edu
 - c. Password: Type your WCU password
 - d. IMAP Port: 993
5. Allow the system to add your account, but do not enter your WCU password into the utility boxes (this causes the system to default to POP3 instead of IMAP)
6. Select **Next**
7. Select **Next** again (bypassing the 'Additional Information Required' section)
8. Select your account type, then select **Next**
You may encounter a 'We were unable to configure...' error. Select **I will provide the settings** to continue
9. Select the option that mentions 'IMAP/POP'
10. Select **I will provide the settings...**, then select **Next**
11. Select **Set up existing email account...**
12. Enter your SaderApps account information here, with 'imap.googlemail.com' as your mail server
13. Select **Next**
14. Select **Save**

If setup is successful, you should receive a confirmation message and a new mailbox icon should appear on your device's home screen, labeled with your SaderApps email address.

Troubleshooting & Help

The William Carey University Information Technology Department, IT, provides assistance to students through a per request ticket based help system. In order to receive support with your IT needs, you must complete and submit a form that will provide necessary information to the IT Department for troubleshooting. The following chapter will provide information on accessing the necessary form for ticket submission.

If you need support from the Information Technology Department, please follow the instructions below to get the best response possible.

First step to troubleshooting!

1. If you receive an error when attempting to setup Outlook to connect to your SaderApps account, please complete the following steps before proceeding to ask for assistance from the Information Technology Office.
 - a. Login to the Indigo Portal
 - b. Click Change Password
 - c. Type your current WCU password in ALL three boxes
 - d. Click Submit
2. Allow at least 1 hour for your password to be synchronized to Google.
3. After 1 hour, attempt to setup your account in Outlook again.
4. If it still fails, please continue with the remaining instructions in the guide for submitting a trouble ticket to the Information Technology office.

Do you need to submit an online support ticket?

1. Navigate to <https://indigo.wmcarey.edu/help> in your web browser.
2. Fully complete the form provided.
3. Click Submit.

Want to change your WCU account password?

You will no longer be able to change your password from within D2L. All WCU passwords must be changed during the account setup process or from within the Indigo Portal. Follow the instructions below to change your WCU account password at any time.

1. Login to the Indigo Portal
2. Click on Change Password.
3. Click Submit.

Did you forget your WCU account password?

If you have forgotten your password, please go to <https://indigo.wmcarey.edu/student> and click on the Forgot your Password? link to attempt to reset your password. When you reset your password it will affect access to all of your WCU IT resources.