



ActiveSync Configuration Blackberry 10

- 1) If the blackberry was already activated with another email, go to **Settings > Security and privacy > Security Wipe**. Type "blackberry" in the empty field at the bottom, then click "Delete Data".
- 2) On the home screen, swipe down and select **Settings**.
- 3) Select **Accounts**
- 4) Scroll down and select **Advanced**
(Button in the bottom center of the screen with horizontal lines and dots)
- 5) Click on **Microsoft Exchange Active Sync**
- 6) Give your ActiveSync a name in the **Description** field.
- 7) Type "Garda" in the empty **Domain** field.
- 8) Enter the username used to log into Outlook Web Access in the **Username** field.
- 9) Enter the email address in the **Email Address** field.
- 10) Enter the password used to log into Outlook Web Access in the **Password** field.
- 11) Enter "owa.garda.com" in the **Server Address** field.
- 12) Leave all fields by default. Click **done**.
- 13) Wait about 20-40 minutes for your Blackberry to start syncing.