Forwarding E-mail to a Blackberry Device Using Outlook

Before you begin, please read the Mobile Device section of UCO’s Information Security Policy (http://technology.uco.edu/oit/UCO_Security_Policy_2007.pdf), for vital information on transferring confidential e-mail to an unsecure device.

1. Log in to the Outlook desktop client, and click the Rules and Alerts option.

2. Click the New Rule button.
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3. Under “Start from blank rule” select “check messages when they arrive”, then click the Next button.

4. Leave all of the options blank, and click the Next button. You will get a little pop up that says “This rule will be applied to every message. Is this correct?” Click the Yes button.
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Check the box for “Forward it to people or distribution list.” Then in the Step 2 box, click the hyperlink for people or distribution list.
For your BlackBerry device e-mail address (e.g. broncho@att.blackberry.net) and click the Next button.

Look through the exceptions list and check any you want or leave them all blank. Click the Next button.

Give the rule a name. Do NOT click the “apply this action to all mails in the inbox” option.

Click Finish. Your messages should begin to forward to your BlackBerry.

Reminder: This process forwards e-mails to your BlackBerry. The original e-mail messages reside on the server.