



Download the BlackBerry Work App - (will need your computer and mobile device for complete download)

1. Get and Install the BlackBerry Work App on your mobile device from the Apps Store for IOS or from the Google Play Store for Android devices. (There are several BlackBerry Apps – verify the **BLACKBERRY WORK** app)
2. Obtain your BlackBerry Work Access key- from the BlackBerry Control Self Service Portal. On your computer, in the address bar, go to <https://mobilecontrol.umc.edu> and login using your Network username and password - type **NTUMMC** in the Domain Field.
3. On the gray bar, click the **Access key section** **ACCESS KEYS**. In the blue box – click the **“New Access Key”** button **New Access Key**. An Access Key is generated. – it is not case sensitive and hyphens should not be included when typing in step 6 below. (You will also receive an email with the Access Key information).

Note: Proceed in the grey box ONLY if you received this message below or know in advance ... if not, continue to step 4.

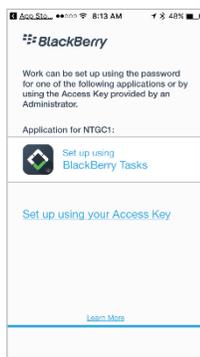
You have 5 phone partnerships out of the maximum allowed 5 partnerships. After you reach the maximum, you can't create additional partnerships until you delete existing ones from your account. To do so, sign in to Outlook Web App, click Options > Phone > Mobile Phones, and delete any unused partnerships.

Steps below:

- o **Outlook Web App:** On your computer, in the address bar, go to <https://webmail.umc.edu/>
- o Sign in – at the webmail screen, top right under your name, click **Options**
- o Choose **See All Options**
- o Under Account far left, click **Phone**
- o Shows list of your exchange accounts on multiple devices
- o Click on an account to disable and choose the **X**



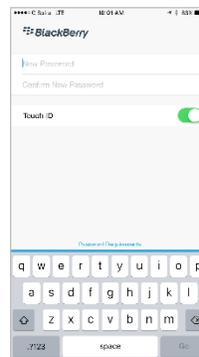
4. Tap to open the App and “Allow” or “Don’t Allow” Notifications.



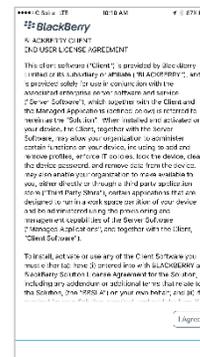
5. Tap “Set up using your Access Key”.



6. Type your UMMC email address and the **Access key** obtained from STEP 2. -Installation will scroll through.



7. Create **ANY 4 Character** Password. (most elect to use their iPhone passcode) If touch ID is configured, you will only be prompted for this password as a fall back option.



8. Tap the “I Agree” button.



9. Tap the BlackBerry App Launcher to navigate the BlackBerry Work App.

Tap the BlackBerry App **Launcher**  on top to navigate and return to **Mail, Calendar, Contacts**.



Sync Contacts - Tap **Settings** , Tap **Contacts** under Application Settings and slide *Sync to Device* to **On**.

See other **Tip Sheets** on the UMMC Intranet by [Clicking Here](#).