BlackBerry 10 OS

NUS Mail Configuration
A. Introduction

This document shows the step by step instructions on how to configure NUS mail for your BlackBerry 10 OS devices (models such as Z30, Z10, Q10 and Q5). Make sure that you have 3G/4G or wireless connection first, before following the steps.

B. Configure NUS Mail on your BlackBerry Q10 Phone

1. Tap on Setup.

2. Tap on Accounts.

3. Tap on Email, Calendar and Contacts.
4. Enter your full **NUS Email Address** and tap **Next**.

5. Enter your **NUSNET** password and tap **Next**.

You will see the following screen next.
6. Provide a description to your account and tap the items to sync. Tap **Done**.

7. After your settings are saved, you are ready to access your NUS emails.

8. Tap on **BlackBerry Hub** to start accessing your NUS emails.
C. Deleting an Email in BlackBerry

When you choose to delete an email, you are given two options:

**Delete from Hub**: removes the email from your BlackBerry device only, but retains the email in the NUS email server

**Delete from Hub and server**: removes the email from your BlackBerry device and NUS email server

Choose your preferred option and you could tick on “Always perform this action. Don’t show again.” to remember your option.

![Image of BlackBerry email deletion screen]

D. Changing the Sync Timeframe

By default, BlackBerry will sync your emails from the past 30 days. You could change the sync period with the following instructions.

1. Go back to **Setup > Accounts > Email, Calendar and Contacts**. Tap on your NUS email account.

![Image of BlackBerry accounts screen]
2. Tap on the **Advanced** icon.

3. Tap on **Sync Timeframe** to choose how long you want to keep your emails on your BlackBerry.

If you select **Forever**, note that this will gradually use up the space in your BlackBerry’s internal storage.

Then tap **Save**.
E. Turning off Lock Screen Notification

By turning off the lock screen notification, you could prevent others from previewing the new emails (sender’s name and subject) in the locked screen.

1. Tap BlackBerry Hub.

2. Tap the icon on the bottom-right corner.

3. Tap Settings.
4. Tap **Display and Actions**.

5. Tap **Interactive Lock Screen Notification Settings**.

6. Tap to turn off **Lock Screen Notifications**.