

Unknown

From: Fagerstrom, Erika (GOV) [/O=SOA/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=EFAGERSTROM]
Sent: Friday, August 31, 2007 1:24 PM
To: Todd Palin
Subject: FW: Blackberry

Hello Todd,
Here are the instructions to access the Governor's calendar from your BlackBerry. Let me know if you run into any glitches. Just remember that when you type in your password- ALT is for the numbers and NUM is for the capitalization.
Have a great weekend!
Erika

Erika Fagerstrom

*Executive Residence Manager
Governor's House
State of Alaska, Office of the Governor
716 Calhoun Avenue, Juneau, Alaska 99801
Phone: 907-465-3500; Fax: 907-465-2031*

From: Clark, Kami S (GOV)
Sent: Thursday, August 30, 2007 4:34 PM
To: Fagerstrom, Erika (GOV)
Subject: Blackberry

Erika and Mr. Palin

To access the Governor's Calendar via the Blackberry

You need to go to the Internet Browser so from the screen with the icons use the roller ball to move to the Globe in the middle that only has the gold arrow going around it and the Blackberry should show Internet Browser.

Select it by pressing in on your roller ball.

Scroll down to Blackberry Bookmarks and press in on the roller ball to select.

It should have Expand highlighted, press in on the roller ball to select.

You should have a bookmark: <https://webmail.alaska.gov/exchange/GovPalin/Calendar> (note the s at the end of https)

If you don't you will want to create one under BlackBerry Bookmarks. I believe this was setup on your blackberry's so I won't write the instructions, but please let me know if you need help.

Then a pop down menu should display push in the roller ball and select Get Link

The Outlook Web Access authentication screen will be displayed. If it doesn't display and you receive an error message about scripts, etc. We need to change some settings on your Blackberry.

Do this step if you didn't get the Outlook Web Access authentication screen:

ROSTON 00837

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You need to go back to the Blackberry bookmarks, press in on the roller ball, scroll down and select Options. Select Browser Configuration, scroll down until you see Support HTML Tables. From Support HTML Tables and on down you need to have a check mark next to each of them. If you don't press in on the roller ball, select Change Option, do that for each one and then when all of them have a check mark select Save Options.

Now go back to the Blackberry Bookmarks, select the bookmark you entered and then Select Get Link, if it still has the message about the scripts on the page press in on the roller ball, scroll down and select Refresh.

The Outlook Web Access authentication screen will be displayed.

Domain\user name: **efagerstrom** or **tpalin**
Password: your strong email password

Client select the **Premium** radio button
Security select the **Public or shared computer** radio button

Then click on the **Log On** button next to the password field

When you're done viewing the calendar be sure to logout it's in the upper right hand corner with a little key icon in front of **Log Off**.

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