

# How to use email from BlackBerry OS

---

## Step 1: Create a Memotoo Account

- **1. Visit the Memotoo Website**
  - Open your web browser and go to <https://memotoo.com>.
- **2. Sign Up for an Account**
  - Click on the "Create a free account" button.
  - Fill in the required information such as your username, password, and email address.
  - Agree to the terms and conditions, then click on the "Create my account" button.
- **3. Activate Your Account**
  - Check your email for an activation message from Memotoo.
  - Click on the activation link in the email to activate your account.

## Step 2a: Set Up Email Sync from Outlook

- **1. Log in to Your Memotoo Account**
  - Go back to the Memotoo website and log in with your newly created account.
- **2. Access the Synchronization Settings**
  - Once logged in, navigate to the "Synchronization" section in the left-hand menu.
- **3. Add Outlook Email Sync**
  - In the "Email" section, click on "Add a new account."
  - Select "Outlook" from the list of available services.
  - You will be prompted to enter your Outlook email address and password.
- **4. Authorize Memotoo to Access Your Outlook Account**
  - Follow the prompts to grant Memotoo access to your Outlook account.
  - This typically involves logging into your Outlook account and allowing the necessary permissions.
- **5. Configure Sync Settings**
  - After authorization, you can configure the sync settings, such as the frequency of synchronization and which folders to sync.
  - Save the settings and start the synchronization process.

## Step 2b: Set Up Email Sync from Gmail

- **1. Access the Synchronization Settings**
  - If you are still logged into Memotoo, navigate to the "Synchronization" section in the left-hand menu.
  - If not, log back into your Memotoo account and then proceed to the "Synchronization" section.

- **2. Add Gmail Email Sync**
  - In the "Email" section, click on "Add a new account."
  - Select "Gmail" from the list of available services.
  - You will be prompted to enter your Gmail address.
- **3. Authorize Memotoo to Access Your Gmail Account**
  - Follow the prompts to grant Memotoo access to your Gmail account.
  - This typically involves logging into your Gmail account and allowing the necessary permissions.
- **4. Configure Sync Settings**
  - After authorization, you can configure the sync settings, such as the frequency of synchronization and which folders to sync.
  - Save the settings and start the synchronization process.

### Step 3: Verify Synchronization

- **1. Check Sync Status**
  - Go to the "Synchronization" section to see the status of your email synchronization.
  - Ensure that the sync is running without errors.
- **2. Verify Emails in Memotoo**
  - Navigate to the "Emails" section in Memotoo to see if your emails from Outlook or Gmail are being properly synchronized.
  - Check a few emails to ensure that the sync is functioning correctly.

### Tips and Troubleshooting

- **Regularly Monitor Sync Status:**
  - Periodically check the sync status to ensure it continues to run smoothly.
- **Update Passwords:**
  - If you change your email account password, update it in Memotoo to avoid sync issues.
- **Contact Support:**
  - If you encounter any issues, use the Memotoo support resources or contact their support team for assistance.