



# **BlackBerry Work for iOS**

## **User Guide**

3.17



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# What is BlackBerry Work?

Make your mobile workforce more productive, while keeping your company's data secure – regardless of device. Stay on top of business email and calendar, view online presence, manage contacts and easily work on documents. Unlike built-in email clients, BlackBerry Work integrates all your business collaboration into one integrated, easy-to-use app.

BlackBerry Work provides the following features:

Feature	Description
Business-class email	Securely access business email. View, send and edit attachments. Be instantly notified of key messages, and manage your inbox with smart folders and more.
Personal and shared calendar management	Easily manage your calendar with business-class capabilities. Manage and schedule meetings, check availability, attach files to invites, and quickly join conference calls and web conferences. Quickly pull up all your obligations for the day with agenda view. Never miss a meeting again.  Manage shared calendars alongside your personal calendars. Effectively coordinate schedules to stay on top of important business meetings and avoid delays.
Rich contacts and one-click communication	See mobile presence and then reach colleagues using the best way, whether by phone, text message, instant message, or email.
Document access and editing	Access documents while you're on the go from native Microsoft Office Web Apps, Microsoft SharePoint, or other popular cloud storage options within the app. View, edit, and convert documents to PDF straight from your device.

# Installing and activating BlackBerry Work

Before you can begin using BlackBerry Work, you must activate it. The steps you take to install BlackBerry Work depend on how you will be activating it. The following options are available for activating the BlackBerry Work app:

- [Install BlackBerry Work and activate using an access key, activation password, or QR code](#): Choose this option if you have not installed the BlackBerry UEM Client on your device or if your administrator has not allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps.
- [Install and activate BlackBerry Work when the BlackBerry UEM Client or another BlackBerry Dynamics app is already activated](#): Choose this option if you have installed the BlackBerry UEM Client on your device and your administrator has allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps. This option appears in BlackBerry Work only if both of these conditions are met. If you do not see this option when you open BlackBerry Work, you must set up BlackBerry Work using an access key.
- [Using a third-party identity provider to activate a BlackBerry Dynamics app on a device](#): Choose this option if you want to allow your users to use their credentials for your organization's identity provider to activate BlackBerry Work.

## Install BlackBerry Work and activate using an access key, activation password, or QR code

Complete this task if you have not installed the BlackBerry UEM Client on your device and your administrator has not allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps, you do not have another BlackBerry Dynamics app already activated on your device, or you choose to activate the app using an access key, activation password, or QR code.

To get the activation credentials, choose one of the following options:

- Request an access key, activation password, or QR code from your administrator. Your administrator will send you an email with the activation details.
- Generate an access key, activation password, and QR code from your organization's self-service portal. If you do not know how to access your self-service portal, contact your administrator.

**Note:** If allowed by your organization, you can activate BlackBerry Work using Easy Activation. An Easy Activation key, when permitted, is supplied by another BlackBerry Dynamics app, like BlackBerry Access or BlackBerry Connect, as long as these apps are already installed and activated on your device. If available, you can activate BlackBerry Work using the container password for the activation app.

1. Request the activation credentials from your administrator or generate your own from your organization's self-service portal.
2. After you receive the email message with the activation credentials or have generated your own in the self-service portal, download and install BlackBerry Work from the App Store.
3. On the device, tap BlackBerry Work.
4. Tap **Client End User License Agreement** to read the license agreement and, if you accept the terms, tap **I Agree**.
5. Complete one of the following tasks:

Activation method	Steps
Access key*	<ol style="list-style-type: none"> <li>a. In the <b>Email Address</b> field, type the email address located in the activation email message that you received from your administrator or type your work email address if you generated your own access key.</li> <li>b. In the <b>Activation password</b> field, enter the access key, without hyphens, that is in your activation email message that you received from your administrator or enter the access key that you generated in the BlackBerry UEM Self-Service. The access key is not case sensitive.</li> <li>c. Tap <b>Enter</b> on the device.</li> </ol>
Activation password*	<ol style="list-style-type: none"> <li>a. In the <b>Email Address</b> field, type the email address that is in the activation email message that you received from your administrator or type your work email address if you generated your own activation password.</li> <li>b. In the <b>Activation password</b> field, enter the activation password that is in your activation email message that you received from your administrator or enter the activation password that you generated in the BlackBerry UEM Self-Service.</li> <li>c. Tap <b>Enter</b> on the device.</li> </ol>
QR code	<ol style="list-style-type: none"> <li>a. Tap <b>Use QR code</b>.</li> <li>b. Tap <b>OK</b> to give BlackBerry Work access the camera.</li> <li>c. Scan the QR code in the activation email that you received in the activation email from your administrator or that you generated in the BlackBerry UEM Self-Service.</li> </ol>

\*Optionally, you can tap **Advanced Settings** and enter your email address, access key or activation password, and the BlackBerry UEM address.

6. If prompted, create and confirm a password for BlackBerry Work. If your device is equipped with Touch ID, you can turn on this option to use instead of the password, except on initial startup.
7. Optionally, if your administrator has set up Entra conditional access, enter your Entra user credentials.
  - a) On the **Help us keep your device secure** screen, you must download the Microsoft Authenticator app. Tap **Get the app**.
  - b) In the Apple App Store, tap **Install**.
  - c) Tap **Open**.
  - d) Tap **Add account**.
  - e) Tap **I agree**.
  - f) Tap **Sign in with Microsoft**.
  - g) Tap **Register**.
8. If prompted, allow BlackBerry Work to use your location history to establish trusted locations.
9. Tap the BlackBerry Dynamics Launcher icon to start using BlackBerry Work.

## Install and activate BlackBerry Work when the BlackBerry UEM Client or another BlackBerry Dynamics app is already activated

If you have installed and activated the BlackBerry UEM Client app on your device and your administrator has allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps or you have an existing



BlackBerry Dynamics app already activated on your device, you do not have to use access keys or QR code to activate BlackBerry Work or any other BlackBerry Dynamics app that you want to install.

1. If the app was not automatically pushed to your device by your administrator, open your Work Apps app and install the BlackBerry Work app. If you do not see the BlackBerry Work app in your Work Apps app, contact your administrator to make the app available to you.

**Note:** If your administrator did not make the app available to you, you can download and install the BlackBerry Work app from the App Store. However, the application will not activate.

2. On your device, tap BlackBerry Work.
3. Tap **Client End User License Agreement** to read the license agreement and, if you accept the terms, tap **I Agree**.
4. Tap **Allow** to allow BlackBerry Work to send notifications.
5. Tap **Set up using <BlackBerry UEM Client or BlackBerry Dynamics app that is installed and activated on the device>**.
6. Enter your password for the BlackBerry UEM Client or BlackBerry Dynamics app that is installed and activated on the device.
7. Optionally, if your administrator has set up Entra conditional access, enter your Entra user credentials.
  - a) On the **Help us keep your device secure** screen, you must download the Microsoft Authenticator app. Tap **Get the app**.
  - b) In the Apple App Store, tap **Install**.
  - c) Tap **Open**.
  - d) Tap **Add account**.
  - e) Tap **I agree**.
  - f) Tap **Sign in with Microsoft**.
  - g) Tap **Register**.
8. Tap the BlackBerry Dynamics Launcher icon to start using BlackBerry Work.

## Configure a third-party identity provider for activating BlackBerry Dynamics apps on a device

You can configure a third-party identity provider so that users can sign-in with their directory credentials to activate BlackBerry Dynamics apps on a device. They can also use it to unlock an app or reset their BlackBerry Dynamics app password.

**Before you begin:** To configure this feature, you need the following:

- BlackBerry Dynamics apps compiled with a supported version of the BlackBerry Dynamics SDK.
  - BlackBerry Enterprise Identity is enabled.
1. Configure your organization's third-party identity provider to work with BlackBerry Enterprise Identity.
    - For information about configuring Okta and BlackBerry Enterprise Identity, see the [BlackBerry Enterprise Identity Administration Guide](#). Ensure that the Microsoft Active Directory that your organization's Okta instance uses is also configured in BlackBerry UEM through **Settings > External Integration > Company Directory**.
    - For information about configuring PingFederate and BlackBerry Enterprise Identity, see the [BlackBerry Enterprise Identity Administration Guide](#).
  2. Do one of the following:

- If you are using PingFederate or Okta, enable **Dynamics Activation via Enterprise IDP** as an OpenID Connect app.
- If you are using Active Directory as the identity provider, add the **Dynamics Active Directory Activation** as an OpenID Connect app.

For more information, see the [BlackBerry Enterprise Identity Administration Guide](#).

3. In BlackBerry UEM, set up your organization's identity provider. For more information, see the BlackBerry Enterprise Identity Administration Guide [PingFederate](#) and [Okta](#) instructions.
4. In BlackBerry UEM, create a BlackBerry Enterprise Identity Authentication policy. Ensure you select **Manage service exceptions**, and add the **Dynamics Activation via Enterprise IDP** service. For more information, see the [BlackBerry Enterprise Identity Administration Guide](#).
5. Assign the BlackBerry Enterprise Identity Authentication policy to users. For more information, see the [BlackBerry Enterprise Identity Administration Guide](#).

#### After you finish:

- During the activation process, users need to select the **Sign in with your organization if instructed by your administrator** option and sign in using your organization's identity provider.
- For more information, [see the UEM Client for Android User Guide](#).

### Use a third-party identity provider to unlock, activate, and reset your password for BlackBerry Dynamics apps

You can use your log in credentials for your organization's third-party identity provider to unlock, activate, and reset your password for BlackBerry Dynamics apps.

#### Unlock a BlackBerry Dynamics app using a third-party identity provider

If one of your BlackBerry Dynamics apps, such as BlackBerry Work, has been locked, you can use your organization's identity provider to unlock the app. Note that your organization's administrator has to enable this feature before you can use it.

1. On the **Application Remote locked** screen on the device, tap **Unlock**.
2. On the **Application Unlock** screen, tap **Sign in**.
3. Enter the email address that you use to sign in to your organization's identity provider and tap **Next**.
4. Enter the username that you use to sign in to your organization's identity provider and tap **Next**.
5. Enter the password that you use to sign in to your organization's identity provider and tap **Sign in**.
6. After the BlackBerry Dynamics app activates, enter and confirm a new password.

#### Activate a BlackBerry Dynamics app after a device restore using a third-party identity provider

After you have restored your device from a backup, you can log in to the device with your organization's third-party identity provider (for example, Okta or Ping Identity) credentials and activate BlackBerry Dynamics apps.

1. On the **Application Unlock** screen, tap **Sign in**.
2. Enter the email address that you use to sign in to your organization's identity provider and tap **Next**.
3. Enter the username that you use to sign in to your organization's identity provider and tap **Next**.
4. Enter the password that you use to sign in to your organization's identity provider and tap **Sign in**.
5. After the BlackBerry Dynamics app activates, enter and confirm a new password.


## Reset your BlackBerry Dynamics app password using a third-party identity provider




If you have forgotten the password for your BlackBerry Dynamics app, you can use your organization's third-party identity provider to set a new password.





1. When you are logging in to the app, on the password screen, tap **Forgot password**.
2. Tap **Sign in**.
3. Enter the email address that you use to sign in to your organization's identity provider and tap **Next**.
4. Enter the username that you use to sign in to your organization's identity provider and tap **Next**.
5. Enter the password that you use to sign in to your organization's identity provider and tap **Sign in**.
6. After the BlackBerry Dynamics app activates, enter and confirm a new password.

# Use the BlackBerry Dynamics Launcher

The BlackBerry Dynamics Launcher allows you to easily navigate to all of your business tools and apps with just a couple of taps.

1. To open the BlackBerry Dynamics Launcher, tap .
2. Perform any of the following tasks:

Task	Steps
Open an app listed in the Launcher.	Tap the icon for the app that you want to open. Your options vary depending on the apps that you have installed. If you have more icons than can be displayed in the Launcher window, use the Search feature to find the app icon that you want to use.
Rearrange app icons in the Launcher.	<p>Press and slide the icons in the Launcher to reorder them. If you have more icons than can be displayed in the Launcher window, search for the app icon that you want to reorder. Tap <b>Done</b> to save your arrangement.</p> <p>On iPhone devices, you can press and slide icons to move them to a favorites bar. Icons that have been added to the favorites bar, stay visible while you scroll through the other icons in the Launcher. You can add up to four or five icons to the favorites bar, depending on the size of the screen. To remove an icon, press and drag it out of the favorites bar.</p>
Open a non-BlackBerry Dynamics app or web clip listed in the Launcher.	<p>If the BlackBerry UEM Client is installed on your device, your administrator can add app shortcuts for non-BlackBerry Dynamics apps and web clips in your Launcher. When you click an app shortcut, your browser opens the non-BlackBerry Dynamics app or opens the browser to the URL location specified by your administrator. The app shortcut can open in your BlackBerry Access browser or you may be prompted to choose which browser to use (BlackBerry Access or a native browser).</p> <p>Requires admin permission and the UEM Client.</p>
Search for an app or web clip on an iOS device.	<p>Tap .</p> <p>Launcher icons are searched and listed by first letter. Click on an icon to launch the app or clip.</p>
Scan a QR code.	Tap  . QR codes cannot be larger than 2078 bytes and must not contain any non-keyboard characters.
Open the BlackBerry Dynamics app Settings.	Tap  .

Task	Steps
Open the Quick Create menu.	<ol style="list-style-type: none"> <li>a. Tap .</li> <li>b. Tap an option to quickly create email, contacts, notes, tasks, and calendar events.</li> </ol>
Open the BlackBerry UEM App Catalog.	<p>Tap <b>Apps</b>. This option is only available if your device is managed by BlackBerry UEM.</p> <p>When there are new or updated apps available, the Apps icon displays a blue circle icon on the Apps icon in the BlackBerry Dynamics Launcher. Your device must be activated on BlackBerry UEM version 12.9 or later.</p>
Adjust the BlackBerry Dynamics Launcher icon brightness.	Tap  and tap <b>Launcher</b> .
Close the Launcher.	Tap  .
Move the location of the BlackBerry Dynamics Launcher icon.	Tap  and slide it to place it anywhere on the screen.

# Managing your email

BlackBerry Work allows you to access and manage your work email account in the same way that you do on your desktop.





BlackBerry Work email supports Microsoft Exchange Information Rights Management (IRM).

**Note:** You cannot open an email message that is protected by both IRM and S/MIME.

## View your email

When you open BlackBerry Work for the first time, your email Inbox is displayed. Your inbox is synchronized with your work email account each time you open the app and periodically while you're using the app. You can swipe down on the message list to force synchronization at any time.


In your email inbox, complete one of the following tasks:

Task	Steps
Toggle between the message list and a filtered list that you defined.	Tap  at the bottom left of the screen to toggle between your complete message list and a filtered list that you define.
Display other folders.	Tap  .
Sort and order the message list.	Tap  and select one of the following options: <ul style="list-style-type: none"><li>• By Date: When you sort your email by date, you can specify whether date headers (for example, Today, Yesterday, Last Week) are displayed. In the app settings (Settings &gt; Mail &gt; General), if you enable the "Disable Time Section Headers" option, the date headers are not displayed.</li><li>• By Sender</li><li>• By Subject</li></ul> You can also order your messages in ascending or descending order.
Mark an email message as read, or unread, or to create a task or a note.	Swipe right on the message.
Delete or flag an email message.	Swipe left on the message.
Select multiple emails to mark as unread, report phishing, flag, move multiple emails to a new folder, or delete them.	Tap <b>Edit</b> and then select the messages.
Search for an email.	Use the Search field.
Create a new email.	Tap  .

Task	Steps
Open a different BlackBerry Dynamics app.	Tap  .




## Set the preview size of email messages

You can set your email messages to display one or two lines as a preview.

1. In the BlackBerry Dynamics Launcher, tap .
2. Tap **Mail**.
  - To set the preview to one line, turn on **Enable One Line Preview**.
  - To set the preview to two lines, turn off **Enable One Line Preview**.




## Create an email

You can specify the font and color of your message text in the [Use Custom Fonts](#) screen in the app settings in the BlackBerry Dynamics Launcher. If your administrator has specified a font type and size for the organization, the set font and size is used in outgoing email messages. You can override the policy by enabling the [Use Custom Fonts](#) option.

1. In your inbox or any folder, tap .
2. In the **To** field, enter your intended recipient. If there are multiple recipients, separate them by commas. As you type, BlackBerry Work suggests recipients from your saved contacts and your organization's global address list. If the recipient is not a member of your contacts or is an external organization, you can double tap their email address to add them to your contacts. Note that your Outlook personal distribution lists can also be supported. When you compose a new email, you can remove one or more of the suggested recipients by tapping the  next to them. You can also drag and drop recipients from the To, CC, and BCC fields.
3. Optionally, tap in the **Cc/Bcc**, **From** field to expand it and tap **Cc** or **Bcc**, to copy additional recipients.
4. In the **From** field, tap the down arrow to select which email address or email alias to send the email message from.
5. Tap in the **Subject** field to enter a subject.
6. Tap  to attach a file, add a link, set the message as a high or low priority, or add meeting information to the message.
7. If your administrator has enabled the Restrictions option (the Permissions option in Outlook), choose any desired restriction.
8. If your administrator has configured email classifications, click **Classifications** and select the classifications to add to the reply. These options are defined by your administrator. You can change the default classifications in Settings/Email, but if your administrator has already set default classifications, they will take precedence. For more information about how to use classifications in your organization, contact your administrator.
9. Tap in the body of the email form and compose or edit your message:
  - To select a word or all the text, press and hold the word then tap **Select** or **Select All**. You can expand or narrow your selection by dragging the left or right handles of the selection.
  - To **Cut**, **Copy**, **Replace**, **Define** or format text, select the text and tap the appropriate item in the toolbar item after selecting the text that you want to edit.




- To **Paste** a cut or copied selection, press and hold the location where you want to paste the text in the message body.
- To minimize the compose window, swipe down on the draft email. You can tap the minimized window to maximize it and continue to work on the draft email.
- To add formatting to the email message, choose one of the options such as bold, underline, or italics.

10. When your message is complete, do one of the following:



- To send the message, tap . If the  or  displays, add an email address and verify the email address format, respectively.
- To send the message later, tap **Cancel** > **Save Draft**.
- To delete the message, tap **Cancel** > **Delete Draft**.

## Reply to an email




If your administrator has specified a font type and size, the specified font and font size is used in outgoing email messages. You can override the fonts policy by enabling the Use Custom Fonts. You can choose the font and font color to use when you reply to an email by using the Launcher to go to Applications > Settings > Mail > Fonts and enabling [Use Custom Fonts](#). Tap Reply or Forward to choose the font and color you want. The fonts that you specify will take precedence until either you disable the Use Custom Fonts, or the administrator changes the policy.

1. Within an email that you are reading, in the toolbar at the bottom of the screen, tap  > **Reply**, **Reply All**, or **Forward**.  
The compose form opens with the recipients and subject line already populated and the existing discussion thread appended.
2. If your administrator has enabled the Restrictions option (the Permissions option in Outlook), choose any desired restriction.
3. If your administrator has configured email classifications, click **Classifications** and select the classifications to add to the reply. These options are defined by your administrator. For more information about how to use classifications in your organization, contact your administrator.
4. Tap  to add a link or an attachment.
5. Compose your reply.
6. When you have composed your message, perform one of the following actions:
  - To send the reply, tap .
  - To delete the reply, tap **Cancel** and then tap **Delete Draft**.
  - To send the reply later, tap **Cancel** and then tap **Save Draft**.

## Forward an email

1. Within an email that you are reading, in the toolbar at the bottom of the screen, tap  > **Forward**. The unaddressed compose form opens with the original discussion thread appended.
2. Enter your intended recipients, separated by commas.
3. Tap  to attach a file, add a link, set the message as a high or low priority, or add meeting information to the message.
4. If your administrator has enabled the Restrictions option (the Permissions option in Outlook), choose any desired restriction.




5. If your administrator has configured email classifications, click **Classifications** and select the classifications to add to the reply. These options are defined by your administrator. For more information about how to use classifications in your organization, contact your administrator.
6. Compose any message to accompany the forwarded email.
7. When you have composed your message, perform one of the following actions:
  - To send the message, tap . If the  or  displays, verify that an email address has been added and in the appropriate format, respectively.
  - To delete the message, tap **Cancel** > **Delete Draft**.
  - To send the message later, tap **Save Draft**.

## Flag an email

You might want to mark some email messages as important or make them easy to find in a long list. You can add a red flag next to email messages in the list.


To flag an email, perform one of the following tasks:

Task	Steps
Flag an email	At the bottom of an open email, tap  > <b>Flag</b> .
Flag multiple email messages	<ol style="list-style-type: none"> <li>a. Tap <b>Edit</b> and select the email messages that you want to flag.</li> <li>b. Tap <b>Mark</b>.</li> <li>c. Tap <b>Flag</b>.</li> </ol>

## Delete an email


When you delete an email, it is moved to the Deleted items folder. It is not permanently deleted.

To delete an email, perform one of the following tasks:

Task	Steps
Delete an email	<ol style="list-style-type: none"> <li>a. Swipe left on the email in the message list.</li> <li>b. Tap <b>Trash</b>.</li> </ol>
Delete multiple email messages	<ol style="list-style-type: none"> <li>a. Tap <b>Edit</b> and select the email messages that you want to delete.</li> <li>b. Tap <b>Delete</b> at the bottom of the screen.</li> </ol>
Permanently delete email messages	<ol style="list-style-type: none"> <li>a. In the email message list, tap  &gt; <b>Deleted Items</b>.</li> <li>b. Tap <b>Edit</b> and select the messages that you want to permanently delete or tap <b>Delete All</b> to permanently delete all messages in the Deleted Items folder.</li> </ol>





## Send an attachment or a link

The type of files and links that you can attach in a secure BlackBerry Work email message depend on whether the file is stored in an allowed location and whether your BlackBerry Work policy allows the file type. If you do not see an option to add a link or send an attachment, your administrator has not enabled this feature for you. The add link option is only supported for Microsoft SharePoint repository. If you do not have any SharePoint repositories connected in BlackBerry Work, you cannot use this feature.

1. In a message that you are composing, tap  > **Add Attachment** or **Add Link**.
2. For attachments, tap one of the following options:
  - **Take Picture or Video:** Take a picture or a video. It is automatically added to your message as an attachment.
  - **Photo Library:** Access your photo albums and choose an existing picture file.
  - **Docs:** Open BlackBerry Work Docs to browse your local device repository and/or enterprise data sources for the files that you want to attach. After making your selections, tap **Attach**: Navigate to the file that you want to attach.
3. For links, select the SharePoint item that you want to link to and tap **Attach** at the bottom of the screen.

## Save an attachment

You can save files attached to emails in a containerized Docs repository on your device.

1. Within an email that you are viewing, tap the paperclip icon. A list of attachments in the message is displayed.
2. Tap the attachment that you want to save. The download progress indicator is displayed next to the attachment.
3. When the file is downloaded, tap the file name to open it.
4. Tap  at the top of the screen > **Save to Docs**.
5. Tap a repository or recent folder to select it or tap  to create a new folder. If you create a new folder, enter a name and tap **OK**.
6. Tap **Save**.
7. To view your saved files, do the following:
  - a) Tap .
  - b) Tap .
  - c) Browse to the location of the file.
  - d) Tap the file to open it.

**Note:** To open and play audio files you must use a headset.



Tapping on a BlackBerry Workspaces document link in a BlackBerry Work email or event opens BlackBerry Workspaces and downloads the associated document on your device. For more information on BlackBerry Work Docs, see [Managing your documents](#).

## Automatically download email attachments






You can configure BlackBerry Work to download email message attachments automatically. You can choose to download attachments using cellular data and Wi-Fi networks or over Wi-Fi networks only. You can view

attachments that you have downloaded when you are offline. The maximum size of attachments that can be downloaded is controlled by your administrator.

When this feature is first turned on, a maximum of 25 previously received attachments are downloaded and all new attachments are downloaded. The device must have at least 25% of its storage capacity available, and the attachments cannot take up more than 25% of the device's free space.

1. Tap .
2. Tap .
3. In the **Application Settings** section, tap **Mail**.
4. To automatically download attachments, slide the **Auto Download Attachments** option to On.
5. To download attachments using cellular data, slide the **Cellular Auto Download** option to On. If you leave this turned off, attachments will download automatically only when you are connected to a Wi-Fi network.

## Send an encrypted email to a distribution list


1. From your Inbox or any folder, tap .
2. Tap the **To** field and add a distribution list.
3. Add a Subject and add information in the body of the email message.
4. Tap .
5. Tap **Set Restrictions**.
6. Tap **Sign and encrypt message**.
7. Tap . If the  or  displays, add an email address and verify the email address format, respectively. BlackBerry Work retrieves the certificates from BEMS and Microsoft Exchange, and then sends the email message.

**Note:** If BlackBerry Work cannot find certificates for all of the recipients, you can tap Continue and send the email message but some of the recipients won't be able to read it, or you can choose to remove the users that don't have certificates, or you can choose to send the email message unencrypted to all recipients. When you send S/MIME encrypted messages to distribution lists that contain more than 100 email addresses, BlackBerry Work makes only 100 certificate requests at a time to BEMS.

## Move an email to a different folder






You can create new folders in your mailbox using Microsoft Outlook on your work computer or BlackBerry Work on your device.

To work with email on your device, perform one of the following tasks:

Task	Steps
Move an email message.	<ol style="list-style-type: none"><li>a. Tap to open an email that you want to move.</li><li>b. Tap  at the bottom of the screen. A list of available folders is displayed.</li><li>c. Tap the destination folder.</li></ol>

Task	Steps
Move multiple email messages.	<ol style="list-style-type: none"> <li>At the top of the email list, tap <b>Edit</b>.</li> <li>Select the messages that you want to move.</li> <li>Tap <b>Move</b> at the bottom of the screen. A list of available folders is displayed.</li> <li>Tap the destination folder.</li> </ol>

## Use drag and drop to attach emails



- In your inbox, tap .
- Tap and hold the bar at the top of the email message, and drag it to the bottom of the screen.
- Tap and hold the email that you want to attach, and drag it to the open email message at the bottom of the screen.  
The  appears.
- Lift your finger from the screen.
- Finish composing the email message and tap . If the  or  displays, add an email address and verify the email address format, respectively.

## View smart folders

BlackBerry Work's smart folders help you organize your unread email for pending action without manually moving items in your folders. By default, there are smart folders for the following types of messages:

- Messages from your VIP contacts
- Messages flagged as high priority
- Unread messages
- Messages received on the current day
- Messages with meeting invitations
- Messages with attachments

You can control which smart folders appear on your device.

- In the email message list, tap .
- Optionally, tap **Edit** and select or deselect the folders that you want to appear in your quick access list.
- Tap **Done**.
- Tap the smart folder that you want to view.
- Tap the message that you want to open.
- Tap  to return to the **Quick Access** screen.

## Search email

You can search for email messages in a folder or your inbox. You can use advanced search options to refine your search. By default, a maximum of 100 search results are returned. Refine your search when more than 100 search

results are returned. Up to 10 recent searches are saved. You can tap on entries in the Recent searches section of the Search page to quickly search for phrases that you have searched for previously.

1. In the BlackBerry Work Mail app, open your inbox or a folder.
2. Tap in the **Search** field.
3. In the search field, type the full or partial text string you want to search for.
4. Do one of the following:
  - Tap on entries in the **Recent searches** section of the Search page to quickly search for phrases that you have searched for previously.
  - To refine your search, tap **Advanced Search** or use the entries in the **Suggested Searches** section. For example, you can search for flagged messages or messages with attachments.
5. While in search view, you can tap **Edit** and select multiple emails to mark as unread or read, flag, move multiple emails to a new folder, or delete them.

### Exchange ActiveSync search limits


For **ActiveSync search command**, Mailbox (email search): 100 limit. Search will return the top 100 entries. It also returns the total match. You can then refine your filter to get the relevant data into the top 100 entries. GAL search (to find contacts/recipients in GAL): up to 15 entries.

For **Compose Email recipient search**, less than 3 characters: Combine data from Local Contacts DB + data from GCSCRecipient table in DB. More than 3 chars: Use GAL Search (see above).


## Convert an email to a note

You cannot convert emails messages that are protected by S/MIME encryption or Microsoft Exchange Information Rights Management (IRM). Shared mailboxes are not supported. Attachments are not supported.

**Before you begin:** The BlackBerry Notes app must be installed on the device.

1. Do one of the following
  - In the email list, swipe left and tap **More > Create Note**.
  - In the email list, swipe right and tap **Create Note**.
  - In an open email message, tap >  > **Create Note**.
2. Tap **Save**.

## Convert an email to a calendar event


1. Open the email that you want to convert.
2. Tap >  > **Convert to Meeting**.
3. To include attachments, tap **Include**.
4. Tap any field in the meeting invite to change its content.
5. Tap **Add**.

## Manage email folder synchronization

You set the email synchronization interval in the BlackBerry Work settings. By default, the synchronization setting applies only to your inbox. However, you can also choose to automatically synchronize your email folders. Otherwise, folders are synchronized when you open the app.



The number of folders that you set for automatic synchronization will affect battery life and data usage on your device. You can turn off automatic synchronization for some folders to improve battery life or lower data usage. For information about configuring synchronization settings, see [Change BlackBerry Work for iOS settings](#).

**Note:** To be able to synchronize your Drafts folder, your mailbox must be hosted on Office 365 or Microsoft Exchange 2016. If you do not have the option to synchronize your Drafts folder, contact your administrator to confirm your mailbox settings.



1. In your BlackBerry Work email inbox, tap .
2. Tap **Edit** beside **Quick Access**.
3. Tap **Manage Synced Folders**.
4. Tap a folder to select or deselect it.
5. Tap **Done**.
6. Tap **Done** again.
7. Tap **Close**.

## Change your signature

Specify a signature to add to all outgoing email messages. The default signature is "Sent with BlackBerry Work." If your administrator specifies a signature for the organization, it cannot be changed.

1. Tap .
2. Tap .
3. Tap **Mail**.
4. Tap **Signature**.
5. Enter the signature that you want to use.
6. Tap **Back > Settings > Done**.

## Create an automatic out of office reply

1. Tap .
2. Tap .
3. Tap **Out of Office**.
4. Slide the **Out of Office** switch to ON.
5. Slide the **Time Period** switch on and set when this auto-reply Starts and when it Ends.
6. Tap inside the message block and create or edit your out-of-office reply.
7. Optionally, to send replies to incoming messages from outside your organization, and to make them different from internal replies, slide the **Outside my company** switch to ON. Tap either **Contacts Only** to only respond to senders in your Contacts or tap **Anyone**.

8. Optionally, tap in the message block for external replies to create/edit a message to external senders, or press to display the clipboard menu and paste in copied text.
9. Tap **Save**.


## Set BlackBerry Work as the default email app

You can set BlackBerry Work as the default email app so that it opens when you tap a “Mail To” link in another app or in a browser.

1. On the device, tap **Settings > Default email app**.
2. Tap **BlackBerry Work**.

# Managing notifications and alerts

BlackBerry Work provides a number of automatic indicators and alerts to let you know who's available and who's not, when new mail arrives, whether or not you've read a message, its level of importance, and when a meeting or appointment will begin soon.

Notification	Description
Presence	<p>The Presence indicator shows you the current online status of contacts in your organization who have an active account on Microsoft Teams. If your enterprise doesn't use Microsoft Teams for instant messaging, the presence indicator is not displayed.</p> <p>The Presence indicator shows the following statuses.</p> <ul style="list-style-type: none"><li>• Green: Available</li><li>• Red or Orange: Busy</li><li>• Red or Bar: Do Not Disturb</li><li>• Yellow: Away</li><li>• Gray: Offline</li></ul>
New and unread mail	<p>Unread email messages are displayed with a blue subject and the sender's name in bold and black. After you open a message the sender's name and subject are displayed in gray.</p>
Meeting/Appointment	<p>A calendar icon  next to the sender's name indicates that the message is a meeting invitation or related to a calendar event.</p>

## Manage sounds and notifications

BlackBerry Work for iOS relies on Apple Push Notification Service (APNS) to receive changes (new or updates) to your inbox, contacts, and calendar. This provides near real-time updates to the client. Both foreground and background notification processing work in the same way. Each time you open the app, your mailbox is synchronized. However, unless your organization uses the BlackBerry Enterprise Mobility Server (BEMS), iOS users do not receive near real-time updates to their work email account.

For information about how to set notifications for Mail and Calendar in BlackBerry Work, see [Change BlackBerry Work for iOS settings](#).

To troubleshoot:



1. On your device, in Settings open Notifications for BlackBerry Work and enable your preferences.
2. Tap **Settings > General > Background App Refresh** and make sure that BlackBerry Work is allowed.

Your device updates frequently used apps more often. Allow up to a day of normal use on BlackBerry Work for your device to determine the update interval.




## Manage mail rules

You can create rules for push notification alerts to notify you when you receive an email that is marked important or from a specific user or group. Rules associate a particular sound with a type of sender that you define.



1. Tap .
2. In the **Notifications & Sounds** section, tap **Mail**.
3. Tap **Mail Rules** and enter the name of the rule and select the mail sound. You can turn off the mail notifications for that rule so that they do not appear on the locked screen and in the notification center.
4. To add filters to the rule, tap . You can also set the High Importance filter.
5. Save or cancel your changes.

**After you finish:**

- To edit an existing rule, tap on its name in the **Mail Rules** list.
- To delete an existing rule, tap the . Select the rules that you want to delete and tap **Delete**.
- To reorder the list of rules, tap . Press  and drag the rule up or down.

## Manage Focus mode

You can change BlackBerry Work behaviors and filter notifications on your iOS 16 device based on your device's Focus mode. With Focus mode, BlackBerry Work allows you to create a filter that automatically enables or disables certain application settings when a given Focus mode is enabled. The battery saver settings of BlackBerry Work can also be managed using Focus mode.

Complete any of the following tasks:



Task	Steps
Create a filter	<ol style="list-style-type: none"> <li>a. On your device's Settings screen, tap <b>Focus &gt; Do Not Disturb</b>.</li> <li>b. Under the Allow Notifications section, tap <b>Apps</b>.</li> <li>c. With <b>Allow Notifications From</b> selected, tap <b>Add Apps</b> and select BlackBerry Work.</li> <li>d. Under the Focus Filters section, tap <b>Add Filter</b>.</li> <li>e. Select BlackBerry Work and enable the following options you desire: <ul style="list-style-type: none"> <li>• Battery saver</li> <li>• Enable Reminders</li> <li>• Only Accepted Events</li> <li>• Exclude Private Events</li> </ul> </li> <li>f. Tap <b>Add</b>.</li> </ol>
Edit a filter	<ol style="list-style-type: none"> <li>a. On your device's Settings screen, tap <b>Focus &gt; Do Not Disturb</b>.</li> <li>b. Under the Focus Filters section, tap the filter you want to edit.</li> <li>c. Toggle any of the options you want to edit.</li> <li>d. Tap <b>Done</b>.</li> </ol>
Delete a filter	<ol style="list-style-type: none"> <li>a. On your device's Settings screen, tap <b>Focus &gt; Do Not Disturb</b>.</li> <li>b. Under the Focus Filters section, tap the filter you want to delete.</li> <li>c. Tap <b>Delete Filter</b>.</li> </ol>

# Managing your contacts

Every time you open BlackBerry Work, your contacts are synchronized with your work email account. In BlackBerry Work, you can also add contacts, edit a contact's information, add contacts to the VIP list, or delete contacts.

## View your contacts

You can view information for your contacts using the BlackBerry Dynamics Launcher, from an email that you received from the contact, or from a calendar event that includes the contact.

1. To open a contact's record from an email, open an email received from the contact.
2. Tap the contact's name at the top of the opened message to view the **Profile** information of the contact.
3. In the Microsoft Teams section, tap  to call the contact or  to chat with the contact on Microsoft Teams.
4. To see the position of this contact in the team or organization, tap **Team**.
5. To review your email correspondence with this contact, tap **History**. Tap a message to open it.



## Add a contact

You can add individuals to your contacts list directly from an email or manually. To add a contact manually –typically someone that you have not received an email from – use the Quick Create Tool in the BlackBerry Dynamics Launcher.

1. Open the email.
2. Tap the name of the sender or one of the recipients.
3. When the **Contact** information screen opens, tap **Add to Contacts**. This opens the contact form for editing with the available information for this individual prepopulated.

For information about editing a contact entry, see [Edit a contact](#).

## Edit a contact

1. Tap the contact's name in the contact list.
2. Tap **Edit**.
3. Tap in a field to change it.
4. Tap  > **Delete** to remove a field.
5. Tap  to add information.
6. Tap in the **Notes** field to insert any additional information on this contact.
7. Tap **Done**.
8. Tap **Delete Contact** to remove this contact from your Contacts list. BlackBerry Work prompts you to confirm the deletion.

## Mark a contact as a VIP



In BlackBerry Work, VIPs are contacts that you designate for priority handling. When you have VIP Notifications turned on, you can specify sounds, have the phone vibrate or both when you receive a message from a VIP contact, even when Email Notifications are disabled. To add a contact to your VIP Contacts, use the BlackBerry Dynamics Launcher to quickly access Contacts.

1. In the Contacts list, tap the contact that you want to add to your VIP contacts.
2. Tap **Edit**.
3. Tap ☆ to designate the contact as a VIP.
4. Tap ★ to remove the contact as a VIP.
5. To view the complete list of your VIP contacts, tap ☰ on the Contacts page.



For information about adding custom notifications for VIP contacts, see [Manage sounds and notifications](#).

## Add a shared contact

If you have been added as a delegate to a Microsoft Exchange user's mailbox, you can access all shared contacts from that mailbox on BlackBerry Work. When creating emails or events, your shared contacts will be displayed in the autocomplete field and you can add up to four shared contact accounts.

1. Tap  > .
2. Tap **Contacts**.
3. Tap **Shared Contacts**.
4. Tap +.
5. In the **Contacts Account Information** field, type the email address of the shared contact account that you want to add.
6. To view the shared contacts, tap ☰ on the Contacts list. The shared contacts folder will be displayed below the Main account. A ↻ icon will be displayed beside all shared contacts.

## Change contact settings


1. Tap  > .
2. Tap **Contacts**.
3. Tap **Sort Order** and **Display Order** to change whether you want your contacts to be sorted by their first or last names.
4. To automatically synchronize personal contact groups, slide **Sync Contact Groups** to On.
5. To add a shared contact account, tap **Shared Contacts**.
6. To enable contacts to be synced from your device's address book, slide **Sync to Device** to On.
7. To enable the use of your contacts in incoming calls for Caller ID, slide **Allow Caller ID to Access Contacts** to On.

# Managing your calendar

You can use BlackBerry Work to stay on top of your appointments and meetings when you're away from your desk. You can accept or decline meeting invitations while on the go and send notes to other meeting attendees to tell them you're running late, won't be able to attend, or cancel the meeting.

## View your calendar

BlackBerry Work offers you different views of your calendar—by the month, by the week, by the day, or in agenda list form.

1. In the BlackBerry Dynamics Launcher, open **Calendar**.
2. Do any of the following:
  - Tap **Month** at the bottom of the screen to see a month at a time.
  - Tap **Week** to see a week. In **Settings**, you can choose whether to display a seven-day or five-day work week.
  - Tap **Day** to see a day.
  - Tap **Agenda** to see a list of all appointments.
  - Swipe right or left on the dateline to scroll through days or weeks.
  - Swipe up and down to scroll the timeline in any view.
  - In **Month** view, tap a day to open the view to that date.
  - Tap **Week** to view the week's scheduled events.
  - Tap any numbered date in the weekly dateline to jump to it.
  - If you have installed BlackBerry Tasks 2.1 or later, and your organization uses Microsoft Exchange Server 2013 or later, a task count is displayed for active (blue) and completed (gray) tasks in the Agenda, Day, and Week views. Tap on a blue or gray box to open BlackBerry Tasks and display the active or completed tasks for the given day.
  - Tap  to return to the Calendar screen.

## View an event

Open a calendar event to view its details. Meeting invitations can also be accepted or declined. The event record contains all the meeting information added by the organizer, including required attendees, conference URLs and phone numbers, and notes.

1. Tap the Calendar icon in the Launcher.
2. In the **Agenda**, **Week** or **Day** view, tap the calendar entry.
3. Scroll up or down in the Event record to see all of its contents.
4. If you haven't accepted or declined this invitation, you can see your available options at the top of the screen. Choose from **Accept**, **Tentative**, or **Decline**. You can also choose to send a custom response to the organizer.
5. If you are using an iPhone and a phone number is provided for conferencing, tap the phone number to join the conference. If the phone number contains a conference code, tap the phone number and then tap the conference code in the pop-up screen.
6. To join a conference for sharing and collaboration, do one of the following:
  - If a web conference URL is provided, tap to open it in the browser on your device.
  - If a Join button is provided, tap it to open the associated conferencing app on your device. If an event has multiple links to different conferencing platforms, Microsoft Teams will always take priority if it is enabled.

# Add an event

1. Tap the Calendar icon in the BlackBerry Dynamics Launcher to open the Calendar app.
2. Tap **+**. The **New Event** form opens.
3. Do any of the following. Numbers entered in fields will be displayed as links. You can add phone numbers to any field (for example, in the Subject, Location, and Notes fields).
  - Tap **Subject** to enter a subject for the event.
  - Under **Participants**, do any of the following:
    - Tap **Required** field and begin typing a name. Select an attendee from the available matches.
    - Tap **Optional** and begin typing a name. Select an attendee from the available matches.
    - Tap **Resources** to add resources (for example, meeting rooms).

You can remove one or more suggested participants cached based on the Sent Items folder.

- Tap **Starts** and specify a date. Tap **Starts** again to set the start date selected. If you schedule an event, your availability is shown under **Participants/Organizer**.
- Tap **Ends** to specify an end date. Tap **Ends** again to set the end date selected. Specify your time zone.
- Tap **View Schedules** to drag the event to different times in the BlackBerry Work calendar and find the best time for added participants. The availability of participants is indicated by changes to the color of their avatar. Time zone information for the invitees also displays.

**Note:** If a user makes an update to their time zone information in Microsoft Outlook for Mac, BlackBerry Work does not detect the change and the incorrect time zone might display for that user in calendar events.

- In the **Suggested Time** area, you can tap a time for your meeting.
- If applicable, turn on the **All Day** indicator.
- Tap **Repeat** and then tap one of the available intervals (the default value is **Never**).
- Turn on **Add Conference details** to quickly add the default conference details to the meeting invitation. For information, see [Change BlackBerry Work for iOS settings](#).
- Turn on **Create Teams Meeting** to host the event on Microsoft Teams.

**Note:** The Add Conference details and Create Teams Meeting options cannot be enabled at the same time. When one is turned on, the other will be turned off.


- Tap **Calendar** to specify which calendar to add the event to.
- Tap **Location** to specify where the event will be held. You can enter a call-in phone number and passcode here. A setting available in Calendar settings under Passcode causes any phone number in this field to be displayed as the default. (Numbers in all fields are otherwise displayed as the default.)
- Tap **Reminder** to set a meeting reminder. From the list that is displayed, check when you want the reminder to be sent.
- Tap **Show As** to set your Presence while you are attending the event. When you add an event in a shared calendar, you can set your presence as "Working elsewhere". For information, see [Add a shared calendar](#). Setting the Show As to "Working elsewhere" in your main calendar is not supported, the status synchronizes to it.
- Turn on **Private** to restrict attendance to only invitees.
- Turn on **Allow New Time Proposal** to allow meeting invitees to propose a new time for the meeting. Note that your administrator must enable this feature before you can use it.
- Tap **Add Attachments** to add an attachment. You can take a picture or video to add, or add an existing file from the photo library or from Docs.
- Tap **Classifications** to add classifications, such as Internal or Confidential, to the event.
- Tap **Caveats** to add a caveat, such as Do not forward or Do not reply, to the event.
- Tap the **Notes** field to provide additional information or to add inline attachments.

#### 4. Tap **Add**.


The event is added to your calendar and the invitations are sent to the invitees. When an invitee accepts an invitation, the icon for that invitee turns green in the Participants section.

## Edit an event

To edit a scheduled event for which you are the organizer:

1. In the Calendar app, tap the event to open it, tap .
2. Tap **Edit Event**.
3. If this is a recurring event, tap **Edit This Event** to modify a single occurrence or **Edit The Series** to modify all occurrences.
4. Tap any field to change its contents.
5. Tap the date fields to specify a new start or end date.
6. Tap **Save**.




## Delete an event

1. In the Calendar app, tap the event to open it.
2. Tap .
3. Tap **Delete Event**.
4. If the event is one of a series, tap **Delete this event only** or **Delete entire series**.

## Add a shared calendar

You can add up to ten shared calendars on your device. You can view the added calendars and the details of calendar events. If you are assigned the Editor role, you can respond to invitations on the calendar for Microsoft Exchange 2016, Microsoft Exchange 2019, and Microsoft 365; tap on a grayed-out calendar entry to accept/tentative/decline (not supported between Exchange versions). You will receive email invites for shared calendars, but you cannot accept/tentative/decline them in email. You can add/edit/delete calendar events. If you are assigned the Reviewer role, you can view shared calendars but not change them.

To add a shared calendar:


1. In the BlackBerry Dynamics Launcher, tap .
2. On the **Settings** page, tap **Calendar**.
3. Tap **Shared Calendars**.
4. Tap .
5. In the **Account Details** window, enter email addresses to display available calendars. You can only add calendars from the same Microsoft Exchange.
6. To display a shared calendar, in the **Work Calendar** view, tap . The shared calendars you have chosen are listed on the page that is displayed. Tap the check box beside the calendars you want to display.

## Contact event attendees

With a calendar event record open, you can contact the organizer and attendees without having to look up their contact information. Tap a name and you can access the individual's information in Contacts, with options for phoning, sending a text message, or emailing to them directly. Also, in Calendar, you can quickly send a note to the meeting organizer about your status.

To view contact information for the organizer, tap the name.

Tap the Required field to expand the list of attendees, then tap a name to see their information in Contacts.




1. Open a Calendar event.
2. Tap  at the top right of the screen.
3. Select from the options listed by tapping one:
  - Tap **I'm running late!** to send a note to the meeting organizer. You can select one of the preset messages or tap **Write own response...** to compose a more specific note.
  - Tap **Forward Event** to send the original invitation to others.
  - Tap **Email Attendees** to send an email to all attendees.
  - Tap **Edit event** to change any of the event's attributes.
  - Tap **Delete Event** to remove the event from your calendar.

## Decline an accepted meeting request

1. In the Calendar app, tap the event to open it.
2. Tap **Accepted**.
3. Tap **Decline**.
4. Tap one of the following options: **Respond With Comments**, **Respond without Comments**, or **Do Not Send a Response**.
5. Tap one of the following options: **Respond for the Event** or **Respond for the Series**.

## Synchronize events from external calendars

You can enable BlackBerry Work to synchronize with an external calendar which enables you to quickly see all of your scheduled events. Your administrator must enable this feature.

1. Tap .
2. Tap .
3. Tap **Calendar**.
4. Tap **External Calendar Preview**.
5. Turn the **Enable** option on.
6. Tap **OK** to allow BlackBerry Work to access external calendars.
7. To allow the details of events to display in your calendar, turn the **Show Details** option on.
8. Select a color to differentiate events in the external calendars.
9. Tap  to return to the Settings screen. Tap **Done**.
10. Tap **Calendar**.

11. Tap .

12. Select the external calendars that you want to view.

13. Tap **Close**

Events from external calendars display in the BlackBerry Work calendar.

## Synchronize events in your local calendar

You can manually wipe and synchronize your local calendar in the event the desktop and device calendar are not synchronized. Note that all changes that have not synchronized to the server will be lost. This feature is not supported by external calendars or shared calendars.

1. Tap .

2. Tap .

3. Tap **Calendar**.

4. Tap **Resync calendar data**.

5. Tap **OK** to allow BlackBerry Work to clear the local calendar on the server before the data is synchronized.

## View events from external calendars

You can configure BlackBerry Work so that you can view external calendars, which enables you to quickly see all of your scheduled events. Your administrator must enable this feature.

1. Tap  >  > **Calendar > External Calendar Preview**.

2. Turn the **Enable** option on.

3. Tap **OK** to allow BlackBerry Work to access your native iOS calendar.

4. To allow the details of events to display in your calendar, turn on the **Show Details** option.

5. Select a color to differentiate events in the external calendars.

6. Tap **Back > Settings > Done**.

7. Tap .

8. Select the external calendars that you want to view.

9. Tap **Close**.

Events from external calendars appear in the BlackBerry Work calendar.

## Import an .ics file and add it to the calendar

BlackBerry Work can open an .ics file from an email message, a calendar invitation or a file saved in a Docs location, and save it to your calendar.


1. Tap on the .ics file to open it.

2. Do one of the following:

- If the .ics file is for a single event, a preview window displays. Click **Add**.
- If the .ics file is for a series of events, a window displays that tells you about the number of events in the series. Click **Add**.




## Attach an event to an email

1. Tap on the calendar event.
2. Tap .
3. Tap **Attach ICS to New Email**.

A new email message opens, and the calendar event along with any notes is attached.

## Turn on the busy meter option

You can turn on a busy meter option that allows you to quickly view your schedule and the schedule of shared calendars in the Month view.

1. In the BlackBerry Dynamics Launcher, tap the Calendar.
2. Tap .
3. Turn on the **Busy meter** option for the calendars that you want to see a visual indicator of in the month view.

## View your schedule by month

**Before you begin:** You must turn on the busy meter for any shared calendars that you want to display. For more information see [Turn on the busy meter option](#).

In the BlackBerry Dynamics Launcher, open the Calendar in Month view. Days with a blue bar represent your calendar. Days with an orange bar represent a shared calendar. The following shapes are visual indicators of your schedule:

- Circle: Not busy
- Rectangle: Busy
- Large rectangle: Very busy
- Semi-transparent large rectangle: All-day event

## Propose a new meeting time

When you receive a meeting request, you can propose a new meeting time to the meeting organizer. Note that your administrator must enable this feature before you can use it.

1. Open the meeting request email.
2. Tap **Tentative > Propose New Time With Comments** or **Propose New Time Without Comments**.
3. Move the meeting request to a new time and optionally add a comment.
4. Tap **Send**.

## Review a new meeting time proposal

You can review new meeting time proposals from invitees and either accept them or propose a different time. Note that your administrator must enable this feature before you can use it.

1. Open the new meeting time request email message.
2. Do one of the following
  - Tap **Show in calendar** and either tap **Send**, or move the meeting to another time and tap **Send**.
  - Tap **Accept > Yes**.

If there were multiple new time proposals, after you make your choice, the other proposals disappear.

## Add a calendar widget to your device



You can add calendar widgets to your device which allows you to quickly see your schedule. Your administrator must enable this feature.

1. On the search screen of your device, press and hold on the screen.
2. Tap **Customize**.
3. Tap **BlackBerry Work**
4. Select the calendar widget that you want to add to your device.
5. Tap **Done**.

# Managing your documents




BlackBerry Work Docs delivers the app-level encryption and data protection you need to safely share documents and other content, combined with the app-to-app interoperability you demand to get your work done. Combining security with flexibility, BlackBerry Work Docs makes it easy to access, edit, save, share, protect, and send documents without putting corporate data at risk.

## View your Docs

1. Tap  > . Docs opens in the area last visited.
2. To access your different Docs sources, tap the resource in the top left of the screen (for example, Local Docs or SharePoint).
3. Tap a source to access its current contents. Current source options can include the following:
  - **Local Docs:** Files stored in your device's secure container
  - **Pick from Gallery:** Photos and images from the native Gallery on your device
  - **Take a picture:** A picture taken with your device camera and stored locally
  - **File Share:** Files in a secure enterprise file share to which you have been granted access
  - **SharePoint/BOX/other repositories:** Files available from enterprise SharePoint, Box, or other document repository sites to which you have been granted access
  - **Recent Locations:** Files and folders that you have used recently
  - **Offline:** Files and folders from a shared folder that you added to this folder to work on offline. Folders that your administrator has designated for offline access. If you have appropriate permissions, you can edit the files designated as offline by your administrator. Protected files cannot be marked offline.
  - **Bookmarks:** Files that you bookmarked
  - **Pending Uploads:** Files you imported and/or worked on offline that are waiting to be uploaded to a File Share or SharePoint site

## Access your Local Docs

BlackBerry Work provides a container on your mobile device called **Local Docs** that you can use to securely store your enterprise documents separately from other apps and directories on the device. Your local docs will typically originate as file attachments in a BlackBerry Work email, files transferred from a File Share, Microsoft SharePoint, or Box site, or photographs imported from your native Photos repository or taken with your device camera. The Local Docs repository on your device will initially be empty after BlackBerry Work activation.

1. Tap **Docs** in the BlackBerry Dynamics Launcher to access the Docs app.
2. To access your different Docs sources, tap the resource in the top left of the screen (for example, Local Docs or SharePoint).
3. Tap **Local Docs**, **File Share**, **SharePoint**, **Box**, or another repository that your administrator has made available.
4. Tap a folder or file to open it.
5. To select multiple files, tap  and tap the empty circle beside the individual files. If you want to select all the files, tap the empty circle at the top of the list. Tap  to deselect the item(s).
6. To perform an action on the selected files, tap  at the bottom of the screen.

## Managing online repositories

An online repository can be either a collection of files and folders on an enterprise server or network attached storage (NAS) that is available to all authorized users, or an enterprise Microsoft SharePoint or Box site available to authorized users. Your BlackBerry Work administrator configures your root access to file shares and any that apply to your mobile account, although within the access permitted, you can define additional sources by specifying a network path and giving it a new data source name. The same is true of additional SharePoint and Box sites as long as you are an authorized user of the site you attempt to define as a new data source.

For file access issues and to request additional permissions, contact your BlackBerry Work administrator or your IT department.

Access to your enterprise SharePoint and Box sites gives you even more channels for near-instant mobile collaboration with your enterprise team members. Heavily used by organizations large and small for on-demand file sharing and updating, SharePoint and Box are web application frameworks developed that integrate intranet, content management, and document management onto a holistic platform.

SharePoint and Box are cloud solutions that tie all your users' computers and mobile devices together and allow them all to communicate and synchronize their efforts. The basic goal is to make it possible for an organization with a hundred or even a thousand employees spread all over the region or the world to work together with the same level of agility and coordination as a company with ten people working out of a single office.

You access and manage your SharePoint and Box data sources in the same way as your enterprise file shares. However, with SharePoint and Box, if you have been granted the corresponding permissions, you can check-in and check-out files. BlackBerry recommends that you do not download more than 50 files at one time, or the downloads might not function as expected. For guidance on the fundamentals of multi-author sharing, consult your SharePoint or Box documentation.

## Browse repositories

The **Local Docs** repository on your device will be empty after BlackBerry Work activation.

You can access your 20 recently accessed folders in the **Recent Locations** repository.


1. In the BlackBerry Dynamics Launcher, open **Docs**.
2. In the Docs app, tap the repository at the top of the screen (for example, **Local Docs**) and tap the repository that you want to open.
3. Tap ⓘ to view your permissions in the file share. Note: You won't see ⓘ next to folders or files in Local Docs because, depending on restrictions imposed more broadly by the applicable BlackBerry Control policy set, you have access to them. Contact your administrator for details.
4. Tap a folder to open it. If you are prompted to provide your log-in credentials for a Box folder, enter the email address provided to you by your administrator to access the files in that folder.
5. At the top of the screen, tap the parent to display its position in the hierarchical tree.
6. Tap a higher level in the tree to move up to that level.
7. To select one or more files or folders:
  - a) Tap ✓.
  - b) Tap the empty circle beside a file or folder to select it.
  - c) Tap ⋮ at the bottom of the screen.
  - d) Tap one of the following actions: In case of files in shared folders you have the following additional options:
    - **Save**

- **Add to Offline**
  - **Add to Bookmarks**
  - **Open In**
  - **Mail**
  - **Delete**
  - **Duplicate**
  - **Paste a copy**
  - **Compress file(s) to zip**
- e) For files in shared folders tap one of the following actions:
- **View online**
  - **Create PDF (from .docx and .pptx)**
  - **Add to Offline**
- f) For folders in shared folders tap one of the following actions. This action applies to the files contained in the folder.
- **Add to Offline**
  - **Add to Bookmarks**


## Take a photo or video



1. To take a picture or video and save it in Local Docs, tap **Take Picture or Video**.
2. If you are prompted to allow BlackBerry Work to access the camera, tap **OK**.
3. Take the picture or video.
4. Tap **Use Photo** or **Use Video**.  
The photo or video is uploaded to your Docs repository.
5. Tap **More** for a list of actions you can apply to the photo or video.

## Protect files and attachments

You can protect unprotected email and calendar attachments, Microsoft 365 files that you saved in your Local Docs folder, and Microsoft 365 files that you are previewing to a server location. You can protect multiple files in a secure enterprise File Share and from enterprise SharePoint, Box, and CMIS repository sites. Protecting multiple files in zipped files and in your Local Docs folder is not supported. Protected files are displayed with  for easy identification below the file. If you do not see an option to protect the file or attachment, your administrator has not enabled this feature for you.

1. Complete one of the following tasks:

Description	Steps
Protect an attachment received in an email message or calendar event	<ol style="list-style-type: none"> <li>a. In a received email message or calendar event, tap the .</li> <li>b. Tap a file to open it in preview mode.</li> <li>c. Tap <b>More</b> &gt; <b>Save As Protected</b>.</li> </ol>


Description	Steps
Protect a saved Microsoft 365 file	<ol style="list-style-type: none"> <li>a. Open BlackBerry WorkDocs and navigate to the file or files that you want to protect.</li> <li>b. Complete one of the following <ul style="list-style-type: none"> <li>• To protect a single file, tap the file to preview it.</li> <li>• To protect multiple files, tap the  and select the files that you want to protect.</li> </ul> </li> <li>c. Tap  &gt; <b>Protect</b>. Protected files cannot be set to offline.</li> </ol>

2. Select a protection option.
3. Tap **Continue**.
4. Navigate to a folder on the server to save the file. Protected files cannot be saved to the Local Docs folder on your device.


## Edit an Entra-IP RMS or AD-RMS protected file in BlackBerry Edit


BlackBerry Work Docs and BlackBerry Edit can work together to enable you to edit Entra-IP RMS protected files in a secure enterprise File Share and from enterprise SharePoint, Box, and CMIS repository sites. The following RMS protected file types are supported: .doc, .docx, .ppt, .pptx, .xls, and .xlsx.

### Before you begin:



- You must have the BlackBerry Edit app 3.0 or later installed.
  - You must have the appropriate permissions to the Entra-IP RMS or AD-RMS protected file to complete tasks such as edit, print, save, and cut-and-paste content in the file.
1. Open BlackBerry Work Docs and navigate to the protected file that you want to edit.
  2. Tap  > **Edit**. The BlackBerry Edit app opens.
  3. Edit the file.
  4. Tap **Save back to app** and complete one of the following actions:
    - Tap **Replace**. The file is saved back to its original location with its original protection.
    - Change the file name and tap **Save**. The file is saved with the new name in the original location with the original protection.
    - Tap **Back**. Navigate to a secure enterprise location to save the file with the original protection, tap **Save**.


## Work with offline files and folders

Your offline files repository contains a copy of FileShare and SharePoint, or Box files or folders that contain files that you want to be able to work on even when you can't connect to the Internet. Offline files are tagged with  for easy identification. This repository can contain folders that contain files that are designated as offline by your administrator.

1. In the BlackBerry Dynamics Launcher, open **Docs**.
2. To add files and folders to your Offline repository, in the BlackBerry Work Docs app tap  at the top of the screen and select the files and folders that you want to add.

If you can't mark folders offline, the files contained in the folders might be too large for the available space on your device. Increase the offline files cache or free some device space. For instructions, see [Change BlackBerry Work for iOS settings](#).

3. Tap  at the bottom of the screen and tap **Add to Offline Files**. Protected files cannot be added to the Offline Files repository.
4. To remove a file or folder from Offline, tap the file's adjacent  and tap **Remove from Offline**. The copy is deleted. The latest online version of the file is unaffected.

In an open file, you can tap  at the top of the screen and select **Add to Offline**.

## About pending uploads

Pending uploads are files that you have created or changed offline or checked out from a FileShare, SharePoint or Box repository to edit. The list is maintained to remind you to upload them to the corresponding repository when you come back online.

Your administrator sets the time limit on pending uploads before they are automatically uploaded and cleared from the list the next time you connect to the Internet. Contact your administrator to find out what the duration is. If the files are uploading when the connection to the network is lost, the upload resumes when the connection is restored. If your administrator doesn't set a time limit and the file upload is manually paused when the network connection is lost, you must manually continue the file upload after the connection is restored. If uploads restart instead of resume, contact your administrator to confirm the version of BEMS being used with your account.


Remember that no one else will see your revisions and feedback until you upload the revised file to the shared repository.

## Add a new data source

Depending on your Docs permissions, when your BlackBerry Work administrator is unavailable to assist, you can add new FileShare, SharePoint, Box, and other sites directly from your device if you have already been granted access to the share or site.

**Before you begin:** Verify that you have the following information for the FileShare or SharePoint data source:

- File share: The path to the file on your organization's intranet
- SharePoint: The fully qualified URL of the SharePoint site. If a secure connection is enabled, the protocol is https://. Otherwise, the protocol is http://.

1. In the BlackBerry Dynamics Launcher, open **Docs**.
2. Tap  > **Add New Source**.
3. Tap **File Share, SharePoint, or Box**.
4. Enter a **Name** for the new source. You should verify the data source path from a browser on a computer to confirm that connectivity is available.
5. Enter the **Path**.
6. Tap **Save**.

If the path is verified and a connection is made, then the new source will now be listed in BlackBerry Work Docs under either File Share, SharePoint, or Box by the name you have given it. Note that Box, unlike SharePoint and File Share, requires you to authenticate with your Box password (your username is prepopulated) the first time that you use the repository. Box does not support check in or check out in this release.

## Add a repository using the Docs Self-Service web console

Users can log in to a BEMS-Docs Self-Service Web Console from a browser on their work computer or laptop to add user-defined File Share, Box, and SharePoint repositories. The self-service console is included in your BEMS installation and automatically configured with the Docs service in the BEMS Dashboard. The URL can be one of the following web addresses. Contact your BEMS or BlackBerry Work administrator for the URL in your environment.

- If you are configured for single sign-on, navigate to `https://<bems_server_fqdn>:<port>/docsconsole-ss`
  - If you are configured to provide a username and password, navigate to `https://<bems_server_fqdn>:<port>/docsconsole`
1. In a browser on your computer, enter the URL for the BEMS self-service console.
  2. Log in using your Microsoft Active Directory credentials.
  3. Click **Add Repository** to define a new data source.
  4. Enter a **Display Name**. The name will be displayed in repository lists in the console and on your devices.
  5. Enter a **Storage Type**, either **FileShare**, **SharePoint**, or **Box**.
  6. Enter the **Path** using the format indicated by the example.
  7. Click **Save**.






To remove a repository, tap  beside it.

## View .pdf files in PDF presentation view

The presentation view for .pdf files works with downloaded .pdf attachments, as well as with .pdf files in your **Local Docs** and online repositories. For more information about BlackBerry Work Docs and working with repositories, see [Managing your documents](#).

You can run your presentation directly from your mobile device and connect to a projector or TV with an Apple HDMI adapter.

To use PDF Presentation View:

1. Open a .pdf attachment in an email:
  - a) In the open message containing the attachment, tap the paperclip adjacent to the date-time in the **Subject** line. The number of attachments included in the email is shown next to the paperclip.
  - b) In the list of attachments, tap the one that you want to download and save.
  - c) When the item indicates "Downloaded", tap it again to open it.
2. Tap  in the top of the screen and tap **Presentation View**. A presentation toolbar is displayed at the top of the screen.
  - Tap  to start a rehearsal timer.
  - Tap  to transfer control to a remote control, when available.
  - Tap  to list page thumbnails in multiple rows.
  - Tap  to list your slide transition options:
    - **Fade**
    - **Flip**
    - **Page**
    - **No Animation**



3. Tap  to exit **Presentation View**

# Adding a shared mailbox to BlackBerry Work

If you have been added as a delegate to a Microsoft Exchange user's mailbox, or you have been granted access to a Shared mailbox, you can add that mailbox to BlackBerry Work and access that shared mailbox from BlackBerry Work.

You can add a maximum of ten shared mailboxes. As a delegate, you can do the following:

- Read, edit, send, and delete email messages in the shared mailbox
- Decrypt, create, send, and save S/MIME encrypted messages in the draft folder
- Receive notifications when new email messages are received in the shared mailbox
- Accept new meeting time proposals
- Create meeting requests and respond to new time proposals from meeting invitees

## Add a shared mailbox to BlackBerry Work




**Before you begin:** Before you can add a mailbox that has been shared with you to BlackBerry Work, the person that wants to assign you as their delegate, must [Set up Microsoft Outlook to allow someone else to manage your mail and calendar](#).

Alternatively, your Microsoft Exchange administrator can also grant you access to the BlackBerry Work user's mailbox or a shared mailbox using the Exchange Control Panel (ECP) or Exchange Admin Console (EAC) or Exchange Management Shell. For more information on using the ECP or EAC, see <https://docs.microsoft.com/en-us/exchange/collaboration/shared-mailboxes/shared-mailboxes?view=exchserver-2016> and <https://docs.microsoft.com/en-us/exchange/recipients/mailbox-permissions?view=exchserver-2016>.

The amount of control that you have over the shared mailbox depends on the permissions that are granted. The following are the permission levels:

- **Reviewer:** You can read items in your folders.
- **Author:** You can read and create items, and change and delete items that the mailbox owner creates. For example, as a delegate, you can create task requests and meeting requests directly in your Task or Calendar folder and then send the item on behalf of the mailbox owner.
- **Editor:** You can do everything that an Author has permission to do and additionally can change and delete the items that you created.


After you add the shared mailbox, two weeks of email messages are synchronized to BlackBerry Work from the mailbox.

1. Tap  > .
2. Tap **Mail**.
3. In the **Accounts** section, tap **Shared Mailboxes**.
4. Tap .
5. In the **Mail Account Information** field, type the email address of the owner of the shared mailbox that you want to add.
6. When BlackBerry Work locates the account in the GAL, tap the account to add it.
7. Tap **Done**.

## Turn on notifications for a shared mailbox

You can receive notifications of new email messages for any mailboxes that have been shared with you.

**Before you begin:** Before you can turn on notifications for a shared mailbox in BlackBerry Work, you must complete the tasks in [Add a shared mailbox to BlackBerry Work](#).

1. In the BlackBerry Dynamics Launcher, tap .
2. In the **Notifications & Sounds** section, tap **Mail**.
3. In the **Other Email** section, slide the **Shared mailboxes notifications** option to ON.

# Using BlackBerry Work on an Apple Watch

You can use BlackBerry Work on your Apple Watch to stay on top of your work emails and calendar events when you're on the go. With your Apple Watch, you can manage email messages from the last three days, view all your events for the day, and respond to meeting invitations.

## Configure BlackBerry Work on an Apple Watch

Before you can begin using BlackBerry Work on an Apple Watch running WatchOS 9.1 or later, you must configure and connect it to a BlackBerry Work provisioned device.

**Before you begin:** Your administrator must enable one of the following settings in the BlackBerry Dynamics profile that is assigned to your user account. For more information, see [BlackBerry Dynamics profile settings](#).

- "Allow WatchOS apps" for UEM 12.19 and later
  - "Allow wearables" for UEM 12.18 and earlier
1. Open BlackBerry Work on your iPhone and log in with your work credentials.
  2. Open BlackBerry Work on your Apple Watch.
  3. Confirmation codes will display on both devices. Confirm that the codes match to secure their communication.

## Manage your email on an Apple Watch

You can manage the email messages in your Inbox from the last three days and receive notifications for new messages on your Apple Watch.

1. On the main screen, tap the Inbox button.
2. To filter out your VIP email messages, tap ☆.
3. To flag or delete an email message, swipe left on it.
4. To mark an email message as read or unread, swipe right on it.
5. To refresh your Inbox, swipe down.
6. Tap **Load More** to load 20 additional messages.
7. Tap an email message to view its details. On the email details screen, perform one of the following actions:
  - To reply to the message, tap **Reply** or **Reply All**.
  - To flag the message, tap **Flag**.
  - To delete the message, tap **Delete**.

## Manage your calendar on an Apple Watch

You can manage all your events for the day, view the status of your events (for example, tentative, accepted, out of office, working elsewhere), and receive notifications for upcoming and ongoing events on your Apple Watch.


1. To view all your events for the day, tap the Calendar button on the main screen.
2. Tap an event to view its details. On the event details screen, you can send one of the following responses to a meeting request:
  - I'm running late
  - Yes

- Maybe
- No

The response buttons will not be displayed for all-day events and meetings where you are the organizer.

3. To refresh your calendar, swipe down.

# Change BlackBerry Work for iOS settings

1. In the BlackBerry Dynamics Launcher, tap .
2. To change your Common settings, complete one of the following tasks:

Common Settings	Steps
Change your password or manage your biometric options, if enabled by your administrator.	Tap <b>Change Password</b> .
Set the opacity of the Launcher.	Tap <b>Launcher</b> .
Upload log files.	Tap <b>Upload Logs</b> .

3. To change your General settings, complete one of the following tasks:

General Settings	Steps
View the version number and license agreement.	Tap <b>About</b> .
View the feature highlights of BlackBerry Work for iOS.	Tap <b>Feature Highlights</b> .
Edit your account information.	Tap <b>Account</b> .

4. To change your Mail settings, in the Application Settings section, tap **Mail** and edit any of the following options:

Task	Steps
Add a mailbox that has been shared with you.	Tap <b>Shared Mailboxes</b> . For more information on shared mailboxes, see <a href="#">Adding a shared mailbox in BlackBerry Work</a> .
Set the message status type that is shown in the BlackBerry Work badge count on the iOS desktop	Tap <b>Badge Count</b> , and select <b>Unread Mail</b> or <b>New Mail</b> .
List email messages by common subject.	Turn on <b>Conversation View</b> .
Change the signature block for your outgoing email messages.	Tap <b>Signature</b> , and edit the signature in the text editor. If your administrator specified a default signature for the organization, it takes precedence and this setting cannot be changed. You can view the signature set by the administrator.
Add your username in brackets at the start of any inline edits in reply email.	Turn on <b>User tag when editing</b> .

Task	Steps
Change the default classification for your compose email screen.	<p>If your administrator has enabled this feature, tap <b>Default Classification</b>, and select a classification. An example of a classification would be "CONFIDENTIAL" or "INTERNAL".</p> <p>If the feature is not enabled, this setting is not displayed. If the administrator sets a default value, that value takes precedence over the setting on your device.</p>
Change the default caveat for your compose email screen.	<p>If your administrator has enabled this feature, tap <b>Default Caveat</b>, and select a caveat. An example of a caveat would be "DO NOT FORWARD" or "NO REPLY".</p> <p>If the feature is not enabled, this setting is not displayed. If the administrator sets a default value, that value takes precedence over the setting on your device.</p>
Choose the screen to display after you delete an email.	Tap on <b>Auto Advance</b> , and select <b>Newer Mail, Older Mail, or Mail List</b> .
Set whether you want to BCC yourself automatically when you send messages.	Turn on <b>Auto BCC myself</b> .
Display a contact's photo or their initials, if a photo is unavailable.	Turn on <b>Show Avatar</b> .
Display a prompt to confirm that you want to delete an email message.	Turn on <b>Confirm before Deleting</b> .
Display a prompt to confirm that you want to send an email message.	Turn on <b>Confirm before Sending</b> .
Use formatting such as bold, italic and underline in your email message or signature.	Turn on <b>Enable Rich Text Editing</b> .
Set the default address to send email messages from.	Tap on <b>Email Addresses to Send From</b> , and select an email address from the list. If you have only one address associated with this device, this setting is not displayed.
Reduce the preview of an email body to one line in your messages list.	Turn on <b>Enable One Line Preview</b> .

Task	Steps
Choose the font size, style, and color for new mail, and for replies and forwarded mail.	<p>Turn on <b>Use Custom Fonts</b>.</p> <ul style="list-style-type: none"> <li>To specify the font used when composing a new email message, tap <b>Compose Font Selection</b> and make your selections.</li> <li>To specify the font used when replying to an email message, tap <b>Reply Font Selection</b> and make your selections.</li> </ul> <p>If your administrator has specified a font type and size for the organization, the set font and size is used in your outgoing email messages. You can override the fonts policy by enabling the Use Custom Fonts option. The custom fonts that you specify will take precedence until either you disable Use Custom Fonts, or the administrator changes the policy.</p>
Set the synchronization window between your device and your company's email server.	<p>Turn on <b>Sync</b>. You can select a synchronization window for your mail of 1 or 3 days back, 1 or 2 weeks back, or 1 month back. You also have the option of <b>No Sync Limit</b>.</p> <p>Note that a shorter synchronization window improves the performance of your app, and reduces both battery and data usage.</p>
View email messages offline.	<p>Turn on <b>Download Entire Message</b>. If this setting is turned off, only the header and 20KB (default) of a message are downloaded. Your administrator can adjust the default download size. Note that turning on this setting increases battery and data usage.</p>
Automatically download attachments from an email message.	<p>Turn on <b>Auto Download Attachments</b>. This setting is active only when the <b>Download Entire Message</b> setting is turned on. Note that turning on this setting increases battery and data usage.</p>
Allow downloads when connected to a cellular network.	<p>Turn on <b>Cellular Auto Download</b>. This setting is active only when the <b>Auto Download Attachments</b> setting is turned on.</p>
Permanently remove deleted email messages.	<p>Tap <b>Empty "Deleted Items" folder</b> and tap on <b>Delete</b>.</p>

5. To change your Calendar settings, in the Application Settings section, tap **Calendar** and edit any of the following options:

Task	Steps
Choose a highlight color for appointments and birthdays on your personal or shared calendars.	<ul style="list-style-type: none"> <li>Tap <b>My Calendars</b>, tap <b>Calendar</b>, and select a color.</li> <li>Tap <b>Shared Calendars</b>, tap on a shared calendar, and select a color.</li> </ul>



Task	Steps
Preview events from external calendars in the Agenda and Day view.	Tap <b>External Calendar Preview</b> , and turn on the <b>Enable</b> setting.
Use formatting such as bold, italic and underline when creating your event.	Turn on <b>Enable Rich Text Editing</b> .
Configure the default conference settings to use when creating a new event.	<p>Tap <b>Conference Details</b> and add a link to the conference room and add details about the room.</p> <ul style="list-style-type: none"> <li>• If the link to the conference room is recognized as a Microsoft Teams link, you can turn on the <b>Add with Teams meeting template in event notes</b> setting to use the Microsoft Teams template. If the setting is turned off, the raw link is used.</li> <li>• You can copy and paste information, including images and media, into the field for conference-room details.</li> </ul>
Add a permanent Microsoft Teams meeting link to the default conference settings.	Tap <b>MS Teams Permanent Link</b> . To generate your Microsoft Teams permanent link, go to your Microsoft Teams calendar and click <b>Meet Now &gt; Get a link to share</b> .
Use the number and passcode specified in the "Location" field of the meeting as the default numbers for calling in.	Turn on <b>Passcode</b> .
Set the length of the week.	Under <b>Week View</b> you can select to display a seven-day or five-day week (the five-day week omits Saturday and Sunday), the starting day of the week, and you can choose to show long events as all-day events
Set the first day of the week on the displayed calendars.	Tap <b>Start Week On</b> and select the first day of the week on the displayed calendars. To use this setting, you must disable the <b>Device system settings</b> option.
Set the days of the week that are workdays.	Tap <b>Work Days</b> and select the days of the week that are workdays. To use this setting, you must disable the <b>Device system settings</b> option.
Preview your tasks in the calendar if you have BlackBerry Tasks installed.	Turn on <b>Preview Tasks in Calendar</b> .
Show long events as using the whole day.	Turn on <b>Show Long Events as All Day</b> . Events lasting 24 hours or longer will be displayed as all-day events.
Automatically download attachments from a calendar event.	Turn on <b>Auto Download Attachments</b> . Note that turning on this setting increases battery and data usage.
Allow downloads when connected to a cellular network.	Turn on <b>Cellular Auto Download</b> . This setting is active only when the <b>Auto Download Attachments</b> setting is turned on.

Task	Steps
Allow meeting invitees to propose a new meeting time.	Turn on <b>Allow New Time Proposal by Default</b> .

6. To change your Contacts settings, in the Application Settings section, tap **Contacts** and edit any of the following options:


Task	Steps
Set the sort order of names in your list of contacts.	Tap <b>Sort Order</b> and select either <b>Last, First</b> or <b>First, Last</b> .
Set the display order of names in your list of contacts.	Tap <b>Display Order</b> and select either <b>Last, First</b> or <b>First, Last</b> .
Synchronize any contact groups you have created in Microsoft Outlook.	Turn on <b>Sync Contact Groups</b> . Note that turning on this setting can affect data usage and synchronization performance.
Add shared contact accounts.	Tap <b>Shared contacts</b>
Synchronize your contacts to the "BlackBerry Work" group in the native Contacts list on your device.	Turn on <b>Sync to Device</b> . Your IT administrator may not allow all fields to synchronize.
Allow the Caller ID function on your device to access your BlackBerry Work contacts.	Turn on <b>Allow Caller ID to Access Contacts</b> .

7. To change your Docs settings, in the Application Settings section, tap **Docs** and edit any of the following options:

Task	Steps
Automatically adjust the size of the recent files cache to use no more than 30% of the free device space.	Tap <b>Recent Files Cache</b> , and turn on <b>Auto Cache Size Adjustment</b> . The size of the recent-files cache and the current free space is displayed in this window.  To clear the cache, tap <b>Clear Recent Files Cache</b> .
Automatically adjust the size of the offline files cache to use no more than 20% of the free device space.	Tap <b>Offline Files Cache</b> , and turn on <b>Auto Offline Files Cache Size Adjustment</b> . The size of the offline-files cache and the current free space is displayed in this window.
Choose a quick-save location to save email or calendar attachments to a Docs folder in the background.	Tap <b>Quick Save Location &gt; Choose Location</b> , and select a location.  To perform Office Online actions directly on an attachment, select your quick-save location in a valid server-based folder.
Allow automatic uploads and updates of offline files when connected to a cellular network.	Tap <b>Cellular Data</b> and turn on <b>Use Cell Data</b> .

Task	Steps
Restrict automatic uploads and updates of offline files to Wi-Fi only.	Tap <b>Cellular Data</b> and turn off <b>Use Cell Data</b> .

8. To change your Tools settings, in the Tools section, complete one of the following tasks:

Task	Steps
Turn on an automatic reply to incoming messages while you're away.	<p>Tap <b>Out of Office</b> and edit any of the following options:</p> <ol style="list-style-type: none"> <li>Turn on <b>Out of Office</b>.</li> <li>Turn on <b>Time Period</b> to set the start and stop times for this auto-reply. Tap <b>Starts</b> or <b>Ends</b> and set the date and time.</li> <li>Tap inside the message block create/edit your out-of-office reply.</li> <li>Turn on <b>Outside my company</b> to set a different reply to incoming messages from outside your organization, then tap either <b>Contacts Only</b> to only respond to senders in your Contacts or tap <b>Anyone</b>, if you wish to make no distinction.</li> <li>Tap in the optional message block for external replies to create or edit a message to external senders, or press  to display the clipboard menu and paste in copied text.</li> </ol>
Turn on Battery Saver.	<p>Battery Saver reduces power consumption by disabling some app features. When Battery Saver is turned on, the <b>Download Entire Message Content</b>, <b>Show Avatar</b>, <b>Sync Contact Groups</b>, and <b>Show Presence</b> settings on this screen will take precedence over the values set in the individual apps.</p> <p>Tap <b>Battery Saver</b> and edit any of the following options:</p> <ol style="list-style-type: none"> <li>Tap <b>Battery Saver</b>.</li> <li>Tap <b>Sync Mode</b> and select <b>Auto-Sync</b> or <b>Manual Sync</b>. If you select <b>Manual Sync</b>, synchronization occurs only when you log in or out, or when you manually request synchronization.</li> <li>Turn on or off <b>Download Entire Message Content</b>.</li> <li>Turn on or off <b>Show Avatar</b>.</li> <li>Turn on or off <b>Sync Contact Group</b>.</li> <li>Turn on or off <b>Show Presence</b>.</li> </ol>
Change the appearance of your apps.	<p>Tap <b>Appearance</b> and edit any of the following options:</p> <ul style="list-style-type: none"> <li>Turn on <b>Light Mode Always On</b>. When turned on, this setting overrides the device setting.</li> <li>To use a larger font in the email list and in the meeting agenda view, turn on <b>Use Accessibility Larger Font</b>.</li> </ul>

9. To change the notifications and sounds for the Mail app, in the Notifications & Sounds section, tap **Mail** and complete one of the following tasks:

Task	Steps
Select the email messages that you will receive notifications from.	<p>Tap <b>Active Notifications &amp; Sounds</b> and select one of the following options:</p> <ul style="list-style-type: none"> <li>• Select <b>None</b> if you don't want to receive any notifications.</li> <li>• Select <b>Mail Rules, VIP List</b> if you want to receive notifications only from your custom rules and VIPs.</li> <li>• Select <b>Mail Rules, VIP List, General Mail</b> if you want to receive notifications from all of your email messages.</li> </ul> <p>If you want to receive notifications from email messages redirected to subfolders, turn on <b>Enable Notifications for Subfolders</b>.</p>
Create custom mail rules for specific users or groups.	<p>Tap <b>Mail Rules</b>, and create a new mail rule or edit an existing rule. For more information on mail rules, see <a href="#">Manage mail rules</a>.</p> <ul style="list-style-type: none"> <li>• <b>VIP List</b> - Lets you choose the notification sound for an email message from a VIP contact.</li> <li>• <b>General Mail</b> - Lets you choose the notification sound for your general mail.</li> </ul>
Set a notification sound for email messages from your VIP contacts.	Tap <b>VIP List &gt; Sound</b> and select a sound.
Set a notification sound for general email messages.	Tap <b>General Mail &gt; Sound</b> and select a sound.

**10.** To enable notifications for calendar events and select a notification sound:

- a) In the Notifications & Sounds section, tap **Calendar**.
- b) Turn on **Notifications**.
- c) Tap **Sound** and select a sound.

**11.** In your device settings, to select your notification preferences for focus modes **Don't Disturb, Personal**, and **Work**. Select **None**, tap **Notifications for Active Focus** and complete one of the following tasks:

- If you don't want to receive notifications, select **None**.
- If you want to receive notifications only from your custom rules and VIPs, select **Mail Rules, VIP List**.
- If you want to receive notifications from all your mail, select **Mail Rules, VIP List, General Mail**.

## About BlackBerry Work Permissions

Your device will prompt you for permission if you attempt to do the following from BlackBerry Work:

- Send a photo as an attachment
- Record a video and send it as an attachment
- Sync your BlackBerry Work contacts with your native contacts

The device will also prompt you for permission to receive badge-count updates, email and other notifications the first time that you launch BlackBerry Work after installation.

You can later revoke the permissions for camera, microphone (video), contacts, and notifications in your device settings.

# Set up BlackBerry Work Caller ID

iPhone users can have work contacts display in the Caller ID of the iOS native phone app.

**Before you begin:** Navigate to iOS Settings > Phone > Call Blocking & Identification, and enable BlackBerry Work to Block calls and Provide Caller ID.

1. Navigate to **Settings > Contacts**.
2. Enable **Allow Caller ID to Access Contacts**.  
Contact phone numbers should include country codes for the best results.

# Open a SecureMail attachment

Voltage SecureMail is an email protection service that provides email encryption. With each secure email, there is an HTML attachment named message\_zdm.html that furnishes access to the Zero Download Messenger (ZDM). The encrypted body of the original message as well as any attachments to the original email are contained within this attachment.

You can use the Open in feature in BlackBerry Work to access your SecureMail app to authenticate and view any secure email and attachments sent via ZDM on your mobile device.

The following are the prerequisites to use SecureMail with BlackBerry Work:

- The Voltage SecureMail app must be installed on your device
- SecureMail app must be whitelisted in BlackBerry Control by your administrator. Contact your administrator to verify that SecureMail is whitelisted if you have difficulty accessing the app from BlackBerry Work.

To open and view a SecureMail message in BlackBerry Work:

1. Open the message.
2. Download and open the attachment called message\_zdm.html. You are switched over to the SecureMail app to sign in to the HPE SecureMail Cloud.

# Keyboard shortcuts

BlackBerry Work supports Bluetooth keyboard shortcuts and navigation. By pressing a combination of keys, you can do things that normally require multiple screen taps. To use a keyboard shortcut, hold down one or more modifier key while pressing the last key of the shortcut. For example, to use the shortcut Command-C (copy), hold down Command, press C, then release both keys.

Global shortcuts	Description
Command 1	Switch to Mail
Command 2	Switch to Calendar
Command 3	Switch to Documents
Command 4	Switch to Contacts
Command 5	Show settings

Global shortcuts	Description
Command N	Create new mail
Command -N	Create new event
Command L	Show or hide the BlackBerry Dynamics Launcher

Mail list shortcuts	Description
Command - F	Toggle search
Command - M	Show multiselect
Command - R	Refresh mail list
Command - F	Change folder
Shift - Tab	Switch focus to email detail
Command - Up arrow	Show Previous Mail †
Command - Down arrow	Show next mail †

Email detail shortcuts	Description
Command R	Reply
Command - R	Reply all
Command J	Forward
Command U	Mark as read or unread
Command F	Flag or unflag
Command T	Toggle fullscreen
Shift - Tab	Switch focus to email detail
Command - Up arrow	Show Previous Mail †
Command - Down arrow	Show next mail †

Multiselect Email List shortcuts	Description
Command - Up arrow	Jump to previous mail
Command - Down arrow	Jump to next mail

<b>Multiselect Email List shortcuts</b>	<b>Description</b>
Command - Return	Select or deselect mail
Command -	Delete mail
Command M	Move mail
Command -M	Exit multiselect

<b>Folder list shortcuts</b>	<b>Description</b>
Command - Up arrow	Jump to previous folder
Command - Down arrow	Jump to next folder
Command - Return	Select cell
Command - Right arrow	Toggle cell (fold or unfold list)
Command - Left arrow	Cancel

<b>Event compose view shortcuts</b>	<b>Description</b>
Command -Up arrow	Jump to previous cell
Command -Down arrow	Jump to next cell
Command -Up arrow -D	Send email
Command -Up arrow -C	Cancel email
Command - Right arrow	Move cursor to the end of the line
Command - Left arrow	Move cursor to the beginning of the line
Command - Return	Select cell
Command Shift -Down arrow	Toggle dropdown menu

# Data storage and aging

Personal information and email on your iOS device is stored indefinitely, with the following limitations and exceptions:




- The storage limit for BlackBerry Work data (mail, calendar, and contacts) depends on available memory on your device. In controlled test environments, as many as 5,000 emails and 3,000 contacts were successfully synchronized with the user's Microsoft Outlook account.
- In initially synchronizing your Calendar, the timeframe is set to the past three months plus two years into the future. There is no practical limit on the size of your Calendar. However, depending on the device, performance will degrade with a very large set of data.
- Email, Contact, and Calendar data is stored in a database, except for the body and attachments to emails, which are stored in an external flat file
- Because Contacts data is stored in the database, there is no practical limit on the number of contacts. But, again, very large data sets will tend to degrade performance, especially on older devices.
- There is no cache for attachments and therefore no limit on the size of an attachment.
- BlackBerry Work synchronizes the entire body of emails without limitations on size, although synching and attachment downloads will fail when the device runs out of storage space.

Old data is not purged automatically; you must purge old data manually by permanently deleting it.

If your device ever runs out of space for new contacts, you must delete existing contacts to make room for the new ones. Be sure to do this from the device, not from your desktop business account. To preserve contacts before deleting them from the device, use the Export feature on your desktop or laptop. Note that you must first export the data from your business account and your desktop or laptop before deleting it from your mobile device.



# Frequently Asked Questions

FAQ	Answer
How do I change BlackBerry Work settings?	Tap  >  .
Why aren't my email messages synchronizing?	There is probably an issue with your connection to your mail server. If the issue persists after 1 hour, contact your administrator. Administrators can contact the BlackBerry Support Team if they require assistance to diagnose the underlying issue.
I'm getting too many email notifications. I can't distinguish between calendar reminders and new email alerts.	See <a href="#">Managing your notifications and alerts</a> .
Why am I being prompted for my BlackBerry Work password so often?	Your administrator controls this behavior using a password timeout policy. System events may also cause the password to be required even when the timeout has not elapsed. When you stop using BlackBerry Work, Notes, or Tasks, password unlock is required in as few as 5 minutes. Additionally, the password is required on a "cold start". For example, after you restart a device or when you force quit the app and launch it again.
The blue circle with the BlackBerry logo is blocking an area on my screen. How can I move it?	The <b>Launcher</b> can be moved by pressing and holding it.
How do I access my calendar and contacts?	Tap  and then tap <b>Calendar</b> or <b>Contacts</b> .
How do I create an out of office message?	See <a href="#">Create an automatic out of office reply</a> .
How do I create a signature?	See <a href="#">Change your signature</a> .
Why can't I copy or paste content from BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.
Why can't I use the camera in BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.

FAQ	Answer
Why can't I use dictation in BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.
How do I change the number of email messages that are synchronizing to BlackBerry Work?	This is managed in the BlackBerry Work settings. See <a href="#">Change your settings</a> .
How do I change to conversation view?	This is managed in the BlackBerry Work settings. See <a href="#">Change your settings</a> .
How do I change the font size in BlackBerry Work?	By default, BlackBerry Work uses the system font settings. Here's how to adjust. <ol style="list-style-type: none"> <li>1. Open the <b>Settings</b> app</li> <li>2. Tap <b>Display &amp; Brightness</b></li> <li>3. Tap <b>Text size</b></li> <li>4. Adjust the font size slider.</li> </ol> <p>You can also set a custom font for composing or replying to email messages. This is managed in the BlackBerry Work settings.</p> <p>You can also adjust the font size for the email list and the meeting agenda view. See <a href="#">Change your settings</a>.</p>
How do I turn off the avatars in my email list?	This is managed in the BlackBerry Work settings. See <a href="#">Change your settings</a> .
Why am I getting the message that "[Your device's browser] / [Safari] has been blocked by your IT administrator. Install BlackBerry Access to continue" when I tap a link in a BlackBerry Work email message?	Your administrator may have restricted this behavior for security reasons. In many cases, your administrator will allow BlackBerry Access to be used for links in an email. Contact your administrator for more information on how to install BlackBerry Access.
How can I synchronize tasks?	You must install BlackBerry Tasks. Contact your administrator for more information.
How can I synchronize notes?	You must install BlackBerry Notes. Contact your administrator for more information.
How can I convert an email message to a note?	See <a href="#">Convert an email to a note</a> .

# Troubleshooting

## Manage Entra ID Conditional Access compliance



If your administrator has enabled Entra ID Conditional Access, you might have to open BlackBerry Work and enter your Entra user credentials.

If you are blocked by Entra ID Conditional Access because of a compliance violation, you can follow the instructions on the screen to resolve the issue.

1. If you are blocked from accessing an app, do one of the following:
  - If you do not have the Microsoft Authenticator app installed on your device, follow the instructions on the screen to install it, and then tap **device management portal**.
  - If you do have the Microsoft Authenticator app installed on your device, on the error screen, tap **device management portal**.
2. Tap **This device cannot access company resources**.
3. Tap **Show more**.
4. Tap **How to resolve this**.
5. Follow the instructions on the screen. If you cannot resolve the issue, contact your administrator.



## Generate a diagnostics report

You can generate a diagnostics report and share the results with your administrator.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, tap **Run Diagnostics**.
4. Tap **Start Diagnostics**.
5. Click **Start**.
6. When the diagnostics are complete, click **Share logs** to send an email with the report details.



## Upload log files to BlackBerry Support

If requested by BlackBerry Support, you can upload log files to help troubleshoot an issue you are having with BlackBerry Dynamics apps.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, click **Upload Logs**. The Log upload status bar displays the upload progress.
4. Click **Close**.

## Send feedback to BlackBerry



If you have feedback about the BlackBerry Dynamics app that you are using, you can send it to BlackBerry.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, click **Feedback**.
4. In the **Comments** field, type your message.
5. Select **Upload Logs** or **Attach Diagnostic Reports** or both.
6. Tap **OK** on the Processing Complete popup.
7. Tap **Send**.
8. An email message with the proper recipient name, subject line, and app details will be prepopulated for you. Add your feedback to the email message and tap **Send**.

## Resynchronize BlackBerry Work with your mail server

If you are experiencing synchronization issues between BlackBerry Work and your mail server, you can resynchronize without having to reactivate BlackBerry Work.



**Note:** This will reset all settings and data. All documents and data will be deleted.

1. Tap .
2. Tap .
3. In the **Resync** section, tap **Reset application data**.
4. Tap **OK**.
5. Reopen BlackBerry Work and enter your password.
6. Enter the password for your mail account.
7. Tap **Next**.

BlackBerry Work will now resynchronize with your mail server.

# Send feedback to BlackBerry

If you have feedback about the BlackBerry Dynamics app that you are using, you can send it to BlackBerry.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, click **Feedback**.
4. In the **Comments** field, type your message. By default, the **Upload Logs** is enabled.
5. Tap **Send**.
6. An email message with the proper recipient name, subject line, app details, and comments is prepopulated for you. Tap the **Send** icon.

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