



# **BlackBerry Workspaces**

## **Quick Start Guide**



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# About BlackBerry Workspaces

## **What is BlackBerry Workspaces?**

BlackBerry Workspaces is a modern, highly secure, file management platform that enables you to easily sync, secure and share your content across the enterprise. BlackBerry Workspaces limits the risk for data loss or theft by embedding Digital Rights Management (DRM) security into every file, so your content remains secure and within your control, even after it is downloaded and shared with others.

Access BlackBerry Workspaces via your browser, download to your PC or Mac, and install on your iOS, or Android device. Your content is synchronized across all platforms and can be accessed at your desk or when you're on the go.

Create workspaces and folders to organize your files, and manage and control access to them.

## **I received an email from BlackBerry Workspaces. What do I do now?**

If you've been invited to BlackBerry Workspaces by your organization administrator, your company is using BlackBerry Workspaces to store and share files. Create an account to access shared workspaces and files.

If you've received a link to a file shared by BlackBerry Workspaces from a colleague, they are sending you a secured file. You may be required to create an account to access the file.

# Signing in to BlackBerry Workspaces

Access to BlackBerry Workspaces is done by secure authentication. The authentication method depends on the settings of the organization that you are signing in to. Some organizations may require that you create an account before you can access a file that was shared with you.

Accounts with BlackBerry Workspaces are unique to each organization. This means that if files are shared with you from a different organization, you may be required to create a separate account for each new organization.

For organizations requiring accounts, you can sign in using your existing credentials if you already have an account with the organization. If you do not yet have an account, you need to complete a short registration.

Follow the instructions in this section to learn how to create an account and sign in to BlackBerry Workspaces.

## Create an account

Typically your first interaction with BlackBerry Workspaces is in a welcome email or email with a link to a shared file. Create an account if you follow the shared link to BlackBerry Workspaces and see a screen requiring account credentials.

**Note:** If you already have a BlackBerry Workspaces account, check that the organization site matches your existing account. If it does not match, you will need to create a new account with the organization.

1. Click the link in the mail that you received from BlackBerry Workspaces.  
The sign in page opens in your default browser.
2. Enter your email address and click **Sign in**.  
The authentication method for your organization is determined.
3. Click **Create account**.
4. Enter the following:
  - **Name:** enter the name that you want to associate with your account.
  - **Email:** enter your email address. This address should match the one used in the mail you received.
  - **Password:** enter a password between 6 and 1024 characters.
  - **Confirm Password:** re-enter your password.
  - **Secret question:** select a secret question from the list.
  - **Answer:** Enter the answer to your secret question (minimum of 5 characters).
5. Read the terms of service and privacy policy and then select **I've read and agreed to be bound by the Terms of service and Privacy policy**.
6. Click **Create account**.  
An email is sent to your email account.
7. Access the email and click **Verify account**.  
The sign in page opens in your default browser.
8. Enter your password.
9. Click **Stay signed in** to save your credentials in the browser.
10. Click **Sign in**.  
You are signed in to BlackBerry Workspaces Web Application and can access any workspaces, folders, and files that have been shared with you.

**After you finish:** After creating and verifying your new BlackBerry Workspaces account using the BlackBerry Workspaces Web Application, you can use the account and credentials to sign into BlackBerry Workspaces app for Android.

# Sign in to BlackBerry Workspaces

If you already have a BlackBerry Workspaces account, sign in to BlackBerry Workspaces to access your files.

1. Do one of the following:

- Click the link in the mail that you received from BlackBerry Workspaces.

The sign in page opens in your default browser.

- If you know the BlackBerry Workspaces Web Application URL for the organization you want to sign in to, in your browser, enter the URL.

**Tip:** For many users this is [www.watchdox.com](http://www.watchdox.com). ([watchdox.com](http://watchdox.com) is the cloud service URL.) If your organization uses a virtual appliance to host the BlackBerry Workspaces service or your organization has its own dedicated sub-domain on the BlackBerry Workspaces cloud, the URL will be different (for example, [company.watchdox.com](http://company.watchdox.com)).

2. Enter your email address and click **Sign in**.

The authentication method for your organization is determined.

**After you finish:** Refer to the following sections for instructions on how to complete the sign in process:

- If your organization is configured for sign in by email, sign in using your email address. Go to [Sign in using your email address](#).
- If your organization is configured for sign in by username and password, sign in using your username and password. Go to [Sign in with username and password](#).
- If your organization is configured for any other authentication method, follow the steps on screen to sign in.

## Sign in using your email address

**Before you begin:** Perform the steps outlined in [Sign in to BlackBerry Workspaces](#). If your organization is configured for sign in by email, you will see a sign-in screen with the **Email** field.

1. Enter your email address and click **Sign in**.

An email is sent to the email address supplied.

2. Open this email in your regular email, copy the verification code, and return to the sign-in screen.

3. Enter the verification code.

You are signed in, and the home screen of the BlackBerry Workspaces Web Application appears.

## Sign in with username and password

**Before you begin:** Perform the steps outlined in [Sign in to BlackBerry Workspaces](#). If your organization is configured for sign in by username and password, you will see a sign-in screen with **Email** and **Password** fields.

1. If you are an existing user, enter your email address and password.

2. Click **Sign in**.

3. If you are a new user, complete the following steps:

a) Click **Create account**.

b) Enter the required information and click **Create account**

You are signed in, and the home screen of the BlackBerry Workspaces Web Application appears.

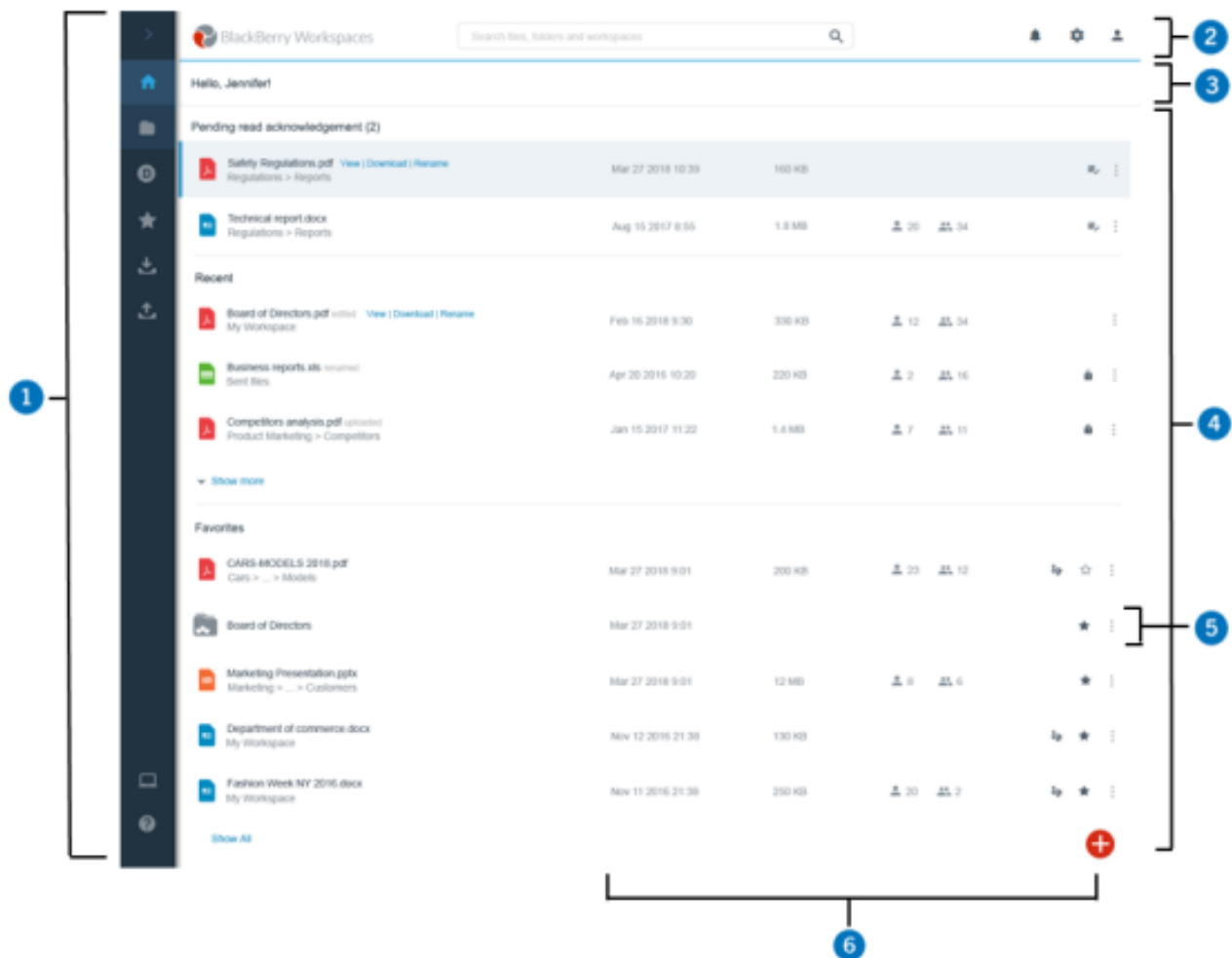
# Getting started

Once you have signed in to BlackBerry Workspaces, you can access any workspaces, folders, and files that have been shared with you. BlackBerry Workspaces supports a variety of access levels depending on your role in any given workspaces, and permissions that you have to files. This means that you may be able to perform more actions on some files than on others.

This section introduces the BlackBerry Workspaces Web Application home screen, interface, and describes how to perform common tasks. For information on actions that are not described here, refer to the [BlackBerry Workspaces Web Application User Guide](#).

## Introducing the home screen


The BlackBerry Workspaces Web Application home screen provides easy access to your recent, favorite and pending files and actions across BlackBerry Workspaces as well as direct navigation to all of your workspaces, Sent and Received files, support, and other resources.



| Number | Description  |
|--------|--|
| 1      | Navigation pane. The navigation pane includes direct navigation to all workspaces and external repositories you have access to as well as your Received files, Sent files, Favorites, Pending Read Acknowledgements, the Desktop application download link and Help resources.                       |
| 2      | Top bar. Use this bar to search, access account notifications, and change your account settings.   |
| 3      | Location bar. Shows the account you are currently logged into.   |
| 4      | Content area. View and take action on your files Pending read acknowledgement, Recent and Favorites using their action menus. Click the Function Action Button (FAB) to open a contextual menu from where you can perform frequently used actions such as create a new workspace or send a new file. |
| 5      | File action menu. Use the action menu on any file listed to view, copy link, send a copy, download or go to the folder that contains the file.   |
| 6      | Information area. View status and share information about the selected item.   |

## Open a file


Use the online viewer to view Microsoft Office, .pdf , and image files. Download all other file types to open them.

1. In the content area, select the file that you want to open.
2. Do one of the following:
  - Click the file.
  - Hover over the file and click **View**.
  - Click  > **View**.

The file opens in the online viewer.

## Edit a file

Edit Microsoft Office files online in BlackBerry Workspaces Web Application editor where you have permission to do so.

1. In the content area, locate the Microsoft Office file that you want to edit.
2. Do one of the following:
  - Hover over the file and click **Edit**.
  - Click  > **Edit**.

The file opens in the online editor.

3. Edit and save your file.



The file is updated with your changes and synced.

## Upload a file

You can upload single or multiple files to a workspace or folder where you have permissions.

1. Browse to the location where you want to upload a file.
2. Click **+** and select **Upload**, select the file that you want to upload, and then click **Open**.  
Your file is uploaded.
3. To notify users that have access to the location about the file, make sure **Notify group members and users** is selected and enter a subject and personal message.
4. To change the default access permissions for the file, click **Set permissions** and change the permissions as desired.
5. Click **Next** and then click **Done**.  
The file is uploaded and secured by BlackBerry Workspaces.

## Send a file

Send a copy of a file to send a link to a file in one of your workspaces to another user. Recipients receive a link to access the file copy. Each time you use the send a copy action, a new instance of the file is created in BlackBerry Workspaces. The file copy you now share with the user(s) selected during the send process, is located and manageable from your Sent files area.

1. Select the file that you want to make a copy of and send to someone else.
2. In the action toolbar, click **>**.
3. Click **Settings** and set the desired settings and access permissions.
4. Click **Done** to return to the message.
5. Enter the recipient name, email address, or distribution list, and then press Enter.
6. If desired, change the subject of the notification email and add a personal message.
7. Click **Notify recipients** to notify users that a file was sent to them.
8. Click **Send**.

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Published in Canada