



# **BlackBerry Workspaces app for Android**

## **Quick Start Guide**



# Contents

- Introduction..... 4**
  - About BlackBerry Workspaces..... 4
  - Introducing BlackBerry Workspaces app for Android..... 5
  
- Getting started..... 7**
  - Create an account..... 7
  - Sign in using your email address..... 8
  - Sign in with username and password..... 8
  
- Open a file..... 9**
  
- Upload a file..... 10**
  
- Edit a file..... 11**
  
- Send a file..... 12**
  
- Legal notice..... 13**

# Introduction

Welcome to BlackBerry Workspaces app for Android!

Use this Quick Start Guide to learn about BlackBerry Workspaces app for Android and become familiar with commonly used actions.

**Note:** The available features, options, and menu items depend on your organization's configuration and your user permissions per workspace. For questions related to your license and access, consult your organization administrator.

For detailed information on working with BlackBerry Workspaces app for Android, refer to the [User Guide](#).

Don't have BlackBerry Workspaces app for Android installed yet? Download and install BlackBerry Workspaces app for Android onto your device from Google Play Store.

## 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, Android, or BlackBerry 10 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.

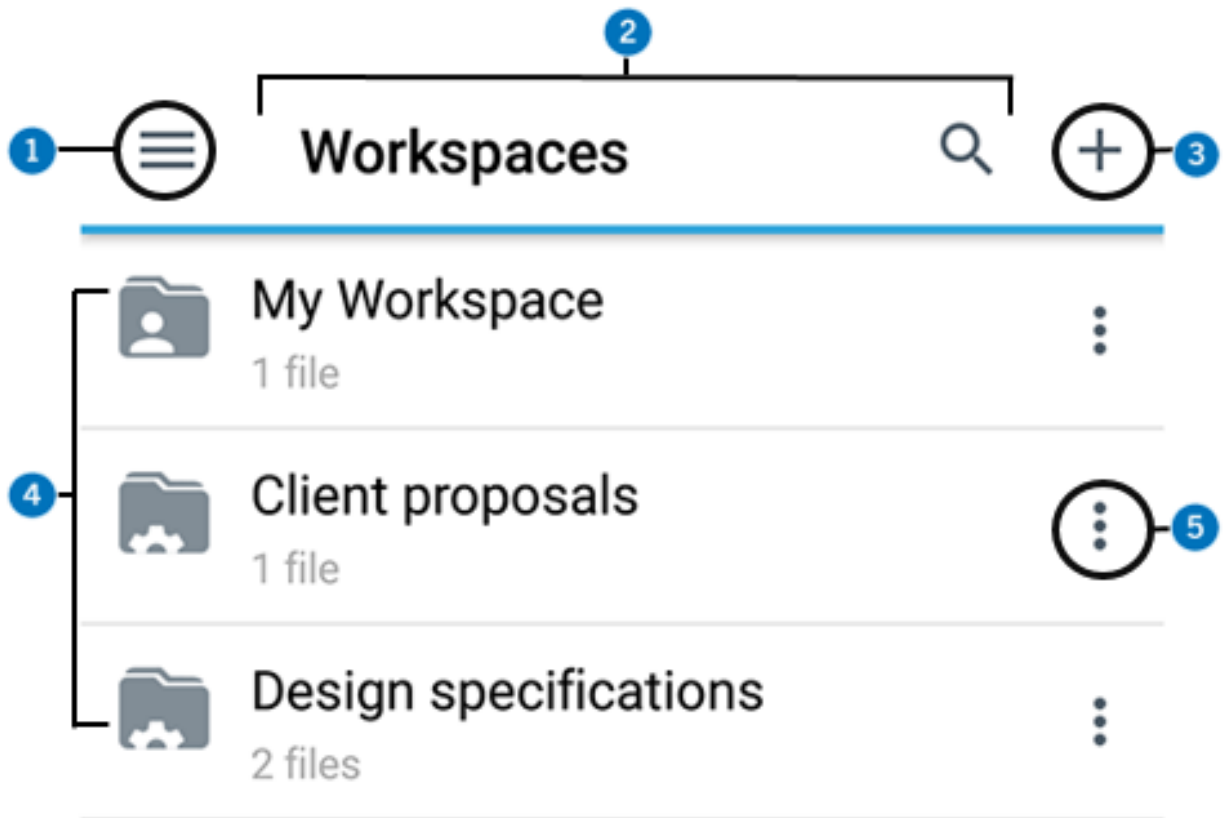
### I received an email from BlackBerry Workspaces, what do I do now?

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.

# Introducing BlackBerry Workspaces app for Android

Familiarize yourself with the key components of BlackBerry Workspaces app for Android.



Number	Description
1	System menu. This option provides access to your BlackBerry Workspaces account, including recent locations, offline access, favorites, pending acknowledgement, sent and received files, permission requests and settings.
2	Status bar. Provides your current location within BlackBerry Workspaces along with the search feature.
3	Action menu. Use the action menu to perform actions on your workspaces, folders, and files depending on your location, such as upload files, create new workspaces and folders, download files, send files, and delete. The action menu options change dynamically depending on your location and previous selections.
4	Content area. View and access your workspaces, folders, and files in the content area. Tap the workspace, folder or file to open it.

Number	Description
5	Content menu. Use the content menu to perform actions on the specific workspace, folder or file including share, access offline, manage access, send a message to other users with permissions, rename, and delete.

# Getting started

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. 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. 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.

Follow the instructions in this section to learn how to create an account if you do not have one yet, and to sign in to BlackBerry Workspaces for email or username and password authentication. For all other authentication methods, follow the on-screen instructions.

## 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 using your email address

**Before you begin:** Perform the steps outlined in [Create an account](#). If your organization is configured for sign in by email, tap the Workspaces icon on your device to open the screen with the **Email** and **site** fields.

1. In the **Email** box, enter your email address.
2. In the **Site** box, enter the URL provided by your BlackBerry Workspaces Organization Administrator; otherwise leave it with the preset default value.
3. Tap **Sign in**. An authentication email is sent to the email address supplied.
4. Open this email in your regular email, copy the verification code, and return to the sign-in screen.
5. Enter the verification code.
6. Tap **Sign in**.  
You are signed in, and the main screen of the BlackBerry Workspaces app for Android appears.

## Sign in with username and password

Follow these steps to authenticate if your organization is configured for sign in by username and password.

1. Tap the Workspaces icon and select **Sign In**.
2. In the **Email** box, enter your email address.
3. In the **Site** box, enter the URL provided by your BlackBerry Workspaces Organization Administrator; otherwise leave it with the preset default value.
4. Tap **Sign in**.
5. Enter your email address and password.
6. Tap **Sign in**.  
You are signed in, and the main screen of the BlackBerry Workspaces app for Android appears.



# Open a file

You can use the BlackBerry Workspaces online viewer to view Microsoft Office, .pdf , and image files. Other file types will be automatically download to your device when you request to open them.

1. In the content area, select the file that you want to open.

2. Tap the file to open it.

The file opens in the BlackBerry Workspaces online viewer, or is downloaded to your device and opens in the native Android viewer for that type of file.

# Upload a file

1. Browse to the workspace or folder where you want to upload a file from your device.
2. Tap **+**.
3. Tap **Upload Files, Photos or Videos**.
4. Select the file to upload from your device.


**Note:** If you do not wish to notify users that have access to this workspace or folder about the file being uploaded, make sure the **Notify the members of this workspace** toggle option is off.

5. Tap **Upload**.  
The file is uploaded to the folder or workspace you selected and available to users with folder or workspace permissions.

# Edit a file

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

1. In the content area, locate the Office file that you want to edit.
2. Next to the file, tap **:** > **Edit**.  
The file opens in the online editor.
3. Edit and save your file as desired.  
The file is updated with your changes and synced.

**Tip:** Tap  when viewing a Microsoft Office file to edit the document in the online editor.

# Send a file

Use the **Send a copy** feature to send a link to a file in your workspaces. Recipients receive a link to access the file. Each time you send a copy, the action creates a new instance of the file in BlackBerry Workspaces, located in your Sent Files.

1. Tap **⋮** > **Send a copy** .
2. Enter the names or email address(es) of the recipients.
3. Tap **Manage Permissions** to set file permissions, including requiring recipient sign in, file expiration, file watermark, enabling comments, and allowing upload of new versions.
4. When you are finished setting permissions, tap **←** to return to sending the file.
5. If desired, change the subject of the notification email and add a personal message.
6. Tap **Send**.  
Your file is sent, and the recipient receives an email message with a link to the file.

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Published in Canada