



# Blackberry

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Using E-mail, Calendar & Tasks With Your  
BlackBerry





For support at any time please contact Blue256 through any of the following methods

Blue256  
Saxon House  
Hellesdon Park Road  
Drayton High Road  
Norwich  
NR6 5DR

Tel: 0845 458 00 90 – Press 1 for the HelpDesk

Fax: 0870 421 59 24

[support@blue256.co.uk](mailto:support@blue256.co.uk)

[www.blue256.co.uk](http://www.blue256.co.uk)

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# Email messages

## *Open a message*

1. Open your list of e-mail message received list
2. Click onto the message with your tracker ball and the message will open

## *Send an email message...*

1. In your message list, press the  key
2. Click **Compose Email**
3. In the **To** field, perform one of the following actions:
  - a. Type an email address
  - b. Type a contact name
  - c. Type part of a contact name. Click a contact
4. Press the  key to **add CC's and BCC's**
5. Type a message
6. Press the  key
7. Click **Send**

## *...with a Carbon Copy - CC*

1. When composing a message, press the **Menu** key.
2. Click **Add Cc.**

## *...with a Blind Carbon Copy - BCC*

1. When composing a message, press the **Menu** key.
2. Click **Add Bcc.**

## *...with an attachment*

1. When composing a message, press the **Menu** key.
2. Click **Attach File**
3. Choose the file you wish to attach

## *...with a level or importance*

You can set the importance level for an email message

1. When composing a message, press the **Menu** key.
2. Click **Options.**
3. Set the **Importance** field.
4. Press the **Menu** key.
5. Click **Save.**

## *Reply to a message*

1. In a message, click the trackball.
2. Click **Reply** or **Reply to All.**

## *Forward a message*

1. In a message, press the **Menu** key.
2. Perform one of the following actions:
  - a. Click **Forward.**
  - b. Click **Forward As.** Click a message type.

## *Delete a message*

1. In a message, click the trackball.
2. Click **Delete**.

## *Additional E-mail Tools*

### *Check spelling*

You can check spelling in messages, calendar entries, tasks, or memos that you create.

1. In a message, calendar entry, task, or memo, press the **Menu** key.
2. Click **Check Spelling**.
3. Perform any of the following actions:
  - a. To accept the suggested spelling, click the highlighted word.
  - b. To ignore the suggested spelling, press the **Escape** key.
  - c. To ignore all instances of the suggested spelling, press the **Menu** key. Click **Ignore All**.
  - d. To add the word to the custom dictionary, press the **Menu** key. Click **Add To Dictionary**.
  - e. To stop checking spelling, press the **Menu** key. Click **Cancel Spell Check**.

### *Request delivery or read confirmation for email messages*

1. In a message list, press the **Menu** key.
2. Click **Options**.
3. Click **Email Settings**.
4. Perform any of the following actions:
  - a. To send read notification when a sender requests it, change the **Send Read Receipts** field.
  - b. To request delivery or read notification when you send email messages, change the **Confirm Delivery** and **Confirm Read** fields.
5. Press the **Menu** key.
6. Click **Save**.

### *View an address instead of a display name*

1. In a message, click a contact.
2. Click **Show Address**.
3. To view the display name again, click a contact. Click **Show Name**.

### *Add a signature*

1. In a message list, press the **Menu** key.
2. Click **Options**.
3. Click **Email Settings**.
4. Set the **Use Auto Signature** field to **Yes**.
5. Type a signature.
6. Press the **Menu** key.
7. Click **Save**.
8. Your signature is added to email messages after you send them.

### ***Set an out-of-office reply***

1. In a message list, press the **Menu** key.
2. Click **Options**.
3. Click **Email Settings**.
4. Set the **Use Out Of Office Reply** field to **Yes**.
5. Type a reply.
6. If you use IBM®Lotus Notes®, in the **Until** field, set the date on which the out-of-office reply should turn off.
7. Press the **Menu** key.
8. Click **Save**.
9. To turn off the out-of-office reply, set the **Use Out Of Office Reply** field to **No**.

### ***Save a draft of a message***

1. When composing a message, click the trackball.
2. Click **Save Draft**.

### ***Save a message***

1. In a message, press the **Menu** key.
2. Click **Save**.

### ***Delete the original text from a reply message***

1. When replying to a message, press the **Menu** key.
2. Click **Delete Original Text**.

### ***Mark a message as opened or unopened***

In a message list, perform one of the following actions:

1. Highlight a message. Press the **Menu** key. Click **Mark Opened** or **Mark Unopened**.
2. Highlight a date field. Press the **Menu** key. Click **Mark Prior Opened**. Click **Mark Opened**.

### ***Search for text in a message, attachment***

1. In a message, or attachment, press the **Menu** key.
2. Click **Find**.
3. Type the text.
4. Press the **Enter** key.
5. To search for the next instance of the text, press the **Menu** key. Click **Find Next**.

# Calendar

You can view your appointments and meetings in one of four calendar views. Day, Week, and Month views display all your appointments and meetings for the selected time period. Agenda view displays all your scheduled appointments and meetings in a list. Agenda view also displays free time that you have between appointments.


## *Switch calendar views*

1. In a calendar, press the **Menu** key.
2. Click a view.

## *Move around a calendar*

1. In a calendar, press the **Menu** key.
2. Perform one of the following actions:
  - a. To move to a specific date, click **Go To Date**.
  - b. To move to the current date, click **Today**.
  - c. To move forward or back by a time period, click **Prev** or **Next**.

## *Creating an appointment...*

1. In the calendar, press the  key.
2. Click **New**.
3. Type the appointment information.
4. Click the trackball.
5. Click **Save**.

## *...with attendees*

When creating the appointment

1. Click the trackball.
2. Click **Invite Attendee**.
3. Click a contact.
4. To add another contact to your meeting, repeat steps 1 to 3.
5. Click the trackball.
6. Click **Save**.

## *...with a recurrence pattern*

1. If the appointment recurs, change the **Recurrence** field.
  - a. **Every:** Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.
  - b. **Relative Date:** Set whether the monthly or yearly recurring appointment, meeting, or task recurs on a relative date (for example, on the last Friday of each month).

## *Additional Calendar Tools*

### *Delete an appointment or a meeting*

1. In a calendar, highlight an appointment or a meeting.
2. Press the **Menu** key.
3. Click **Delete**.

### ***Schedule an appointment quickly in Day view***

1. In the general calendar options, verify that the **Enable Quick Entry** field is set to **Yes**.
2. In Day view, beside the start time, type the subject of the appointment.
3. Type a location in parentheses.
4. To change the end time, roll the trackball.
5. Click the trackball.

### ***Respond to a meeting invitation***

1. In a meeting invitation, press the **Menu** key.
2. Click one of the following menu items:
  - a. **Accept** or **Accept with Comments**
  - b. **Tentative** or **Tentative with Comments**
  - c. **Decline** or **Decline with Comments**

**Note:** If you delete a meeting invitation from a message list before you accept or decline it, the meeting is deleted from the email application on your computer.

### ***Change the list of participants for a meeting***

1. In a meeting, in the **Accepted** or **Declined** field, click a contact.
2. Click one of the following menu items:
  - a. **Invite Attendee**
  - b. **Change Attendee**
  - c. **Remove Attendee**
3. Press the **Menu** key.
4. Click **Save**.

### ***Send an email message to all meeting participants***

1. In a meeting, meeting invitation, or meeting response, press the **Menu** key.
2. Click **Email All Attendees**.

### ***Contact a meeting participant***

1. In a meeting, meeting invitation, or meeting response, highlight a contact.
2. Press the **Menu** key.
3. Click a message type or **Call <contact>**.

### ***View your calendar when responding to a meeting***

1. In a meeting invitation, press the **Menu** key.
2. Click **View Calendar**.

To return to the meeting invitation, press the **Escape** key.

### ***Change the snooze time for reminders***

1. In a calendar or task list, press the **Menu** key.
2. Click **Options**.
3. If necessary, click **General Options**.
4. Change the **Snooze** field.
5. Press the **Menu** key.
6. Click **Save**.

### ***View tasks in a calendar***

1. In a calendar, press the **Menu** key.
2. Click **Options**.
3. Click **General Options**.
4. Change the **Show Tasks** field to **Yes**.
5. Press the **Menu** key.
6. Click **Save**.

### ***Change the first day of the week***

1. In a calendar, press the **Menu** key.
2. Click **Options**.
3. Click **General Options**.
4. Change the **First Day of Week** field.
5. Press the **Menu** key.
6. Click **Save**.

# Tasks

## *Create a task...*

1. In the task list, press the **Menu** key.
2. Click **New**.
3. Type the task information.
4. Set a due date for the task.
5. If the task recurs, set the **Recurrence** field.
6. Press the **Menu** key.
7. Click **Save**

## *...with a recurrence pattern*

1. If the task recurs, change the **Recurrence** field.
  - a. **Every:** Set the frequency of the daily, weekly, or monthly recurring appointment, meeting, or task.
  - b. **Relative Date:** Set whether the monthly or yearly, or task recurs on a relative date (for example, on the last Friday of each month).

## *Update / Alter a task*

1. In the task list, highlight a task.
2. Press the **Menu** key.
3. Click **Open**.
4. Change the task information.
5. Press the **Menu** key.
6. Click **Save**.

## *Change the status of a task*

1. In the task list, highlight a task.
2. Press the **Menu** key.
3. Perform one of the following actions:
  - a. To mark the task as complete, click **Mark Completed**.
  - b. To mark the task as deferred, in progress, or waiting, click **Open**. Set the **Status** field. Press the **Menu** key. Click **Save**.

## *Delete a task*

1. In the task list, highlight a task.
2. Press the **Menu** key.
3. Click **Delete**.

## *Sort contacts or tasks*

1. In the address book or the task list, press the **Menu** key.
2. Click **Options**.
3. If necessary, click **General Options**.
4. Change the **Sort By** field.
5. Press the **Menu** key.
6. Click **Save**.

## *Change the snooze time for reminders*

1. In a calendar or task list, press the **Menu** key.
2. Click **Options**.
3. If necessary, click **General Options**.
4. Change the **Snooze** field.
5. Press the **Menu** key.
6. Click **Save**.

## *View tasks in the calendar*

1. In the calendar, press the **Menu** key.
2. Click **Options**.
3. Set the **Show Tasks** field to **Yes**.
4. Press the **Menu** key.
5. Click **Save**.

