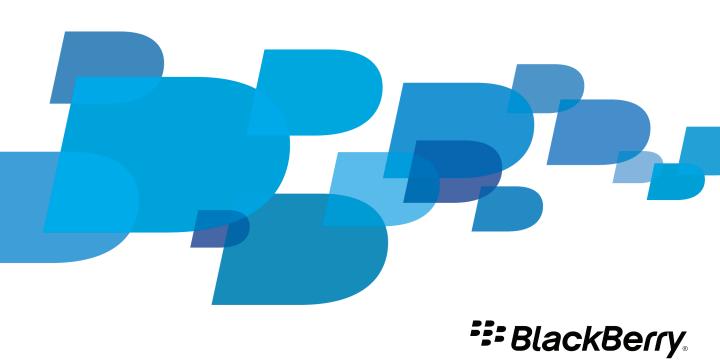
BlackBerry Web Desktop Manager

User Guide



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About the BlackBerry Web Desktop Manager

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The BlackBerry Web Desktop Manager is a web application that you can use to manage specific features on your BlackBerry smartphone. You can open the BlackBerry Web Desktop Manager from a link in Microsoft Office 365.

Some of the actions that you can perform in the BlackBerry Web Desktop Manager are:

- Onboard your smartphone with the BlackBerry Business Cloud Services
- Back up and restore smartphone data and schedule automatic data backups
- Change email settings including email filters, message forwarding, and the signature that you want to add to outgoing email messages
- View the number of email messages that you sent, forwarded and that are pending delivery
- Switch the data and services from your current smartphone to a new smartphone
- Create an activation password so that you can activate your smartphone over the wireless network
- In case your smartphone is lost or stolen, you can change your smartphone password and delete smartphone data remotely

About the BlackBerry Business Cloud Services

The BlackBerry Business Cloud Services are services that are hosted by Research In Motion that allows you to use your BlackBerry smartphone to access your Microsoft Office 365 email account, contacts, and other work resources. All data is sent between Microsoft Office 365 and your smartphone using a highly secure link.

The BlackBerry Business Cloud Services allows your organization's administrators to manage your work email account, assign your user account to specific groups, and apply IT policies and security settings as required by your organization.

User Guide Getting started

Getting started

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System requirements: Browser

Windows Internet Explorer 8 provides optimal support for BlackBerry Web Desktop Manager features. Depending on the browser that you use, the BlackBerry Web Desktop Manager might not recognize your smartphone. You must use Windows Internet Explorer to onboard your smartphone.

- Windows Internet Explorer 8
- Mozilla Firefox 3.6
- Safari 4 for Mac
- Google Chrome 4

Activating your smartphone to access work resources

You can activate your BlackBerry smartphone to associate it with your organization's environment and access your work email account, work calendar, and other work applications on your smartphone. Use the following methods to activate your smartphone:

- If you are activating a new smartphone, you can connect your smartphone to your computer and open the BlackBerry Web Desktop Manager. The activation process begins automatically.
- If you are activating a new smartphone, you can activate your smartphone over the wireless network. Your system administrator can provide you with an activation password, or you can create one yourself.
- If your smartphone is already activated and you need to move it from your current BlackBerry services host, for example if you need to move your smartphone from Microsoft Online Services, to the BlackBerry Business Cloud Services, you need to use the onboarding wizard to switch hosts.
- If your smartphone is already activated with BlackBerry Business Cloud Services, and you want to switch the BlackBerry services and data from your current smartphone to a new smartphone, you can use the switch devices feature.

Open the BlackBerry Web Desktop Manager

- 1. On the Microsoft Office 365 home page, in the **Resources** section, click **Setting up email on mobile phones**.
- 2. In the **Hosted BlackBerry Services** section, click **BlackBerry Web Desktop Manager**. Microsoft Office 365 redirects you to the BlackBerry Web Desktop Manager home page.

After you finish: The first time that you open the BlackBerry Web Desktop Manager, you might have to accept the client authentication certificate and install the files that you need to use the BlackBerry Web Desktop Manager. To install these files, you must have local administrator permissions for your computer.

Connect your smartphone to your computer using a USB cable

- 1. Connect the larger end of the USB cable to a USB port on your computer.
- 2. Connect the smaller end of the USB cable to the USB port on the side of your BlackBerry smartphone.
- 3. On your computer, if the **Device Security Password** field appears, type your smartphone password. Click **OK**.
- 4. Click **OK**.

User Guide About onboarding

About onboarding

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You can use the onboarding process to activate your BlackBerry smartphone when you move your smartphone from the Hosted BlackBerry for Microsoft Exchange Online to the BlackBerry Business Cloud Services. The onboarding process makes sure that your smartphone data and settings are transferred as well. When you complete the onboarding process, you can access your work email account, calendar, and applications.

You can use one of two methods to onboard your smartphone:

- If your smartphone is running BlackBerry Device Software 5.0 or later, you can use the onboarding wizard.
- If your smartphone is running a version of BlackBerry Device Software that is earlier than 5.0, you can manually onboard your smartphone.

Prerequisites: Using the onboarding wizard

- Verify that your BlackBerry smartphone is running BlackBerry Device Software 5.0 or later.
- Verify that you have administrator rights to your computer.
- On your smartphone, turn off encryption on the built-in media storage and the media card. If you do not turn off encryption on the media card, you can not access the data after the onboarding process completes. For information about turning off encryption, see the user guide for your smartphone.
- If you have a large amount of data stored in the built-in media storage, move data from the built-in media storage to the media card. The onboarding process does not restore the built-in media storage on your smartphone if the amount of data stored is more than 1 GB.

Use the onboarding wizard to activate your smartphone

The onboarding wizard automatically backs up the data on your BlackBerry smartphone, completes the steps necessary to activate your smartphone, and restores the data to your smartphone after the activation process completes. The onboarding process removes personal email accounts from your smartphone. After the onboarding process completes, you need to set up your personal email accounts on your smartphone.

Before you begin: Disconnect your smartphone from your computer. Do not connect your smartphone to your computer until you are instructed to do so in this procedure.

- 1. Open the BlackBerry Web Desktop Manager.
- 2. Click Run the onboarding wizard.
- 3. Read the conditions and notes and click Continue onboarding.
- 4. Connect your smartphone to your computer. The onboarding wizard begins automatically, do not disconnect your smartphone from the computer until the onboarding process completes.
- 5. When the onboarding process completes, disconnect your smartphone from your computer.

 After you disconnect your smartphone, the BlackBerry Business Cloud Services synchronizes your work data over the wireless network. This process takes several minutes.

After you finish: If required, set up your personal email accounts on your smartphone. For information about setting up email accounts, see the user guide for your smartphone.

Manually onboard your smartphone

You can manually onboard your BlackBerry smartphone to activate it with the BlackBerry Business Cloud Services if your smartphone is running BlackBerry Device Software that is earlier than 5.0, or if you are unable to use the onboarding wizard. After you manually onboard your smartphone, you can set up your personal email accounts.

Before you begin: Back up the data on your smartphone using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

- 1. Delete all data using the security wipe feature on the smartphone. Do not select the check box for the media card. This process takes several minutes to complete.
- 2. When the smartphone restarts, open the BlackBerry Web Desktop Manager and complete one of the following actions:
 - Connect your smartphone to the computer. The activation process starts automatically.
 - Create an activation password and activate your smartphone over the wireless network.

Do not disconnect your smartphone from the computer until the activation process completes.

After you finish:

- Set up personal email accounts on your smartphone. For information about setting up email accounts, see the user guide for your smartphone.
- Optionally, restore your smartphone data using the BlackBerry Desktop Software. For more information, see the Help in the BlackBerry Desktop Software.

Create an activation password

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If you need to activate your BlackBerry smartphone, and you did not receive an activation password from an administrator or the activation password has expired, you can create an activation password and activate your smartphone over the wireless network.

- On the Advanced Settings tab, click Device Setup.
- 2. In the Enterprise activation password field and Confirm password field, type a password.
- 3. Click Set the enterprise activation password.

After you finish: To complete the activation process, type the password on the enterprise activation screen on your smartphone.

User Guide Email settings

Email settings

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Stop forwarding email messages to your smartphone

 On the Email Settings tab, in the General section, clear the Redirect incoming email messages to the device check box.

2. Click Save.

Add a signature

You can create a signature that automatically displays in the email messages that you send from your BlackBerry smartphone.

- 1. On the **Email Settings** tab, in the **Signature** field, type a signature.
- Click Save.

Delete a signature

- 1. On the **Email Settings** tab, in the **Signature** field, delete the signature.
- Click Save.

Store email messages that you sent from your smartphone in the Sent Items folder of your email account

You can save the emails that you send from your BlackBerry smartphone, in the Sent Items folder of your email account so that you can access them from your computer.

- On the Email Settings tab, select the Save copy in Sent folder when sending an email message from the BlackBerry device check box.
- Click Save.

Manage contacts

You can manage how contacts from your private contact folders are saved on your BlackBerry smartphone, and how contacts that you add on your smartphone are saved to your private contact folders.

- 1. On the **Email Settings** tab, click **Contact Folders**.
- 2. Perform any of the following actions:
 - In the **Private contact folders** section, select the check box beside one or more private contact folders that you want to add to the contact list on your smartphone. When you add a new contact to this folder, the contact is added to contact list on your smartphone.

- In the **Default private contact folder** section, in the **Default contact folder** drop-down list, click a private contact folder to synchronize with your smartphone. When you add a new contact on your smartphone, the contact is added to this folder.
- Click Save.

Forward email messages from a specific email folder to your smartphone

You can forward emails that are saved to specific email folders on your computer to your BlackBerry smartphone.

- 1. On the Email Settings tab, click Redirection settings.
- 2. Select the check box beside one or more email folders. Email messages that are saved to the selected folders are forwarded to your smartphone.
- 3. Click Save.

Delivery status for email messages and organizer data

If your BlackBerry smartphone is connected to your computer, you can view information about email messages and organizer data on the Advanced Settings tab.

Statistic	Description
Messages forwarded	This field displays the number of email messages and organizer data items that the BlackBerry Business Cloud Services forwarded to your smartphone.
Messages sent	This field displays the number of email messages and organizer data items that you sent from your smartphone.
Messages pending	This field displays the number of email messages and organizer data items that the BlackBerry Business Cloud Services did not yet forward to your smartphone. If your smartphone is not connected to the wireless network, the BlackBerry Business Cloud Services queues email messages and organizer data items for up to seven days and forwards them when your smartphone is connected to the wireless network again.
Messages expired	This field displays the number of email messages and organizer data items that the BlackBerry Business Cloud Services could not forward to your smartphone within seven days. The email messages and organizer data items that are not forwarded to your smartphone remain in the email application on your computer.
Messages filtered	This field displays the number of email messages that the BlackBerry Business Cloud Services did not forward to your smartphone because the email filters that you set on your smartphone prevented message forwarding or because your smartphone was connected to your computer.

User Guide Email filters

Email filters

About email filters

You can create email filters to specify which email messages are forwarded to your BlackBerry smartphone and which remain in the email application on your computer.

Email filters are applied to email messages based on the order that they appear in your list of email filters. If you create multiple email filters that could apply to the same email message, you must decide which one should be applied first by placing that filter higher in the list.

Create an email filter

- 1. On the Email Settings tab, click Email Filter Settings.
- 2. Click Add new email message filter.
- 3. Set the email filter options.
- 4. Click Add new email message filter.
- 5. Click Save.

Options for email filters

When you create an email filter, you can set the following options.

Option	Description
Filter name	A unique name for the email filter.
From	One or more contacts or email addresses that the email filter should search for in the From field of email messages. You can separate multiple contacts or email addresses with a semicolon (;). To specify that the email filter should search for all email addresses that contain specific text, you can type the text and use an asterisk (*) as a wildcard character to represent the rest of the email address.
Sent to	One or more contacts or email addresses that the email filter should search for in the Sent To field of email messages. You can separate multiple contacts or email addresses with a semicolon (;). To specify that the email filter should search for all email addresses that contain specific text, type the text and use an asterisk (*) as a wildcard character to represent the rest of the email address.
Subject	The text that the email filter searches for in the Subject field of email messages.
Body	The text that the email filter searches for in the body of email messages.
Sent directly to me	Email filter applies to email messages that include your email address in the To field.
CC: to me	Email filter applies to email messages that include your email address in the CC field.
BCC: to me	Email filter applies to email messages that include your email address in the BCC field.

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User Guide Change an email filter

Option	Description
Importance	The importance level of email messages that the email filter applies to.
Sensitivity	The sensitivity level of email messages that the email filter applies to.
Do not forward email messages to the device	Email messages that the email filter applies to are not forwarded to your smartphone.
Forward email messages to the device	Option to forward email messages to your smartphone that the email filter applies to. You can specify whether email messages are forwarded with high importance (Level 1 notification) or with the email message header only and no body text.

Change an email filter

- 1. On the Email Settings tab, click Email Filter Settings.
- 2. Click an email filter.
- 3. Change the email filter options.
- 4. To select contacts or distribution lists in your organization's contact list, click the **Import list** icon beside the **From** field or **Sent to** field.
- 5. Click Update Filter.
- 6. Click Save.

Change the order of email filters

- 1. On the **Email Settings** tab, click **Email Filter Settings**.
- 2. Click the **Up Arrow** icon or the **Down Arrow** icon.
- 3. Click Save.

Turn off an email filter

- 1. On the Email Settings tab, click Email Filter Settings.
- 2. Click the **checkmark** icon beside an email filter.
- Click Save.

Delete an email filter

- 1. On the **Email Settings** tab, click **Email Filter Settings**.
- 2. Click the minus sign icon beside an email filter.
- Click Save.

User Guide Save all email filters

Save all email filters

- 1. On the Email Settings tab, click Email Filter Settings.
- 2. Click Save Filters.

Open a saved email filter

- 1. On the Email Settings tab, click Email Filter Settings.
- 2. Click Load Filters.
- 3. Click an email filter (.rfi) file.
- 4. Click **Open**.

Backing up and restoring data

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Back up smartphone data

You should back up the data on your smartphone periodically. You should make sure to back up the data before you update the BlackBerry Device Software on your smartphone.

- 1. Connect your BlackBerry smartphone to your computer.
- 2. To include files that are saved to the built-in media storage in a back up file, on the **Backup and Restore** tab, click **Configure Backup Options** and select the **Back up on-board device memory** check box. Click **Save**.
- 3. On the **Backup and Restore** tab, perform one of the following actions:
 - To back up all your smartphone data, click **Back up**.
 - To back up specific smartphone data, click Advanced. In the Device Databases section, select one or more databases. Click the Left Arrow icon. On the File menu, click Save As.
- 4. Type a file name. Click Save.

Schedule automatic backups of smartphone data

- 1. Connect your BlackBerry smartphone to your computer.
- 2. On the Backup and Restore tab, click Configure Backup Options.
- 3. Select the Automatically back up my device check box.
- 4. Select the number of days between backups.
- 5. Perform one of the following actions:
 - To back up all smartphone data, select the **Backup all device application data** option.
 - To exclude email messages or organizer data, select the Backup all device application data, except for option
 and specify the type of data to exclude.
- Click Save.

Restore smartphone data

- 1. Connect your BlackBerry smartphone to your computer.
- 2. On the **Backup and Restore** tab, perform one of the following actions:
 - To restore all smartphone data from a backup file, click **Restore**. Locate and double-click a backup file, that has a .bbb file extension or .ipd file extension. Click **Yes**.
 - To restore specific smartphone data from a backup file, click **Advanced**. On the **File** menu, click **Open**. Locate and double-click a backup file that has a .bbb file extension or .ipd file extension. In the **Desktop File Databases** section, select one or more databases and click the **Right Arrow** icon. Click **Yes**.

User Guide Switching smartphones

Switching smartphones

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About switching smartphones

You can use the switch device wizard to switch BlackBerry services from your current BlackBerry smartphone to a new BlackBerry smartphone.

The switch device wizard transfers organizer data, calendar, email messages, and third-party applications that are supported by your new smartphone from your current smartphone to your new smartphone. The switch device wizard automatically starts the activation process to set up the connection to the BlackBerry Business Cloud Services.

Switch smartphones

- 1. Connect your new BlackBerry smartphone to your computer.
- 2. Click Yes Switch my BlackBerry services to this device.
- 3. Click Yes Transfer the data.
- 4. Complete the instructions on the screen.

After you finish: Do not disconnect your smartphone from your computer until the smartphone data and services are transferred to your new smartphone and the activation process on your new smartphone is complete. The process is complete when the Change devices screen appears on your computer.

Help protect a lost smartphone

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Change your smartphone password

If your BlackBerry smartphone is misplaced and you might be able to recover it, you can use the BlackBerry Web Desktop Manager to change your smartphone password and lock your smartphone to help protect the data. Depending on your organization's security policies, you might not be able to change your password and lock your smartphone.

- 1. On the **Home** tab, click **Secure a Lost Device**.
- 2. Click Specify new device password and lock device.
- 3. In the **Device password** field, type a new password.
- 4. In the **Confirm password** field, type the password again.
- 5. Click Specify new device password and lock device.

Delete all smartphone data and deactivate services

If your BlackBerry smartphone is misplaced or stolen, you can delete the data on the smartphone and deactivate all services, such as email messaging and data synchronization. Depending on your organization's security policies, you might not be able to delete data and deactivate services.

- 1. On the **Home** tab, click **Secure a Lost Device**.
- 2. Click Delete all device data and disable device.
- Click Yes.

After you finish: If you recover your smartphone, you can activate the services again by either connecting your smartphone to your computer using a USB cable or by creating an activation password so that you can activate your smartphone over the wireless network.

User Guide Troubleshooting

Troubleshooting

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My computer cannot detect my smartphone

Perform one of the following actions:

- Verify that your BlackBerry smartphone is connected to your computer.
- Verify that the USB cable that you are using to connect your smartphone to your computer is not damaged.
- Turn off synchronization programs or antivirus programs temporarily.
- Verify that you are not running software that scans the communication ports on your computer.

I cannot access the features of the BlackBerry Web Desktop Manager

Perform one of the following actions:

- Review the browser requirements and settings for the BlackBerry Web Desktop Manager. For more information see the BlackBerry Enterprise Server Installation and Configuration Guide. To download this guide, visit www.blackberry.com/go/serverdocs/.
- Contact your administrator for assistance.

I cannot send or receive email messages on my smartphone

Perform one of the following actions:

- Verify that your BlackBerry smartphone is connected to the wireless network.
- Verify that message forwarding is turned on and that you selected all the email folders, including your message inbox, that you want to receive email messages from.
- If you generated a new encryption key, connect your smartphone to your computer to share the encryption key.
- Verify that your email profile options are correct. For more information, contact your administrator.

I cannot restore specific smartphone data

Perform one of the following actions:

Verify that the database that you are trying to restore is not grayed out in the Device Databases section. If the
database is grayed out and the Right Arrow icon is not available, your BlackBerry smartphone might be configured
for wireless synchronization, wireless backup might be turned on, or the database might be read-only. For more
information, contact your administrator.

Verify that your smartphone has enough available memory to store the database. The amount of memory that
is displayed beside the database in the Desktop File Databases section might differ from the amount of memory
that is required to store the database on your smartphone. If the application memory on your smartphone is
low, consider deleting unused applications, data, or older email messages from your smartphone.

I cannot find the link for the onboarding wizard

To see the Run the onboarding wizard link in the BlackBerry Web Desktop Manager, you must open the BlackBerry Web Desktop Manager before you connect your BlackBerry smartphone to your computer. If you open the BlackBerry Web Desktop Manager after you connect your smartphone to your computer, the activation process might start automatically before you can access the link to the onboarding wizard. If the activation process starts automatically, it might not complete.

Some of my smartphone data is missing after the onboarding process completes

When you activate your BlackBerry smartphone using the onboarding wizard, all of your work data is restored on your smartphone. The following table includes the data that is not restored after you use the onboarding wizard. If you are missing data that is not included in the table below on your smartphone after the onboarding process completes, contact your organization's administrator.

Data	Description
Personal email accounts	The onboarding process removes personal email accounts from your smartphone. You need to set up personal email accounts after the onboarding process completes.
	To set up your personal email accounts, click the Setup icon on your smartphone.
Personal email messages	After you set up personal email accounts on your smartphone, the BlackBerry Business Cloud Services synchronizes the email messages from your messaging service with your smartphone. This process can take a few minutes.
BlackBerry Messenger contacts	BlackBerry Messenger contacts are restored during the onboarding process. If your contacts are missing, contact your administrator.
BlackBerry Messenger groups	BlackBerry Messenger groups are not restored during the onboarding process. You need to set up your BlackBerry Messenger groups after the onboarding process completes.
Data in the built-in media storage	The onboarding process restores the built-in media storage on your smartphone unless the amount of data stored is more than 1 GB. If the built-in media storage being used is larger than 1 GB, the data might not be restored.

Data	Description
Data on the media card	The onboarding wizard does not change data on the media card. If you enabled encryption on the media card before you started the onboarding
	process, the data might not be accessible.

The activation process did not complete

Perform one of the following actons:

- If you are onboarding your BlackBerry smartphone with the BlackBerry Business Cloud Services use the
 onboarding wizard. If you connect your smartphone to your computer before you open the BlackBerry Web
 Desktop Manager, the activation process will automatically start and will not complete. To access the onboarding
 wizard you must open the BlackBerry Web Desktop Manager before you connect your smartphone to your
 computer.
- Contact your administrator.

Error messages: Backup and restore

The Backup functionality is not available at your current location.

This message appears when you log in to the BlackBerry Web Desktop Manager from a computer that your administrator restricted from performing backup and restore functions. For more information, contact your administrator.

This function is no longer available to you. No changes have been made.

This message appears when your administrator changes your permissions since you last logged in to the BlackBerry Web Desktop Manager. For more information, contact your administrator.

User Guide Provide feedback

Provide feedback

To provide feedback on this deliverable, visit www.blackberry.com/docsfeedback.

User Guide Legal notice

Legal notice

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Research In Motion Limited 295 Phillip Street Waterloo, ON N2L 3W8 Canada

Research In Motion UK Limited Centrum House 36 Station Road Egham, Surrey TW20 9LF United Kingdom

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