BlackBerry Workspaces for Windows

Quick Start Guide

Contents

Introduction

Welcome to BlackBerry Workspaces for Windows!

Use this Quick Start Guide to learn about BlackBerry Workspaces for Windows 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 for Windows, refer to the User Guide.

Don't have BlackBerry Workspaces for Windows installed yet? Download and install BlackBerry Workspaces for Windows.

About BlackBerry Workspaces

What is BlackBerry Workspaces?

BlackBerry Workspaces is a modern, highly secure, file management platform that enables effortless synchronization and secured sharing across multiple devices. 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 access to them.
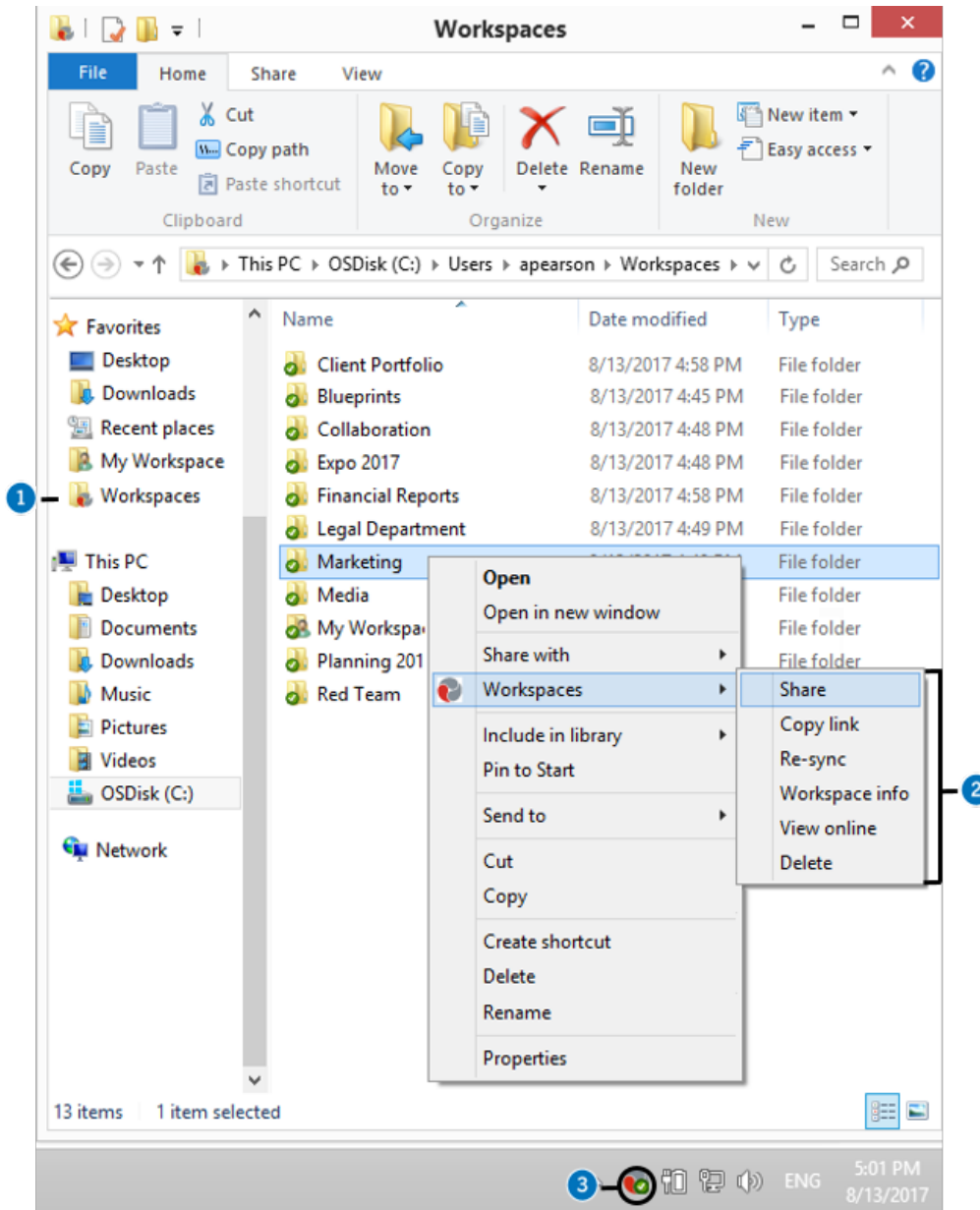
I received an email from BlackBerry Workspaces, what do I do now?

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 for Windows

Familiarize yourself with the key components of BlackBerry Workspaces for Windows.

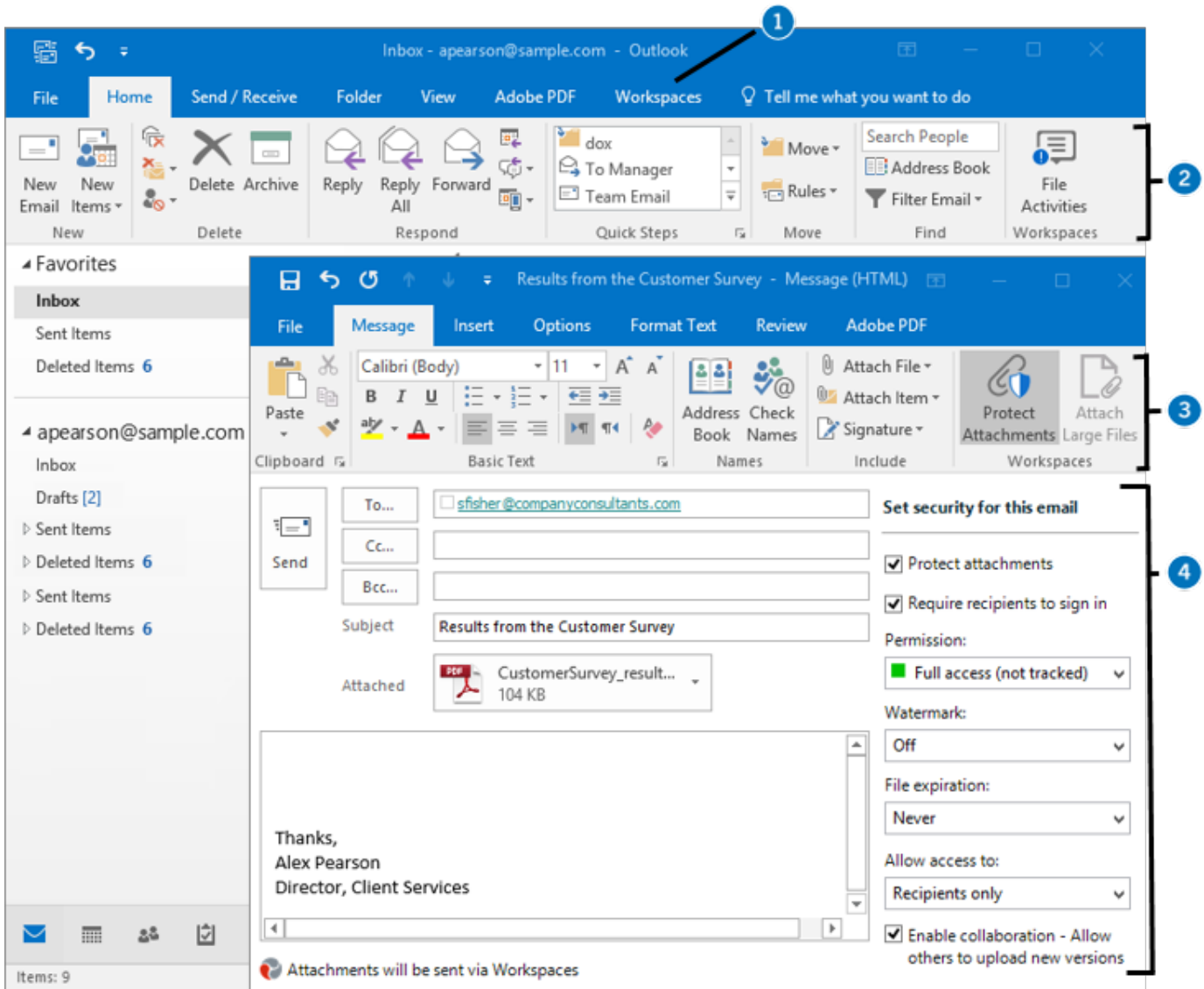| Number	Description
1	Workspaces folder. After installing BlackBerry Workspaces, the Workspaces folder appears in your Windows Explorer **Favorites**. Access your synced workspaces, folders, and files here. Icons indicate the sync status and for files, additional information such as whether there are annotations or the file is locked is also shown.

Number	Description
2	Workspaces context menu. Right-click and select **Workspaces** to perform actions on the selected workspace, folder or file, including share, copy link, view online, and for files, annotate and track activities.
3	Shortcut icon. After installing BlackBerry Workspaces, the BlackBerry Workspaces icon appears in your taskbar. From here, set your preferences, add accounts, and select workspaces for sync.

Introducing the Microsoft Outlook plugin

The plugin is available in Microsoft Outlook when enabled. Familiarize yourself with the key components of the plugin.

Number	Description
1	Workspaces tab. Click to open the Workspaces ribbon from where you can configure when to protect your attachments with BlackBerry Workspaces.
2	Workspaces group. Click **File activities** to open the File activities panel from where you can track collaboration on a sent or received file, view activities on the file, and access all versions that have been uploaded.
3	Workspaces group for email. Protect your attachments or share large files of over 25MB with BlackBerry Workspaces. Click Protect attachments to view the Workspaces panel.
4	Workspaces panel. Change the protection settings according to your needs.

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

Create an account to access shared workspaces and files. 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 for Windows.

Sign in using your email address

Follow these steps if your organization is configured for email authentication.

1. Right-click the Workspaces icon in the taskbar, 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. Click **Sign in**. An authentication email is sent to the email address supplied.
5. Open this email in your regular email, copy the verification code, and return to the sign-in screen.
6. Enter the verification code.
   You are signed in.
7. Click **OK**.
   The **Preferences** window opens on the **Workspaces** tab.
8. Select the workspaces that you want to synchronize to your computer and click **OK**.

Sign in with username and password

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

1. Right-click the Workspaces icon in the taskbar 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. Click **Sign in**.
5. Enter your email address and password.
6. Click **Sign in**.
   The **Preferences** window opens on the **Workspaces** tab.
7. Select the workspaces that you want to sync to your computer and click **OK**.

Sync workspaces

Sync workspaces to be able to access them on your computer.

1. In the **Preferences** dialog box, select the **Sync** tab.
2. Add or remove workspaces that you want to sync.
3. Click **Apply**.

Open a file

Open files in their default application

Open and edit files in any application when you have full access or protected permissions.

To open a file in the default application:

1. Double-click the file.
2. Edit the file and save your changes in the usual way.

   Any changes that you make to the file are saved and synced when you close the file.

Open files in BlackBerry Workspaces Viewer

Protected PDFs can be opened in BlackBerry Workspaces Viewer only. Use the BlackBerry Workspaces Viewer to open files with annotations or comments.

To open a file in BlackBerry Workspaces Viewer, do one of the following:

- Double-click a protected PDF file.
- Right-click a file, and select **Workspaces** > **Open in Workspaces Viewer**.

Upload a file

Drop a file on a synced workspace or file to upload it to that location. Use the **Upload to Workspace** command to upload one or more files to any non-synced workspace or folder where you have upload permissions.

1. Right-click the file that you want to upload to a non-synced workspace or folder, and select **Workspace** > **Upload to Workspace**.
2. In the Upload to Workspace dialog, browse to and select the target location for the file.
3. Click **Upload**.
   The file is copied and uploaded.

Send a file

This task describes how to protect and send a file.

Note: This is the simplest way to send a file from BlackBerry Workspaces for Windows. For more information on other ways you can send a file, refer to the BlackBerry Workspaces for Windows User Guide.

1. Right-click the file that you want to send, and select **Workspaces** > **Send a copy**.
2. Add the email address of the recipient(s), and edit the subject and add a message.
3. Click **Advanced Settings** to change the file permissions, if desired.
4. Click **Send**.

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