BlackBerry Desktop Quick Start Guide
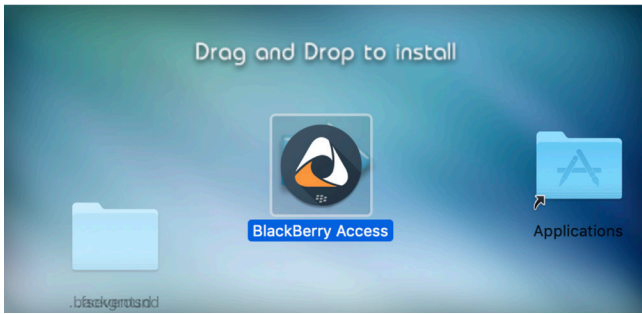
What is BlackBerry Desktop?

BlackBerry Desktop consists of two apps: BlackBerry Access, which is a secure mobile browser that allows you to securely access your intranet and BlackBerry Work, which provides everything you need to securely mobilize your work, including email, calendar and contacts.

How do I get access to BlackBerry Desktop?

Your organization's IT administrator will need to assign the BlackBerry Desktop app to you.
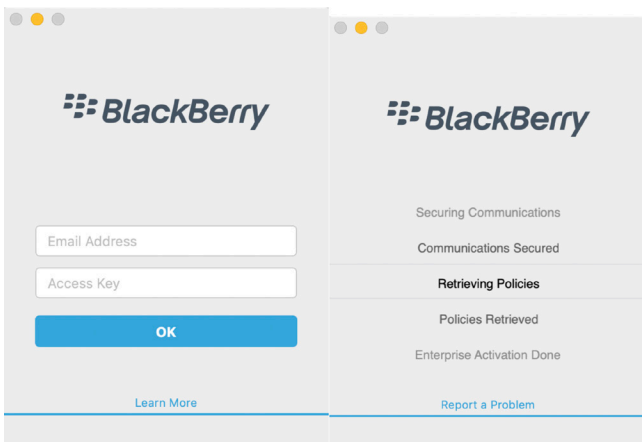
Installing BlackBerry Desktop

Once your Administrator assigns the BlackBerry Desktop app to you, you will receive a welcome email with the BlackBerry Desktop download link and an access key which you will use to activate the app. Make sure you have the access key handy during the installation and activation process. In order to get started, you must download and install the BlackBerry Access app for Windows or Mac. BlackBerry Work is installed or uninstalled with BlackBerry Access, and no additional installation steps are required. Follow the steps below to complete installation and activation.
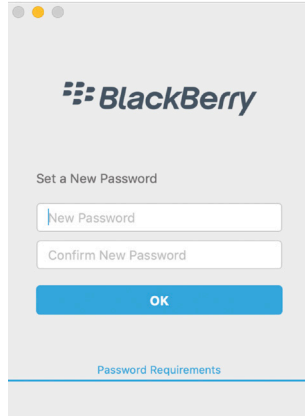
Install BlackBerry Access Visit

https://ca.blackberry.com/support/business/enterpriseapps/blackberry-mobility-suites#Downloads to download and install BlackBerry Access on your device**.**
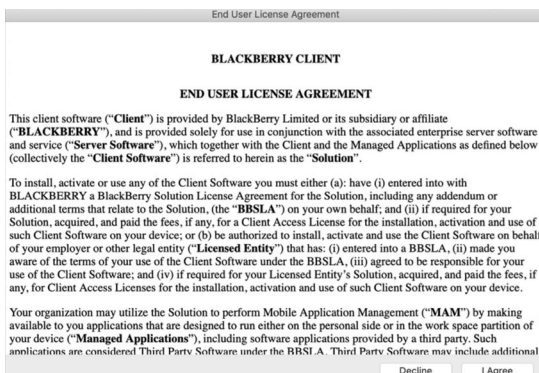
You must activate BlackBerry Access before you can use it. Locate the activation email from your Administrator which includes the access key required to complete activation.

1. In the **Email Address** field, type the email address specified in the activation email.
2. In the **Access Key field**, type the access key specified in the activation email, without hyphens. The access key is case sensitive.
3. Click **OK** to complete activation.

Once BlackBerry Access is activated, you will be prompted to set up your application password that you will use to log in to BlackBerry Access each day. You can select "Password requirements" options for more details.

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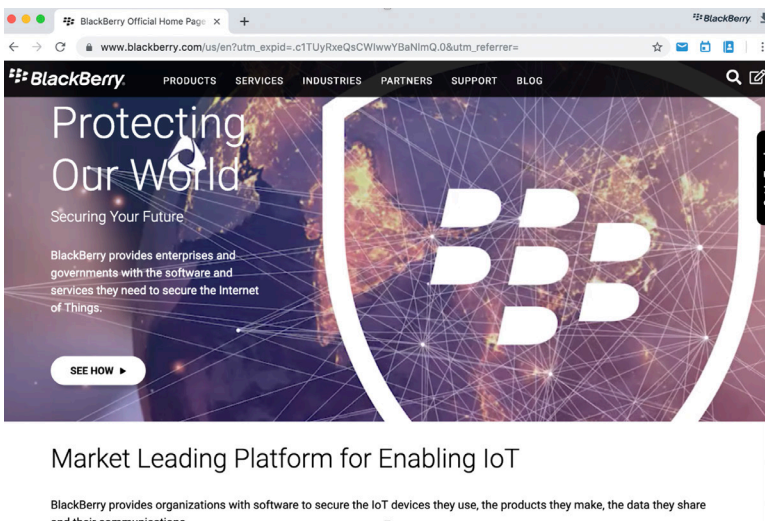
![BlackBerry]

Kerberos Authentication

User Name: [   ]

Password: [   ]

Domain: [   ]

[Cancel] [Sign In]

If your organization uses Kerberos authentication, you may be prompted to enter your Microsoft Exchange credentials (username, password and domain). BlackBerry Desktop uses your Microsoft Exchange credentials to set up your mail, calendar, and contacts.

Home Screen

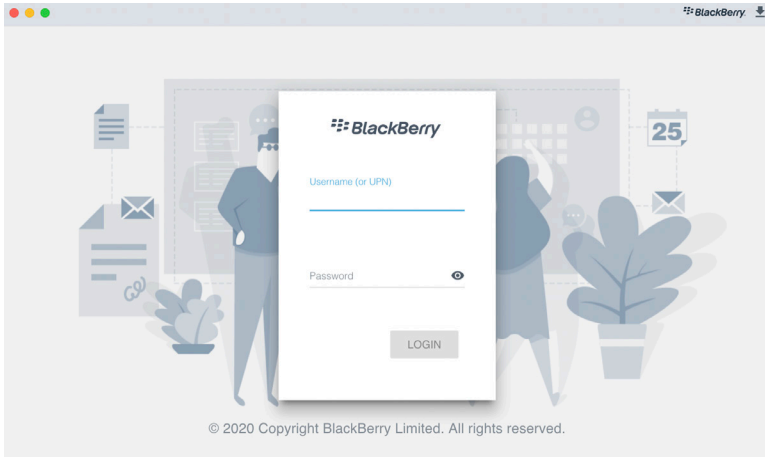Once BlackBerry Desktop is successfully installed, launch the application and your home screen will display.

In the far-right hand corner, you can select the following icons for access to your email, calendar, contacts and settings:

- Select the mail icon ✉ to access BlackBerry Work.
- Select the calendar icon 📅 to access your calendar.
- Select the contacts icon 👤 to access your contacts.
- Select the "..." icon ⋮ to get more options

You now can access your organization's intranet and business applications on your device. BlackBerry Access provides the following features and more:
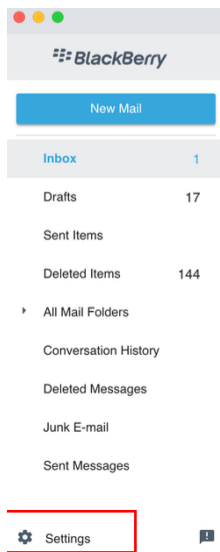
- Print web pages, pages from web apps (email messages, calendar, contacts), and downloaded files if allowed by policy
- Download files such as office documents and images
- Securely edit Microsoft Word and Microsoft PowerPoint if you have the required license
- Preview downloads from the download page
- Perform a local search of web addresses in the BlackBerry Access history.
- Download extensions for third-party apps such as Cisco WebEx that can be launched from BlackBerry Access if allowed by policy
- Open Skype meetings in BlackBerry Access
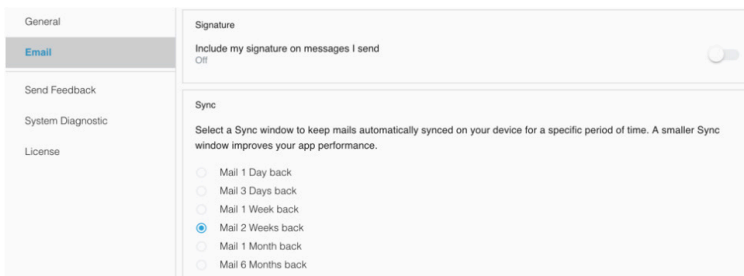
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BlackBerry Desktop Work

Select the BlackBerry Work mail ✉ icon from the web toolbar in the top right corner of the BlackBerry Access browser window.

Enter your directory credentials when prompted and accept the user agreement. Configuring your mailbox may take a few minutes.

Once your mailbox is configured, you will have access to your email messages, contacts and calendar events. BlackBerry Desktop Work provides a feature rich experience including ability to view, create and send emails, add and sync contacts, create, view, respond and manage meetings and more.
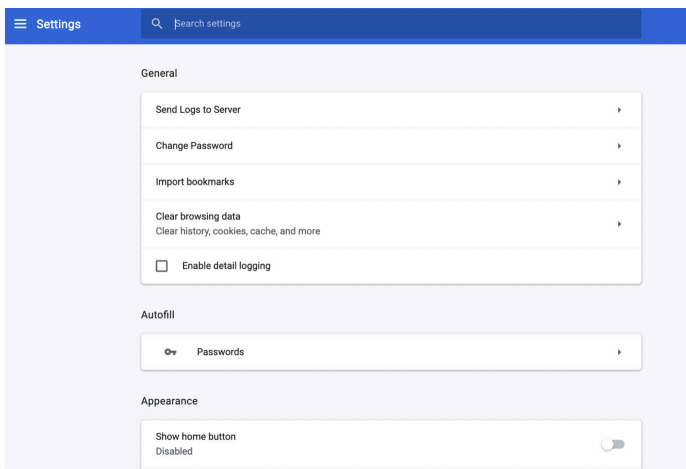

If you want to update your email settings, select the "Settings" option at the bottom left hand side of the BlackBerry Work window. Here you can configure notifications, out of office messages, signature, sync windows and more.
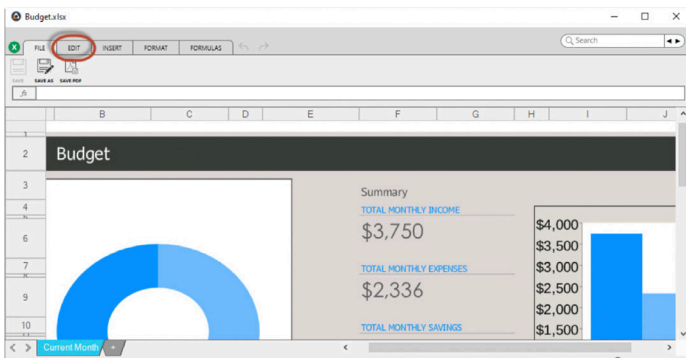
BlackBerry Desktop Settings

You can manage your BlackBerry Desktop browser settings by selecting the More icon ⋮ in the top right corner of the browser window. From here you can:

- Open a new tab or window
- Access your browsing history, downloads and bookmarks
- Zoom/edit
- Access browser settings
- Provide feedback
- Get console logs
- View BlackBerry Access license agreement

Select "Settings" option to manage general options (Change password; Import bookmarks, enable detailed logging, etc), Autofill passwords, update appearance/fonts and size and manage search engines

BlackBerry Desktop supports secure online and offline editing of office documents such as excel, word and PowerPoint. If this feature is enabled, you will be able to see an "edit" option when viewing your office documents. If you do not see an edit option, reach out to your Administrator to request access to this feature.

About BlackBerry

BlackBerry (NYSE: BB; TSX: BB) provides intelligent security software and services to enterprises and governments around the world. The company secures more than 500M endpoints including 150M cars on the road today. Based in Waterloo, Ontario, the company leverages AI and machine learning to deliver innovative solutions in the areas of cybersecurity, safety and data privacy solutions, and is a leader in the areas of endpoint security management, encryption, and embedded systems. BlackBerry's vision is clear - to secure a connected future you can trust.

BlackBerry. Intelligent Security. Everywhere.

For more information, visit BlackBerry.com and follow @BlackBerry.