

Blackberry Training / Agenda

Part I- MS Outlook

1. Understanding *MS Outlook* and how the Blackberry is connected to your ACS E-Mail Account using your desktop computer... in your office. (**Contacts, Appointments (Calendar), Memos, and Tasks from your desktop *MS Outlook*.**)
2. Your **ACS e-mail** will be sent to your Blackberry... in real time. You should receive your ACS e-mail on your Blackberry about 5 – 10 minutes after being sent to you. (Short lag time)
3. **Creating Appointments** using *MS Outlook*... Will appear on your phone in 5-10 minutes.

Open your *MS Outlook*
Click on Calendar
Click on New (Top Left)
Complete the appointment form
Click on Save and Close (Top Left)

4. **Tasks or Memos... or To Do List** on your Blackberry... Will appear on your phone in 5-10 minutes.

Open your *MS Outlook*
Click on Tasks
Click on New (Top Left)
Complete the form
Click on Save and Close (Top Left)

The next time you sync your Blackberry this information will appear on your Blackberry (White Click Board Icon).

5. **Creating Contacts** including e-mail ... (*MS Outlook*)
You will be able to send and receive e-mail in real time using your Blackberry. You must have an e-mail address for each of the clients you would like to communicate with using your Blackberry. This work is best done at the computer in *MS Outlook*.

Open your *MS Outlook*
Click on Contacts
Click on New (Top Left)
Complete the Form... including the Radio, Mobile, Categories, and E-mail
Click on Save and Close (Top Left)

Remember to complete as much information as possible... but please complete the Radio, Mobile, E-mail, and Categories sections... you will need this information.

The screenshot shows a contact form window with the following sections:

- General:** Full Name..., Job title:, Company:, File as: (dropdown)
- Phone numbers:** Business..., Home..., Radio..., Mobile... (each with a dropdown menu)
- Addresses:** Business... (dropdown), This is the mailing address
- Profile:** Profile picture icon, E-mail... (dropdown), Display as:, Web page address:, IM address:
- Footer:** Contacts... (dropdown), Categories... (dropdown), Private

- 6. Please accept all contacts Johanna and Christy will be sending you in the future.**
- 7. Anytime you would like to add or edit a Contact, complete the blue steps located in number 5.**

Part II- The Blackberry Handheld and Using Desktop Manager

1. **On and Off!** Top Left... by the Antenna, or the last Icon on the Blackberry Desktop, BD.
2. **The Wheel... Your Mouse!**
3. **The Back Button... Under the Wheel**
4. **The Beeper Button... Long button on the left side...**
5. **The Speaker Button... top right...**
6. **Green, White, and Red Buttons... the Red Button will always take your back to the main BD.**
7. **The Keyboard... Numbers and Letters! *Sure Type* will be your best friend.**
8. **Blackboard Desktop Icons (Use the Wheel)**
 - Profiles** (Vibrate, Normal, etc.)
 - Messages** (ALL)
 - Call Log** (Last 20 Calls)
 - Address Book** (Database)
 - Calendar**
 - Internet Browser** (Anywhere... but size matters. Weather, News, Google, e-Bay, etc.)
 - Pictures** (E-mail Attachment)
 - Tasks**
 - GPS** (\$10 per month, this is not part of your plan)
 - E-Mail Settings...** (Stay out of here)
 - E-Mail Messages Only**
 - Memo Pad**
 - Calculator**
 - Options** (Screen/Keyboard, Date/time, Owner, Custom Wordlist, etc.)
 - Password Keeper** (Never Used)
 - Help** (Good)
 - Search** (Search the information on your Blackberry)
 - Alarm**
 - Keyboard Lock**
 - Blackberry Messenger** (Never Used)
 - Messages** (Never Used)
 - Wireless Off** (Stay out of here)
 - Bluetooth** (Ear Piece, you will love this... You will need to purchase an ear piece)
 - Turn Power Off**
9. **Options...** (Screen/Keyboard, Date/time, Owner, Custom Wordlist, etc.)
10. **Profiles... How do you want your phone to behave?**
 - Normal and Vibrate-** **Set the volume, vibrate, ring tone, etc. for each Profile.**
 - Set options for...**
 - Level I Messages, Phone, PPT (Beeper), PPT Call Alert, Messenger-New Messenger, Tasks, and Messages if you send and or receive messages.**
11. **“Delete Prior”... on your Blackberry. At least twice a week. Delete Prior will not delete your e-mail from your REAL ACS e-Mail account.**

1. E-Mail Icon
2. Locate the date you wish to start deleting from (You MUST land on a date)
3. Push in the wheel
4. Select “Delete Prior” from the list of options.

To Review!

1. E-mail, Calendar, Contacts, Tasks and Memos (Using *MS Outlook*) will automatically flow to your Blackberry... if you have a good connection.
2. You need to create your Profiles for Normal and Vibrate (Set-up only once)
3. You have... Principals
 - 500 Minutes of Talk Time, Nation Wide
 - Free Beeper, Nation Wide
 - Free Nights 9:00 PM – 6:00 AM
 - Free Week-ends 9:00 PM on Friday night – 6:00 AM on Monday
 - Unlimited Data and Internet Browsing
 - We will let you know if you exceed your talk time! You will have to pay!