

NOKIA

BlackBerry Connect 4.0 for S60 User Guide

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WHAT IS BLACKBERRY?

With BlackBerry, you can access your email accounts with your Nokia device.

An email account resides on a server to which emails are sent. The server then sends the emails to clients, such as your Nokia device or your desktop computer, where you can forward and reply to them. You can also compose and send new email from your device.

When you have BlackBerry on your device, you can receive email from:

- Your company's corporate network, if your company has a BlackBerry Enterprise Server.
- An Internet Service Provider (ISP) or other email accounts (POP3, IMAP4).

When you have an email account on your company's server, you can also:

- Look up email addresses from your company's electronic directory.
- Synchronize your calendar entries and meetings on the device with calendar entries and meetings in your server account.

BEFORE YOU USE BLACKBERRY CONNECT

Before you use BlackBerry Connect, first learn to use your Nokia device by reading the user guide that came with it. The manual has information you will need about how to navigate to and access features. This guide does not tell you how to perform these tasks on your specific Nokia device model.

CONFIGURING BLACKBERRY CONNECT

After you've installed BlackBerry Connect on your device and set it up to work with your company's server or Internet Service Provider, you can modify the BlackBerry Connect settings on your Nokia device to suit how you want to use the service.

Not all versions of BlackBerry Enterprise Servers support all of the features described in this guide. For information about which features your server supports, contact your system administrator.

To set up BlackBerry Connect on your device, select Menu > BlackBerry > Settings.

In Settings, you can scroll left to right to access the following groups of settings:

- **Connect.** Turn on and schedule BlackBerry connection times.
- **General.** Specify how email is retrieved, how BlackBerry Connect behaves during roaming, whether email deletions are confirmed, and how to set up wireless reconcile.
- **Synchronize.** Specify how you want the information in your server account and in your device to be synchronized.
- **Email Settings.** Specify how you want to customize your email. Allows you to modify options such as Signature and Out Of Office Reply.
- **Email Filters.** Create filters that control which emails are forwarded to your device.
- **Service Info.** Provides information about your service.
- **Device Info.** Provides information about your device.

Scheduling BlackBerry Connect

To turn on and schedule the BlackBerry Connect service, scroll to Connect in Settings.

Activating BlackBerry Connect

To control how BlackBerry Service is activated, select one of the following:

- **On.** Activates BlackBerry service.
- **Off.** Disables the BlackBerry service.
- **Timed.** Activates BlackBerry service and lets you specify your service hours.

You can send and receive messages only when BlackBerry service is set to On or Timed.

Setting When BlackBerry Service Is Active

When you set BlackBerry service to Timed, you can set up two BlackBerry Connect schedules:

- **Weekday Connect Time** (Monday through Friday).
- **Weekend Connect Time** (Saturday and Sunday).

To specify the periods of time when the BlackBerry service automatically turns on and off during these days:

- 1 Make sure that BlackBerry Service is set to Timed.

2 Scroll to the Weekday and Weekend Connect Time settings. The following options are available for both settings:

- On All Day. Connected 24 hours a day during the period.
- Off All Day. Disconnected 24 hours a day during the period.
- Customize. Enter the hours during each day of the period when you want to connect to BlackBerry services.

Specifying General Settings

To specify how email is retrieved, how BlackBerry Connect behaves during roaming, whether email deletions are confirmed, how to set up wireless reconcile, and set up folder redirection, scroll to General in Settings.

Retrieving Message Text Automatically

Set Auto More to On for any remaining message text to be automatically retrieved and displayed as you scroll through the message. BlackBerry initially delivers the first two kilobytes of a message to the device. If Auto More is set to Off, you must select Options > Get More while reading a message to retrieve the remaining message text.

Controlling the Service While Roaming

To control BlackBerry Connect behavior while roaming, scroll to When Roaming. To maintain BlackBerry service when the device is outside the home service area, set When Roaming to BlackBerry On. Set the selection to BlackBerry Off to disable BlackBerry service when the device is outside the home service area to avoid roaming charges.

Confirming Message Deletions

Scroll to Confirm Deletion. When you choose to delete a BlackBerry message, you are prompted to confirm the deletion. Set Confirm Deletion to No to turn off the delete confirmation prompt.

Configuring Email Reconciliation

Most corporate accounts support email reconciliation (synchronization), but not all Internet Service Providers do. Ask your system administrator about what is supported.

To configure whether the device and server should update each other if messages have been read or deleted, scroll to Wireless Reconcile. Reconciliation happens approximately every 15 minutes.

To set up reconciliation:

- 1 Select Wireless Reconcile.
- 2 If you have several BlackBerry services (for example, a corporate account and a private ISP account), select the BlackBerry service whose reconciliation options you want to define and set the following preferences for that account:
 - Read/Unread Status. To reconcile changes in read status between server and device, set this option to On. To maintain separate statuses on the device and the server, set this option to Off.
 - Deletions. Use Sync to reconcile message deletions between the Nokia device and the account on the server. To maintain separate statuses on the device and the server, set this option to Off.
 - Delete From. Select Device Only to delete emails only from your Nokia device. The emails deleted on the device are kept on the server. Select Device And Server to delete emails from the Nokia device and the account on the server.
- 3 Press Back to apply the setting and return to the list of BlackBerry services.

- 4 Repeat steps 2-3 to set up reconcile for each BlackBerry service.

To reconcile the device and server before the next automatic reconciliation:

- 1 From the General panel, select Wireless Reconcile.
- 2 Select Options and select Reconcile Now.

To empty the Deleted Items folder of your account on a server:

- 1 From the General panel, select Wireless Reconcile.
- 2 Select the BlackBerry service whose Deleted Items folder you want to clear.
- 3 Select Options > Purge Deletions.

Getting Email From Several Folders

By default, only emails that arrive in your Inbox on the server are forwarded to your device. However, when you have an email account on a corporate server, you can specify that emails from other folders also be forwarded to your device.

To receive email from additional folders:

- 1 Select Settings > General.
- 2 Select Folder Redirection.
- 3 From the list of folders that appears, select the folder, or folders, from which you want to receive email. Make sure to select Inbox.
- 4 Select OK.

Getting Service Information

This panel contains information about the BlackBerry service that is activated and set up to work with your specific device. The information is organized into two panels:

- **Service Books.** Contains files that allow synchronization of specific information such as contacts, calendar, and email. Be careful not to delete these files because without them, your device will not synchronize information properly. If you delete one of these files, you will have to reconfigure BlackBerry Connect to enable that functionality to work again.
- **Host Routing.** Contains information about how the information is routed to and from your device. You can read, but not change any of the information in this panel. A system

administrator might ask you for information from this panel.

Specifying What to Synchronize

In the Synchronize panel, you can specify what you want to synchronize: your contacts (address book), email settings, email filters, and calendar.

In these settings, you can toggle each category between Sync and Do Not Sync. Sync allows synchronization. Do Not Sync disables synchronization.

If you disable email synchronization, email continues to be delivered as it was before the setting you turned off the setting. Email delivery cannot be controlled from the device until the email settings are synchronized again.

Specifying Email Settings

In the Email Settings panel, you can configure how your email behaves.

Forwarding Email to the Device

Set Send email To Device to Yes to enable your device to receive email from your server account.

Saving Copies of Sent Items on Server

All emails sent from your device are automatically saved in the Sent Items folder on your device (unless you specify No in the Message Center option under Messaging > Settings > Other > Save Sent Items). To save emails sent from your device on the server, set emails Sent From Device to Save Copy On Server.

Creating an Auto Signature

A signature is text that is automatically added to your BlackBerry emails.

To create a signature, select Auto Signature and enter the text you want in the Auto Signature field.

If you do not want to use an auto signature, delete any text in the auto signature box and select Back.

Setting Up an Out of Office Notice

When you set the Out of Office setting to Yes, the message you enter in the Out of Office Reply setting is automatically sent when you receive an email.

Writing an Out of Office Notice

The message you enter in this field is automatically displayed when you set Out of Office Reply to Yes.

Creating Email Filters

In the Email Filters panel, you can determine which emails are forwarded to your Nokia device by creating filters.

Set If No Filters Apply to:

- Send Email To Device. Allow emails that are not affected by any filter to come to your device.
- Hold Email. Stops email messages that are not affected by any filter from coming to your device.

To create and apply a filter:

- 1 Select Filters.
- 2 Select Options > New.
- 3 Enter a filter name. The filter name should reflect what the filter does.
- 4 Enter the properties that you want the filter to use in these settings: From, Sent To, Subject, Body, Recipient Type, Importance, and Sensitivity fields. Where applicable, separate multiple entries with a semicolon (;).

5 Select how you want to apply the filter to your email, by selecting one of the following for action:

- **Don't Send Messages.** Holds the email in your server account rather than forwarding email to your device.
- **Send Messages.** Forwards the email from the server to your device.
- **Send Headers Only.** Sends only the email header to your device.

6 Select **Apply This Filter > Yes.**

7 Select **Back** to apply the settings.

To exit a blank filter, select **Options > Discard.**

Filters are used in the order listed on the **Filters** panel.

To move a filter, select the filter you want to move and select **Options > Move Up** (or **Move Down**).

Getting Device Information

This panel contains information about the BlackBerry service that is activated and set up to work with your specific device.

You can read, but not change any of the information in this panel. A system administrator

might ask you for information from this panel.

WORKING WITH EMAIL

Email tasks such as opening, reading, finding, replying, and forwarding emails on your Nokia device are very much like using email on a computer. This guide does not tell you how to perform these tasks on your specific Nokia device, but will point out differences between using email on a Nokia device and on a computer.

When you work with email, keep the following in mind:

- Typically, selecting **Options** displays a list of actions you can perform on whatever is displayed on the screen.
- You can send messages only when BlackBerry service is set to **On** and when the device is online. When BlackBerry Service is set to **Off**, you can still compose and save an email to the **Drafts** folder.
- You can send BlackBerry emails to any recipient with an email account. The recipient does not need to have BlackBerry Connect.

- You can store up to 500 emails in the BlackBerry folder, depending on the amount of free memory on your Nokia device. If the number of emails reaches the maximum limit of 500, the oldest emails are deleted from the folder as new messages arrive. Emails deleted for this reason are deleted only from the Nokia device, not from the server.
- All BlackBerry emails are delivered to a BlackBerry folder in the Messages folder. If you have more than one BlackBerry service, then one folder is created for each service. The folder is created automatically after you have set up BlackBerry Connect on your Nokia device.

Working With the List of Emails

To start working with email, press Menu and select Messaging > BlackBerry (or the displayed mailbox name) to open the BlackBerry mailbox and display the list of BlackBerry emails sent to the Nokia device.

Before you open a message in the BlackBerry mailbox, you can highlight a specific email and select Options to reply to or delete the message. Deleted emails may also be deleted from the remote email server depending on your wireless reconcile settings.

You can also select Options to mark a selected message as unread or read, to create a new message, get detailed information about a selected message, sort the messages by date, sender, or subject, copy a message into a folder, or mark and unmark messages.

For example, you can mark several messages from one person and then select Options > Delete to discard them.

Opening an Email

To open an email from the list, select an email and then Options > Open.

Initially, the device receives only the first 2 kb of an email. If the Auto More selection within the BlackBerry Connect settings is On (see "Specifying General Settings" on page 5), any remaining message portion is automatically retrieved and displayed as you scroll. If the Auto More selection is set to Off, select Options > Get More to download the remainder of the message.

When you are reading an email, select Options to select from the list of the available features. For example, you can save the sender as a contact, mark the message as unread, move the message to another folder, or turn on or off Automatic Find. When you activate Automatic Find, phone

numbers, email addresses, and Web addresses within the email are highlighted, which you can then call, email, or browse, respectively.

Composing an Email

To compose a new message, do one of the following:

- From the list of BlackBerry emails, select Options > Create Message > email. If you have more than one email account on the device, you are prompted to choose the email account.
- From within a BlackBerry message, select Options > Reply or Forward. You can also reply from the Messaging center without opening the BlackBerry message.
- From the Messaging application, select New Message.

Once you are in an email, you can move around the fields (To, Cc, Subject, body of message) by scrolling. After you compose the message and specify recipients, you can:

- Send an email message (Options > Send).
- Specify delivery settings for the message (Options > Sending Options > Priority or Send Using). Select the Priority setting to change the

default Normal delivery importance level to High or Low.

If you have more than one account that uses BlackBerry, select Send Using to specify the account you want to use to send the email.

- Match a partial recipient entry in an address field to a name in the device contacts (Options > Check Contacts).

Viewing Email Attachments

When you receive an email containing an attachment, press Options and select View Attachment. A list of the supported attachments appears. Press Options and select Full Content to view the entire attachment file or Table of Contents to view a section breakdown of the attachment file.

You can view .doc, .xls, .ppt, .pdf, .wpd, .txt, .htm, .zip, .jpeg, .bmp, .gif, .png, .wmf, and .tif files that are attached to an email.

Some attachment types listed might not be supported by your server or by actions of the server administrator.

Working With Meeting Requests

A meeting request is an email that invites you to attend a meeting. The meeting is placed on your Nokia device calendar without acceptance status. You can also create and send meeting requests from your Nokia device.

Looking at the Meeting Date

While viewing the meeting request email, you can look at appointments already scheduled on that day to determine whether you can attend by selecting Options > View Calendar.

Accepting or Declining a Meeting

To accept or decline a meeting request:

- 1 Open the meeting request email.
- 2 Press Options and then select Respond and one of the following: Accept, Tentative, or Decline.
- 3 Select one of the following:
 - Send Now. Send a reply to the sender without additional comments.
 - Edit Response. Add comments to the reply to the sender before sending it.

If the sender of a meeting request cancels the

meeting, the meeting is removed from the calendar, and you receive an email on your Nokia device stating that the meeting has been canceled.

Creating and Sending a Meeting Request

To create and send a meeting request:

- 1 Open the Calendar and select the day during which you want to schedule the meeting.
- 2 Press Options and select New Entry > Meeting Request. The meeting request view displays a Description field and Attendees field.
- 3 With Description highlighted, press Options and select Open. Enter the meeting information, including date, time, and description.
- 4 Press Back to return to the meeting request view.
- 5 Scroll to Attendees, press Options and select Open.
- 6 Press Options and select Add Attendees, and then one of the following:
 - From Contacts. Searches the contacts on your device.
 - From Company Directory. Searches the directory on your company's server.

- Enter Manually. Type the email address of an invitee.

(For more information about using contacts and the company directory, see "Working With Contacts and the Directory" on page 13.)

- 7 Press Options to view and select additional functions such as displaying more information about the highlighted attendee (Attendee Details).
- 8 Press Back to return to the meeting request view.
- 9 Press Options and select Send to send the meeting request.

WORKING WITH CONTACTS AND THE DIRECTORY

When you create, reply to, or forward an email, you can search for email addresses that are in your local contacts on the device or in your company's directory, if you have an account on your company's BlackBerry Enterprise Server.

What Is a Directory?

A directory is an address book that contains contact information for the members of an organization (for example, of a corporation or an Internet Service Provider). The organization controls the contents of the directory, and you are restricted to looking up information in it. Think of a directory as a telephone book that you receive when you get a telephone account.

What Are Contacts?

Contacts is a list of entries on your device that you've entered (for example, your favorite restaurant's telephone number) or copied from a directory (your manager's telephone number). You control what goes into the contacts database by adding entries on the device, or by choosing to synchronize contacts with your contacts database on the server (see "Specifying What to Synchronize" on page 7). Think of contacts as your personal notebook in which you write telephone numbers that are important to you.

Searching for Email Addresses

To look up a name in the device contacts:

- 1 With the cursor in the To, Cc, or Bcc address field, press Options and select Add From Contacts.
- 2 Select the name you want from the list that appears.
- 3 Press OK. The name appears within the field in which you placed your cursor. If the cursor was in the Subject or body of the message, the contact is added to the To field.

To look up a name in the company directory from within an email:

- 1 With the cursor in the To, Cc, or Bcc address field, press Options and select Company Directory.
- 2 Enter a name or part of a name in the displayed field.
- 3 Press OK. A note is displayed, indicating the search is in progress.
- 4 A list of up to the first 20 matches is displayed.
- 5 Select the match or matches you want, select Options > Add Recipient(s). If the name you

enter is not found within the company directory, select Options > Get More Results to display more names or enter the email address manually in the address field.

To look up a name in the company directory without creating an email, select Menu > BlackBerry > Lookup and follow the instructions on the screen of your device.

You can also:

- Add the name from the company directory to your Contact's list by highlighting the name in the directory and selecting Options > Add To Contacts.
- Get additional information, such as additional phone numbers and addresses, about the contact by selecting Options > View Details.

ABOUT PIN-TO-PIN MESSAGES

A PIN-to-PIN message is a BlackBerry message that travels directly from one mobile device to another without going through a server the way a regular email does.

On your Nokia device, you can receive and display a PIN-to-PIN message, but not create or respond

to one.

A person can send you a PIN-to-PIN message only if the person knows your PIN. To find your PIN, select Menu > BlackBerry > Settings > Device Info. The number is located in the PIN field. The PIN is associated with your device, not with your account or SIM card.

Ask your system administrator whether PIN-to-PIN is available.

PROTECTING YOUR INFORMATION

Before you service or exchange your Nokia device, disable BlackBerry Connect to prevent your emails from being delivered when someone else is handling your Nokia device:

- Disable the Redirect Incoming Messages to Your Handset using the BlackBerry Connect Desktop application or your service provider's configuration. Web page. Or you can, on your device, select Menu > BlackBerry > Settings > Email Settings > Redirection > No.
- Turn off the BlackBerry service on your device by setting the BlackBerry service to Off. (Select Menu > BlackBerry > Settings > BlackBerry Service > Off).

- Before exchanging your device for another, reconfigure your new device with your BlackBerry Connect account. Use the BlackBerry Connect Desktop application or your service provider's BlackBerry Internet Service Web page to update the new device's BlackBerry PIN to the server. You can also provision a new device by using Over The Air Enterprise Activation (OTA EA).

If you lose your device, the BlackBerry Enterprise Server administrator might be able to remotely erase BlackBerry Connect data from the Nokia Device. This feature can be helpful if you have confidential information on your device. For more information about this feature, contact your system administrator.

