

How to Use Your BlackBerry – ½ day*



Course Objectives

Learn how to manage your BlackBerry, understand how it works and how to access your information.

Collaborate and communicate more effectively once you have mastered your BlackBerry.

This course can be run for 7100, 7200, 8300 or 8700 series handsets.

Prerequisites

No previous knowledge of a BlackBerry is required.

*Alternatively, this course can be run as a series of 2hr one-to-one sessions with each delegate to minimise the time delegates need to spend on the training.

Please bring your BlackBerry to the Training Course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Throughout this course the delegates will be shown the wide range of shortcuts and tips for using the BlackBerry features most effectively.

The Fundamentals

- What is a BlackBerry
- Turning the BlackBerry on and off
- BlackBerry features and components
- The Screen
- How to use the keypad
- Icons and Indicators

Telephone

- Making, Ending and Answering Phone Calls
- Conference Calls
- Voice mail
- Missed Calls

Short Messaging Service (SMS)

- Sending, Receiving and Replying to Messages

E-Mail Messages

- The Message List
- Read, Reply, Close and Save
- Create, Address and Send New Messages
- View Attachments
- AutoSignature
- Search for E-mails

Address Book

- Add, Modify and Save Addresses
- View your Addresses

Calendar

- Add and Modify Appointments
- Display the Calendar
- Change the Calendar View

Synchronise Your Information

- What is Synchronising
- The BlackBerry Cradle