



**THE
ENTERPRISE
CENTRE**

Blackberry 101

ENT1576

3.5 Hours

Workshop Goal

This **three and a half hour** hands-on workshop will help participants become efficient in the basic concepts and commands of the Blackberry. By creating a solid foundation of knowledge, participants will be more efficient and organized in their everyday affairs.

Topic Outline

Introduction to Blackberry

Blackberry server settings

Blackberry software installation

Calendar and address book synchronization (for independent users)

Blackberry email setup

Edit Profiles

Send and receiving messages

Editing Calendar

Managing phone calls

Security

Enable/Change password

Desktop Cleanup

Alarm settings

Bluetooth

Date and Time

Q & A

Recommended Prior Learning

Student must bring their own blackberry for training purposes. This course is based on the 8700 and 8800 models.