





Using BlackBerry® Desktop Software

The BlackBerry® Desktop Software is an optional component of the BlackBerry solution. BlackBerry allows you to synchronize email, contacts, appointments, memos, and tasks between your handheld and personal computer. You can also back up any important information from your handheld to your computer, configure your email redirection settings, restore data to your handheld and load new applications. Depending on how your account is configured, these functions can be performed wirelessly or by using the BlackBerry Desktop Software.

Icon	With BlackBerry Desktop Software	Without BlackBerry Desktop Software
	<p>Use Application Loader to load new BlackBerry applications on your handheld as needed.</p> <p>To load new applications using Application Loader</p> <ol style="list-style-type: none"> 1. Connect your handheld to your computer. 2. In the BlackBerry Desktop Manager, double-click the Application Loader icon. 3. Click Next. 4. Select the check box beside an application that you would like to install. 5. Click Next. 6. Click Finish. 7. Click Close to complete the operation. 	<p>Applications can be downloaded wirelessly or pushed to the handheld by IT (wirelessly or via Application Loader Lite).</p> <p>To download an application wirelessly</p> <ol style="list-style-type: none"> 1. Browse to the web page where the application is located. 2. Click Download. 3. The application is downloaded and installed automatically. 4. Click OK.
	<p>Use Backup and Restore to back up handheld data to your computer or to restore previously saved backup files to your handheld.</p> <p>To back up your handheld</p> <ol style="list-style-type: none"> 1. Connect your handheld to your computer. 2. In the BlackBerry Desktop Manager, double-click the Backup and Restore icon. 3. To back up everything on your handheld, click Backup. 4. Select the desired file name and location and click Save. After the information is saved to your computer, the Backup and Restore window reappears. 	<p>All handheld data and settings (autotext, icon positions, font settings, browser bookmarks, etc.) are backed up automatically over the wireless network.</p> <p>Every time you make a change on the handheld your new data/settings are backed up wirelessly.</p>



Icon	With BlackBerry Desktop Manager	Without BlackBerry Desktop Manager
	<p>Use Intellisync to synchronize handheld data with the data on your personal computer.</p> <p>To identify the applications that you want to synchronize</p> <ol style="list-style-type: none"> 1. In the BlackBerry Desktop Manager, double-click the Intellisync icon. 2. Click Configure PIM. Select a handheld PIM application. 3. Click Choose. In the Available Translators list, select the PIM application (translator) that you want to synchronize with. 4. Click OK. <p>To synchronize data</p> <ol style="list-style-type: none"> 1. Connect your handheld to your computer. 2. In the BlackBerry Desktop Manager, click the Intellisync icon. 3. In the Synchronize now section, click Synchronize Now. 	<p>When wireless email reconciliation is enabled, all handheld data is synchronized wirelessly. Changes or updates to handheld data are reflected on the user's desktop computer and vice versa.</p> <p>Intellisync can also be used to perform advanced functions:</p> <ul style="list-style-type: none"> • Reconcile email with local archives (e.g. PST files) • Synchronize application content that is not on the mail server (Public Folders, Lotus Notes data that is not replicated, etc.) • Synchronize data with other third party applications (ACT!, GroupWise, Lotus Organizer, etc.) • Synchronize with optional security certificates and private keys (Java handhelds only)
	<p>Use Redirector Settings to configure when and how your email is forwarded to your handheld. You can also create message filters, and customize your auto signature.</p> <p>To configure email redirection</p> <ol style="list-style-type: none"> 1. In the BlackBerry Desktop Manager, double-click the Redirector Settings icon. <ul style="list-style-type: none"> • Click the General tab to change email redirection settings or to create or edit an auto signature • Click the Filters tab to create to manage filters • Click the Advanced tab to configure folders for email redirection or change your handheld sent email settings. 	<p>From the handheld users can change email redirection settings, manage filters, create or edit an auto signature or Out of Office auto reply.</p> <p>To manage email settings from the handheld</p> <ol style="list-style-type: none"> 1. From the Home screen, click Messages. 2. Click the trackwheel to view the menu, then click Options. <ul style="list-style-type: none"> • Click General Options to change settings related to displaying messages • Click Email Filters to create or manage filters. • Click Email Settings to change settings related to sent messages, or to create or edit your auto signature or Out of Office auto reply.

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