



# **BlackBerry Notes for iOS**

## **User Guide**

3.1



# Contents

- What is BlackBerry Notes?.....4**
- Installing and activating BlackBerry Notes..... 5**
  - System requirements..... 5
  - Install BlackBerry Notes and activate using the BlackBerry UEM Client.....5
  - Install BlackBerry Notes and activate using an access key..... 5
- Using BlackBerry Notes..... 7**
  - Use the BlackBerry Dynamics Launcher..... 7
  - Viewing notes..... 8
  - View an attachment..... 9
  - Search for a note..... 9
  - Create a note..... 9
  - Edit a note.....10
  - Delete a note..... 10
  - Move a note to a folder.....10
  - Manage your categories..... 10
- Change your app settings..... 12**
- Change your theme..... 13**
- Using the Quick Create tool..... 14**
- Frequently Asked Questions.....15**
- Troubleshooting..... 17**
  - Generate a diagnostics report on iOS devices..... 17
  - Upload log files to BlackBerry Support..... 17
  - Resynchronize BlackBerry Notes with your mail server.....17
- Send feedback to BlackBerry..... 18**
- Legal notice..... 19**

# What is BlackBerry Notes?

BlackBerry Notes provides you with a secure, synchronized connection to the notes in your work email account. You can use BlackBerry Notes to create and manage your notes while you're away from your desk.

BlackBerry Notes provides the following features:

Feature	Description
Rich-text editing	<ul style="list-style-type: none"><li>• Create notes with a full set of rich-text editing features.</li></ul>
Organize and categorize	<ul style="list-style-type: none"><li>• Sort notes by title, last modified, or creation date.</li><li>• Find a note by title, body, or both with the search tool, search in individual rich-text notes.</li><li>• Assign categories to your notes for an added level of organization.</li><li>• Synchronize some or all of your notes folders.</li><li>• Convert an email into a note.</li></ul>
Secure sharing and storing of data	<ul style="list-style-type: none"><li>• Share your notes as email messages (requires BlackBerry Work).</li><li>• Keep your data secure with FIPS-validated cryptography.</li></ul>

# Installing and activating BlackBerry Notes

Before you can begin using BlackBerry Notes, you must activate it. The steps you take to install BlackBerry Notes depend on how you will be activating it. The following options are available for activating the BlackBerry Notes app:

- [Install BlackBerry Notes and activate using an access key](#): Choose this option if you have not installed the BlackBerry UEM Client on your device or if your administrator has not allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps.
- [Install BlackBerry Notes and activate using the BlackBerry UEM Client](#): Choose this option if you have installed the BlackBerry UEM Client on your device and your administrator has allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps. This option appears in BlackBerry Notes only if both of these conditions are met. If you do not see this option when you open BlackBerry Access, you must set up BlackBerry Notes using an access key.

## System requirements

To use BlackBerry Notes, your iOS device must meet the following requirements:

- Minimum device and OS requirements as listed in the [Mobile/Desktop OS and Enterprise Applications Compatibility Matrix](#)
- Wireless network connection

## Install BlackBerry Notes and activate using the BlackBerry UEM Client

If you have installed the BlackBerry UEM Client on your device and your administrator has allowed the BlackBerry UEM Client to manage the activation of BlackBerry Dynamics apps, you do not have to use access keys to activate BlackBerry Notes or any other BlackBerry Dynamics app.

1. If the app was not automatically pushed to your device by your administrator, open your Work Apps app and install the BlackBerry Notes app. If you do not see the BlackBerry Notes app in your Work Apps app, contact your administrator to make the app available to you.
2. On your device, tap BlackBerry Notes.
3. Tap **Allow** to allow BlackBerry Notes to send notifications.
4. Tap **Set up using BlackBerry UEM Client**.
5. Enter your password for the BlackBerry UEM Client.
6. When the activation completes, click **I agree** to accept the license agreement.

## Install BlackBerry Notes and activate using an access key

To get an access key, choose one of the following options:

- Request an access key from your administrator. Your administrator will send you an email with activation details and the access key.
- Generate an access key from your organization's self-service portal. If you do not know how to access your self-service portal, contact your administrator.


**Note:** If allowed by your organization, you can activate BlackBerry Notes using Easy Activation. An Easy Activation key, when permitted, is supplied by another BlackBerry Dynamics app like BlackBerry Work if it is installed on your device. If available, you can activate BlackBerry Notes using the login password for the activation app. Contact your administrator to see if this is an available option.


1. Request an access key from your administrator or generate an access key from your organization's self-service portal.
2. After you receive the email message with the access key information or have generated your own access key, download and install BlackBerry Notes from the App Store.
3. Open BlackBerry Notes.
4. In the **Email Address** field, type the email address located in the activation email message that you received from your administrator or type your work email address if you generated your own access key.
5. In the **Access Key** field, enter the access key, without hyphens, located in your activation email message that you received from your administrator or enter the access key that you generated from the self-service portal. The access key is not case sensitive.
6. Create a password for BlackBerry Notes. If your device is equipped with Touch ID, you can turn on this option to use instead of the password, except on initial startup.
7. Read the license agreement and, if you accept the terms, tap **Accept**.
8. If other devices, including your principal workstation, are also signed in, you will receive a notice advising you of this condition. Tap **OK**.
9. Tap the BlackBerry Dynamics Launcher in the bottom right of the screen to start using BlackBerry Notes.








# Using BlackBerry Notes

## Use the BlackBerry Dynamics Launcher

The BlackBerry Dynamics Launcher allows you to easily navigate to all of your business tools and apps with just a couple of taps.

1. To open the BlackBerry Dynamics Launcher, tap .
2. Perform any of the following tasks:



Task	Steps
Open an app listed in the Launcher.	Tap the icon for the app that you want to open. Your options vary depending on the apps that you have installed. If you have more icons than can be displayed in the Launcher window, use the Search feature to find the app icon that you want to use.
Rearrange app icons in the Launcher.	<p>Press and slide the icons in the Launcher to reorder them. If you have more icons than can be displayed in the Launcher window, search for the app icon that you want to reorder. Tap  to save your arrangement.</p> <p>On iPhone devices, you can press and slide icons to move them to a favorites bar. Icons that have been added to the favorites bar, stay visible while you scroll through the other icons in the Launcher. You can up to four icons to the favorites bar. To remove an icon, press and drag it out of the favorites bar.</p>
Open a non-BlackBerry Dynamics app or web clip listed in the Launcher.	<p>If the BlackBerry UEM Client is installed on your device, your administrator can add app shortcuts for non-BlackBerry Dynamics apps and web clips in your Launcher. When you click an app shortcut, your browser opens the non-BlackBerry Dynamics app or opens the browser to the URL location specified by your administrator. The app shortcut can open in your BlackBerry Access browser or you may be prompted to choose which browser to use (BlackBerry Access or a native browser).</p> <p>Requires admin permission and the UEM Client. Launching browser-based web clips requires BlackBerry UEM server version 12.7 or later. Launching non-BlackBerry Dynamics apps requires BlackBerry UEM server version 12.7 MR1 or later.</p>

Task	Steps
Search for an app or web clip on an iOS device.	Tap  . Launcher icons are searched and listed by first letter. Click on an icon to launch the app or clip.
Scan a QR code.	Tap  . QR codes cannot be larger than 2078 bytes and must not contain any non-keyboard characters.
Open the BlackBerry Dynamics app Settings.	Tap  .
Open the Quick Create menu.	<ol style="list-style-type: none"> <li>Tap .</li> <li>Tap an option to quickly create email, contacts, notes, tasks, and calendar events.</li> </ol>
Open the BlackBerry UEM App Catalog.	<p>Tap <b>Work Apps</b>. This option is only available if your device is managed by BlackBerry UEM.</p> <p>See when there are new or updated apps available. The Apps icon displays a blue circle icon in the BlackBerry Dynamics Launcher when there are new apps or updates. Your device must be activated on BlackBerry UEM version 12.9 or later.</p>
Adjust the BlackBerry Dynamics Launcher icon brightness.	Tap  and tap <b>Launcher</b> .
Close the Launcher.	Tap  .
Move the location of the BlackBerry Dynamics Launcher icon.	Tap  and slide it to place it anywhere on the screen.

## Viewing notes

When you open BlackBerry Notes your notes are automatically synchronized with the notes in your work email account. After you open the app, notes are synchronized every ten minutes. You can swipe down on the list to force synchronization at any time. BlackBerry Notes supports Bluetooth keyboard navigation and shortcuts. Press and hold the Command key to display available shortcuts.

To view your notes, do any of the following:

- Tap Notes at the top of the Notes page to order notes by title, creation date, or last modified.
- Tap  to toggle ascending or descending order.
- To filter notes by date, category or folder, tap . Tap a date classification, category or folder to display only the notes in it on the main page, or tap All Notes under General to turn off the filter.

**Note:** You can view inline attachments and images in notes. Depending on the Microsoft Exchange Server version and the email client that you are using, some of the following limitations might occur in your environment:



- Attachments and images can only be viewed and cannot be added in BlackBerry Notes. To add an attachment or image to a note, you must add it in Office Web App 2013, 2016 or Office 365 after the note has already been created in BlackBerry Notes.
- Inline attachments are not supported in Outlook Web App 2010 or Microsoft Outlook.

## View an attachment


Attachments with the following file types can be viewed in BlackBerry Tasks and BlackBerry Notes.

- bmp, bmpf, cur, dib, gif, heic, ico, jpg, jpeg, png, tiff, tif, doc, docx, ppt, pptx, xls, pdf, txt, html, htm







**Note:** You cannot add attachments to tasks or notes that you create in BlackBerry Tasks and BlackBerry Notes.

1. Tap the task or note with the attachment that you want to view.
2. Tap **Attachments**.
3. In the **Attachments** list, tap the attachment that you want to download.
4. Tap the downloaded attachment to view it.

## Search for a note

1. On the main page, tap .
2. Tap **All**, **Title**, or **Notes**.
3. Type some text that is in the title or body of the note you want to find. Depending on the filters that you have set, notes that contain the search text are displayed.
4. If you want to create a new note with your search text as the title, tap **Create Note**.
5. Tap **Cancel** to exit the search window.

## Create a note

1. Tap .
2. Tap **Tap to create title** to enter an optional title for the note.
3. Tap **Save** to save the title.
4. Enter the text for your note. Use the rich text toolbar below the text field to show or hide the keyboard and change font style, size, and color.
5. To add the note to a category, tap  > **Edit Categories**. Do one of the following:
  - Tap an existing category to add the note to it.
  - To create a new category, type a name in the **Add Category** field.
  - Tap  to remove the note from that category.
6. Tap **Done**.
7. To send the note as an email, perform the following actions:
  - a) Tap  > **Send As Email**.
  - b) If you are prompted, enter your BlackBerry Work password.
  - c) Compose your email message.
  - d) When you're done, tap .
  - e) To return to your notes, tap .

8. Tap ✓ to save the note.

## Edit a note

1. Tap a note to edit it.
2. To edit the note, perform any of the following tasks:
  - Tap the title of the note to change the title and tap **Save** to save your changes.
  - Tap ⋮ and tap **Edit Categories** to add or remove assigned categories.
  - Tap in the note body to edit the text for your note. Use the rich text toolbar below the text field to show or hide the keyboard and change font style, size and color.
3. Tap ✓ to save the note.

## Delete a note

Tap ⋮ on a note and tap **Delete Note** to delete it.

## Move a note to a folder

Tap ⋮ on a note, choose **Move to folder**, and select the destination folder.

## Manage your categories

BlackBerry Notes supports synchronization with the categories in your work email account. New categories that you add in BlackBerry Notes are automatically assigned a color and added to your work email account.

BlackBerry Notes and BlackBerry Tasks support categories, but BlackBerry Work does not support categories. When you change the name of a category in BlackBerry Notes, all current notes in that category are added to the new category. Items from other apps remain in the previous category.


When you delete a category on your device or in your work email account, it is retained with the notes in it but removed from the list in your email account. On your device, its color is removed, it is moved to the bottom of the category list, and it is treated as a local category.

1. Tap ≡.
2. On the **Categories** tab do any of the following:

Task	Steps
Specify the category to display.	Tap a category to display the notes associated with it.
Add a new category.	<ol style="list-style-type: none"><li>a. Tap +.</li><li>b. Enter a name for the category.</li><li>c. To select the color of the category, tap the color that you want.</li><li>d. Tap <b>Add</b> to save your changes.</li></ol>

Task	Steps
Edit a category.	<ol style="list-style-type: none"> <li>a. Swipe left on a category and tap <b>Edit</b>.</li> <li>b. Change the name of the category.</li> <li>c. To select the color of the category, tap the color you want.</li> <li>d. Tap <b>Save</b> to save your changes.</li> </ol>
Delete a category.	Swipe left on a category and tap <b>Delete</b> .

# Change your app settings


1. Access your app settings from the BlackBerry Dynamics Launcher by tapping .
2. Complete any of the following tasks:

Task	Steps
Update settings in your work email account.	Under <b>General</b> , tap <b>Accounts</b> .
Change password.	Tap <b>Change Password</b> . Optionally, you can enable the biometric option, if allowed by your administrator.
Adjust the BlackBerry Dynamics Launcher icon brightness.	Under <b>Application Settings</b> , tap <b>Launcher</b> .




# Change your theme

On devices that are running iOS 13, you can change the theme for BlackBerry Dynamics apps using the iPhone device settings. For instructions, see the iOS 13 documentation. For more information about supported operating systems, [see the Mobile/Desktop OS and Enterprise Applications compatibility matrix](#).

# Using the Quick Create tool

You can tap  in the BlackBerry Dynamics Launcher and select a shortcut to create a new email, calendar entry, contact, task, or note.

# Frequently Asked Questions

FAQ	Answer
How do I change BlackBerry Work settings?	Tap  >  .
Why aren't my email messages synchronizing?	<p>There is probably an issue with your connection to your mail server.</p> <p>If the issue persists after 1 hour, contact your administrator. Administrators can contact the BlackBerry Support Team if they require assistance to diagnose the underlying issue.</p>
I'm getting too many email notifications. I can't distinguish between calendar reminders and new email alerts.	See <a href="#">Managing your notifications and alerts</a> .
Why am I being prompted for my BlackBerry Work password so often?	<p>Your administrator controls this behavior using a password timeout policy. System events may also cause the password to be required even when the timeout has not elapsed.</p> <p>When you stop using BlackBerry Work, Notes, or Tasks, password unlock is required in as few as 5 minutes. Additionally, the password is required on a "cold start". For example, after you restart a device or when you force quit the app and launch it again.</p>
The blue circle with the BlackBerry logo is blocking an area on my screen. How can I move it?	The <b>Launcher</b> can be moved by pressing and holding it.
How do I access my calendar and contacts?	Tap  and then tap <b>Calendar</b> or <b>Contacts</b> .
How do I create an out of office message?	See <a href="#">Create an automatic out of office reply</a> .
How do I create a signature?	See <a href="#">Change your signature</a> .
Why can't I copy or paste content from BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.
Why can't I use the camera in BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.
Why can't I use dictation in BlackBerry Work?	Your administrator may have restricted this behavior for security reasons.
How do I change the number of email messages that are synchronizing to BlackBerry Work?	<p>This is managed in the BlackBerry Work settings.</p> <p>See <a href="#">Change your settings</a>.</p>



FAQ	Answer
How do I change to conversation view	This is managed in the BlackBerry Work settings. See <a href="#">Change your settings</a> .
How do I change the font size in BlackBerry Work?	By default, BlackBerry Work uses the system font settings. Here's how to adjust.  <ol style="list-style-type: none"> <li>1. Open the <b>Settings</b> app</li> <li>2. Tap <b>Display &amp; Brightness</b></li> <li>3. Tap <b>Text size</b></li> <li>4. Adjust the font size slider.</li> </ol> <p>You can also set a custom font for composing or replying to email messages. This is managed in the BlackBerry Work settings.</p> <p>See <a href="#">Change your settings</a>.</p>
How do I turn off the avatars in my email list?	This is managed in the BlackBerry Work settings. See <a href="#">Change your settings</a> .
Why am I getting the message that "[Your device's browser] / [Safari] has been blocked by your IT administrator. Install BlackBerry Access to continue" when I tap a link in a BlackBerry Work email message?	Your administrator may have restricted this behavior for security reasons. In many cases, your administrator will allow BlackBerry Access to be used for links in an email. Contact your administrator for more information on how to install BlackBerry Access.
How can I synchronize tasks?	You must install BlackBerry Tasks. Contact your administrator for more information.
How can I synchronize notes?	You must install BlackBerry Notes. Contact your administrator for more information.



# Troubleshooting



## Generate a diagnostics report on iOS devices

If this feature is enabled by your administrator, you can generate a diagnostics report and send the results to your administrator.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, tap **Run Diagnostics**.
4. Tap **Start Diagnostic**.
5. When the diagnostics complete, click **Share logs** to send an email with the report details.

## Upload log files to BlackBerry Support



If requested by BlackBerry Support, you can upload log files to help troubleshoot an issue you are having with BlackBerry Dynamics apps.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, click **Upload Log**. The Log upload status bar displays the upload progress.
4. Click **Close**.

## Resynchronize BlackBerry Notes with your mail server

If you are experiencing synchronization issues between BlackBerry Notes and your mail server, you can resynchronize without having to reactivate BlackBerry Notes.



**Note:** This will reset all settings and data. All documents and data will be deleted.

1. Tap .
2. Tap .
3. Tap **Reset Application Data**.
4. Tap **OK**.
5. Reopen BlackBerry Notes and enter your password.
6. Enter the password for your mail account.
7. Tap **Next**.

BlackBerry Notes will now resynchronize with your mail server.

# Send feedback to BlackBerry

If you have feedback about the BlackBerry Dynamics app that you are using, you can send it to BlackBerry.

1. Tap  to open the BlackBerry Dynamics Launcher.
2. Tap .
3. In the **Support** section, click **Feedback**.
4. In the **Comments** field, type your message. By default, the **Upload Logs** and **Send to Self** options are enabled.
5. Tap **Send**.
6. An email message with the proper recipient name, subject line, app details, and comments is prepopulated for you. Tap the **Send** icon.

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BlackBerry Limited  
2200 University Avenue East  
Waterloo, Ontario  
Canada N2K 0A7

BlackBerry UK Limited  
Ground Floor, The Pearce Building, West Street,  
Maidenhead, Berkshire SL6 1RL  
United Kingdom

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