



BlackBerry Tasks for iOS

User Guide

3.0

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What is BlackBerry Tasks?

BlackBerry Tasks provides you with a secure, synchronized connection to your tasks in your work email account so that you can create and manage your tasks while you are away from your desk. BlackBerry Tasks uses push notifications to make sure that changes to your tasks are synchronized and up to date on your device and in your work email account.

BlackBerry Tasks provides the following features:

Feature	Description
Rich-text editing	Use rich-text to highlight important points.
Easy management of tasks	<ul style="list-style-type: none">• Experience a tabbed UI to easily manage current and future tasks• Boost engagement with recurring tasks, alerts, and sorting options• Create and view tasks directly from your calendar to easily manage deadlines• Convert an email into a task to stay on top of projects
Secure sharing and storing of data	Keep your data secure with FIPS-validated cryptography.

Installing and activating BlackBerry Tasks

Before you can begin using BlackBerry Tasks, you must activate it. You activate the app using one of the following methods:

- Install BlackBerry Tasks and activate it using an activation 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 Tasks and activate it 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 Tasks only if both of these conditions are met. If you do not see this option when you open BlackBerry Tasks, you must set up the app using an access key.

System requirements

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

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

Install BlackBerry Tasks 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 Tasks 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 Tasks app. If you do not see the BlackBerry Tasks app in your Work Apps app, contact your administrator to make the app available to you.
2. On your device, tap BlackBerry Tasks.
3. Tap **Allow** to allow BlackBerry Tasks 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 Tasks 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 Tasks 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 Tasks 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 an email message with the access key information or have generated your own access key, download and install BlackBerry Tasks from the App Store.
3. Open BlackBerry Tasks.
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 Tasks. 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 Tasks.

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>
Search for an app or web clip on an iOS device.	<p>Tap .</p> <p>Launcher icons are searched and listed by first letter. Click on an icon to launch the app or clip.</p>

Task	Steps
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"> Tap . Tap an option to quickly create email, contacts, notes, tasks, and calendar events.
Open the BlackBerry UEM App Catalog.	<p>Tap Work Apps. 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 Launcher .
Close the Launcher.	Tap  .
Move the location of the BlackBerry Dynamics Launcher icon.	Tap  and slide it to place it anywhere on the screen.

Using BlackBerry Tasks

You can view, create, edit, or delete tasks. These tasks are synchronized to and from your work email account.

Display your tasks


When you open BlackBerry Tasks, a list of your active tasks is displayed. The list is synchronized with your work email account each time you open the app and every ten minutes while it is open. You can swipe down on the list to force synchronization at any time. Each task in the task list will display whether any of the following are specified for it: a priority -  (High) or  (Low). For Normal priority, no icon is displayed. Also, a reminder , recurrence , and/or a category .





This app supports Bluetooth keyboard navigation and shortcuts; hold down the Command key to display available shortcuts.

Note: You can view inline attachments and images in tasks. 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::

- Inline attachments and images can only be viewed and cannot be added in BlackBerry Tasks. To add an inline attachment or image to a task, you must add it in Microsoft Outlook for Windows.
- If you edit the task properties in Outlook Web App 2013 or 2016, such as the subject or priority, any inline attachments will be removed in BlackBerry Tasks.
- If you edit the task body before the inline attachment is downloaded, the attachment may be removed. Users are warned when editing a task with an inline attachment that the attachment may be removed.
- If the width or height of an inline image is too large for the task, the image will not be downloaded and the size must be adjusted in Microsoft Outlook for Windows.
- All inline images are converted to jpeg files. If your administrator has restricted BlackBerry Tasks from downloading .jpeg files, you will not be able to view inline images.
- If your mail server is Microsoft Exchange 2010, when tasks are first synchronized, all inline images will be made available in the attachments list and will not be placed inline. For more information on how to view attachments in the attachment list, see [View an attachment](#).
- If your mail server is Microsoft Exchange 2013, inline attachments are not supported. All inline attachments will be made available in the attachment list. For more information on how to view attachments in the attachment list, see [View an attachment](#).

1. To display your tasks, you have the following options:

Icon	Description
Sort your tasks	<ul style="list-style-type: none">• Tap the Tasks pull-down above the Tasks list to sort the Tasks list by priority, due date, title, or start date.• Tap  to list tasks in ascending or descending order.

Icon	Description
Filter tasks	<ul style="list-style-type: none"> • Tap  to filter the tasks by priority, start date, due date, or by categories that you define. • Tap  at the bottom left of the screen to toggle between the Tasks list and the list as filtered using the  icon. • Tap Filter By at the center-bottom of the screen to choose whether to display active or completed tasks, or both. You can also choose with this filter to display tasks with any or all of the following: a reminder, recurrence, a specific start date or due date. These filters apply to the complete task list.
View active or completed tasks	<ul style="list-style-type: none"> • Tap  at the bottom right of the screen to toggle between your active and completed tasks for a specific date.

2. To display a task's details, tap the task.

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.

Integrate with Calendar


In BlackBerry Work 2.6 and later, a task count for active and completed tasks for each day is displayed in the Agenda, Day, and Week views in the calendar. Tasks highlighted in blue are active; tasks highlighted in gray are completed. Tasks with no due date are not displayed in the calendar.


To access the task count display:

1. In BlackBerry Tasks, tap the date at the top of the screen or the forward and back arrows to change the date. If you display a day with no tasks due, a prompt allows you to create a new task with a due date for that day.
2. Tap  to return to the calendar in BlackBerry Work.
3. Tap  on the lower right of the screen to toggle to your previous tasks display.
4. Tap  to return to the due or completed tasks displayed for the day last visited.

Search for a task


You can display all tasks that contain a string you specify in their title or body.

1. Tap the  icon or the Search field.


2. Type some text that is in the title or body of the task. Tap Enter.
Depending on the filters that you have set, tasks that contain the text you searched for are displayed.
3. Tap  to clear the search field. Tap **Cancel** to exit the Search window.

Create a task


Tasks that you create can include an optional due date, priority, reminder, and categories.

1. Tap  to create a new task.
2. Enter a name for the task.
3. Tap **Priority** and select **High**, **Normal**, or **Low** to set the priority. The default setting is **Normal**.
4. Tap **Start Date** to set a start date. Perform one of the following actions:
 - Tap **Today**, **Tomorrow** or **Next Week** or choose a specific date at the bottom of the screen.
 - To change the start date later, in the task list slide your finger to the right to open the date picker and tap **Start**.



The default setting is **No start date**.

5. Tap **Start Date** again to save your settings. To return to the default setting, tap .
6. Tap **Due Date** to set a due date. Perform one of the following actions:
 - Tap **Today**, **Tomorrow** or **Next Week** or choose a specific date at the bottom of the screen.
 - To change the due date later, in the task list slide your finger to the right to open the date picker and tap **Schedule**.

The default setting is **No due date**.

7. Tap **Due Date** again to save your settings. To return to the default setting, tap .
8. Tap **Reminder** to set a notification prior to the task's due date. You can set an exact date and time for the reminder, or tap **Morning**, **Afternoon**, or **Evening**.

The default setting is **No Reminder**.

9. Tap **Reminder** again to save the setting. To return to the default setting, tap .
10. Tap **Repeat** to set a task's recurrence. You can select **Never**, **Daily**, **Weekly**, **Monthly**, **Yearly**, or **Regenerate**. Specify, in days, weeks, months, or years, how often the task recurs. For regenerated tasks, specify, in days, weeks, months or years when to regenerate the task after it is completed. If necessary, specify the day of the week or month the task should recur.
11. Tap **End Repeat** to specify a duration for the tasks recurrence. You can select **Forever**, **End on date**, or **Occurrences**. Specify a start date and an end date or the number of occurrences.
12. Optionally, tap the **Category** field and tap a category to add the task to. You can specify multiple categories. To remove a category from a task, tap  beside the category.
13. In the **Notes** field, type any notes about the task.

After you finish:

- Specify the times for Morning, Afternoon, or Evening in the BlackBerry Tasks settings.
- Specify notifications in the BlackBerry Dynamics Launcher settings.

Delete a task

To delete a task:

1. Swipe left on the task and tap Trash. For recurring tasks, you will be prompted to choose the current task or all instances of it, or to cancel the operation.
2. Swipe right to return to the task list without deleting the tasks.

Edit a task

To edit a task, choose one of the following options:

Icon	Description
Make changes to any of the fields in the note	<ol style="list-style-type: none">a. Tap a task in the Tasks list.b. Make the required changes to the task and tap Back to save the changes.
Quickly change a task's due date	<ol style="list-style-type: none">a. Swipe right on the taskb. Tap Today, Tomorrow, This Week, Next Week, Pick a Date, or No Date to change the due date.
Quickly choose a start date	<ol style="list-style-type: none">a. Swipe right on the taskb. Select the start date.c. Tap OK.



Mark a task as completed

To mark a task as completed, tap the empty circle to its left.

Manage categories

Categories in BlackBerry Tasks are synchronized with your work email account. However, categories are not synchronized with other BlackBerry Dynamics apps. If you change the name of a category in BlackBerry Tasks, all items are displayed in new the category. Items from other apps remain in the previous category.

When you delete a category on your device or in your work email account, the items in it are retained but it is removed from the category 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. In BlackBerry Tasks, tap the  icon.
2. In the heading row, tap **Categories**. The categories in your work email account and the local categories on your device are displayed.
3. Tap  to add a category or swipe left on a category and tap Edit to edit it. A blue checkmark indicates that tasks are being filtered by that category.
4. On the **New Category** or **Edit Category** page that opens, type in a name for the category or edit its existing name using the keyboard that is displayed.
5. Change the color of the category by tapping on the desired new color.
6. Tap **Save** to save or **Cancel** to exit.

7. On the main Category page, swipe left and tap **Delete** to delete an existing category.

Working with flagged email messages

Flagged emails now display in the list of all tasks in BlackBerry Tasks. Users can perform the following actions with flagged email messages: filter, sort, open, download attachments, mark as complete, view reminders, set a start and due date, set priority, and set categories. Flagged email messages have an orange flag to differentiate them from tasks.

Complete any of the following tasks:

Task	Description
Sync flagged emails	Pull down from the top of the screen. Only flagged emails that have been modified in the last 14 days are displayed in BlackBerry Tasks.
Mark as complete	To mark a flagged email as complete, tap the empty circle to its left. Users can mark emails as complete in the flagged emails, search results, and calendar views.
Filter	You can filter flagged email messages from the menu. <ol style="list-style-type: none">1. Open Tasks.2. Tap .3. Tap Flagged Emails.4. Tap Flagged Emails in the top bar to filter the emails by category such as Priority or Due Date.
Sort	Tap above the list of flagged emails to sort your flagged email messages by priority, due date, title, start date, creation date, or last modified date. Tap  to filter flagged email messages in ascending or descending order.
Open	Tap a flagged email message.
View reminders	<ol style="list-style-type: none">1. Open a flagged email message.2. Tap Reminder to choose a day and time of day for the reminder. You can set an exact date and time for the reminder, or tap Morning, Afternoon, or Evening.
Download attachment	<ol style="list-style-type: none">1. Tap the flagged email message 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.
Set start and due date	<ol style="list-style-type: none">1. Open a flagged email message.2. Tap the Start Date field to choose a start date.3. Tap the Due Date field to choose a due date.

Task	Description
Set Categories	<ol style="list-style-type: none"> 1. Open a flagged email message. 2. Tap the Category field and tap a category to add the task to. You can specify multiple categories. To remove a category from a task, tap X beside the category.
Set Priority	<ol style="list-style-type: none"> 1. Open a flagged email message. 2. Tap Priority and select High, Normal, or Low to set the priority. The default setting is Normal.

About BlackBerry Tasks Permissions


Your device will prompt you for permission if you attempt to do the following in BlackBerry Tasks:

- Use the phone, including initiating a call from a meeting invite
- Enable picture-sharing
- Allow synchronization between BlackBerry Tasks contacts and native contacts

After you have been prompted and given permission in this way, you can later revoke the permissions in your device settings.

Change your app settings


To access and change your BlackBerry Tasks app settings:

1. Access your app settings from the BlackBerry Dynamics Launcher by tapping .
2. Tap **Change Password** to change your password or enable the fingerprint option, if allowed by your administrator.
3. If your administrator asks you to update settings in your Outlook account, tap **Account Settings** to make the changes.
4. Tap **Launcher** to adjust the brightness of the Launcher icon.
5. Tap **Tasks** under **Notifications and Sounds** to turn your notification settings on/off.
6. To change the default time for reminders, tap **Morning**, **Afternoon**, or **Evening** to set the default reminder time that appears when you set a reminder for a task.
7. If BlackBerry technical support asks you to generate diagnostic information and device troubleshooting logs, tap **Run diagnostics** and **Upload logs** to create and send the log files. Tap **Feedback** and provide your app password to open an email that is addressed to the support group to provide feedback and, optionally, attach log files.




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 Managing your notifications and alerts .
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 Launcher can be moved by pressing and holding it.
How do I access my calendar and contacts?	Tap  and then tap Calendar or Contacts .
How do I create an out of office message?	See Create an automatic out of office reply .
How do I create a signature?	See Change your signature .
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 Change your settings.</p>

FAQ	Answer
How do I change to conversation view	This is managed in the BlackBerry Work settings. See Change your settings .
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"> 1. Open the Settings app 2. Tap Display & Brightness 3. Tap Text size 4. Adjust the font size slider. <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 Change your settings.</p>
How do I turn off the avatars in my email list?	This is managed in the BlackBerry Work settings. See Change your settings .
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 Logs**. The Log upload status bar displays the upload progress.
4. Click **Close**.

Resynchronize BlackBerry Tasks with your mail server

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



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 Tasks and enter your password.
6. Enter the password for your mail account.
7. Tap **Next**.

BlackBerry Tasks 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** is 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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