



# **BlackBerry Workspaces**

## **User Guide**

6.0



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# About BlackBerry Workspaces Web Application

The BlackBerry Workspaces Web Application enables you to securely share your files with others, while maintaining full control over who accesses them and how they can work with them. You can store files in workspace folders and collaborate with others, or you can send files securely by email to others, using the BlackBerry Workspaces mail server. Even after sent files are received, you can continue to maintain control and manage them.

You can control access to your files by defining groups and including users in these groups. For each group, you can set specific access conditions (for example, the ability to copy or print a file), and then assign groups to each file, according to the permissions you want to grant. You can change these assignments at any time, with immediate effect.

Use the powerful search capabilities of BlackBerry Workspaces to quickly locate, sort, and filter files.

From the Home screen, you are able to view files that are pending read acknowledgement, files that were recently accessed, and files that you have tagged as favorites.

Mobile and desktop alternatives to the BlackBerry Workspaces Web Application are also available.

**Note:** The available features, options, and menu items depend on your organization's configuration and your user permissions per workspace item. For questions related to your license and access and any of the features described in this guide, consult your organization administrator.

# Getting started

This section describes how to sign in to the BlackBerry Workspaces Web Application and introduces the user interface.

## Sign in to BlackBerry Workspaces

1. In your browser, enter the URL for the BlackBerry Workspaces Web Application.

**Note:** For many users this is [www.watchdox.com](http://www.watchdox.com) (the cloud service URL.) If your organization uses a virtual appliance to host the BlackBerry Workspaces service or your organization has its own dedicated sub-domain on the BlackBerry Workspaces cloud, the URL will be different (for example, [www.company.watchdox.com](http://www.company.watchdox.com)).

2. Enter your email address and click **Sign in**.  
The authentication method for your organization is determined.

**After you finish:** Refer to the following sections for instructions on how to complete the sign in process:

- If your organization is configured for sign in by email, sign in using your email address. Go to [Sign in using your email address](#).
- If your organization is configured for sign in by username and password, sign in using your username and password. Go to [Sign in with username and password](#).
- If your organization is configured for any other authentication method, follow the steps on screen to sign in.

### Sign in using your email address

**Before you begin:** Perform the steps outlined in [Sign in to BlackBerry Workspaces](#). If your organization is configured for sign in by email, you will see a sign-in screen with the **Email** field.

1. Enter your email address and click **Sign in**.  
An email is sent to the email address supplied.
2. Open this email in your regular email, copy the verification code, and return to the sign-in screen.
3. Enter the verification code.  
You are signed in, and the home screen of the BlackBerry Workspaces Web Application appears.


### Sign in with username and password

**Before you begin:** Perform the steps outlined in [Sign in to BlackBerry Workspaces](#). If your organization is configured for sign in by username and password, you will see a sign-in screen with **Email** and **Password** fields.


1. If you are an existing user, enter your email address and password.
2. Click **Sign in**.
3. If you are a new user, complete the following steps:
  - a) Click **Create account**.
  - b) Enter the required information and click **Create account**

You are signed in, and the home screen of the BlackBerry Workspaces Web Application appears.

### Sign out of BlackBerry Workspaces

Hover over  and click **Sign out**.  
You are signed out.

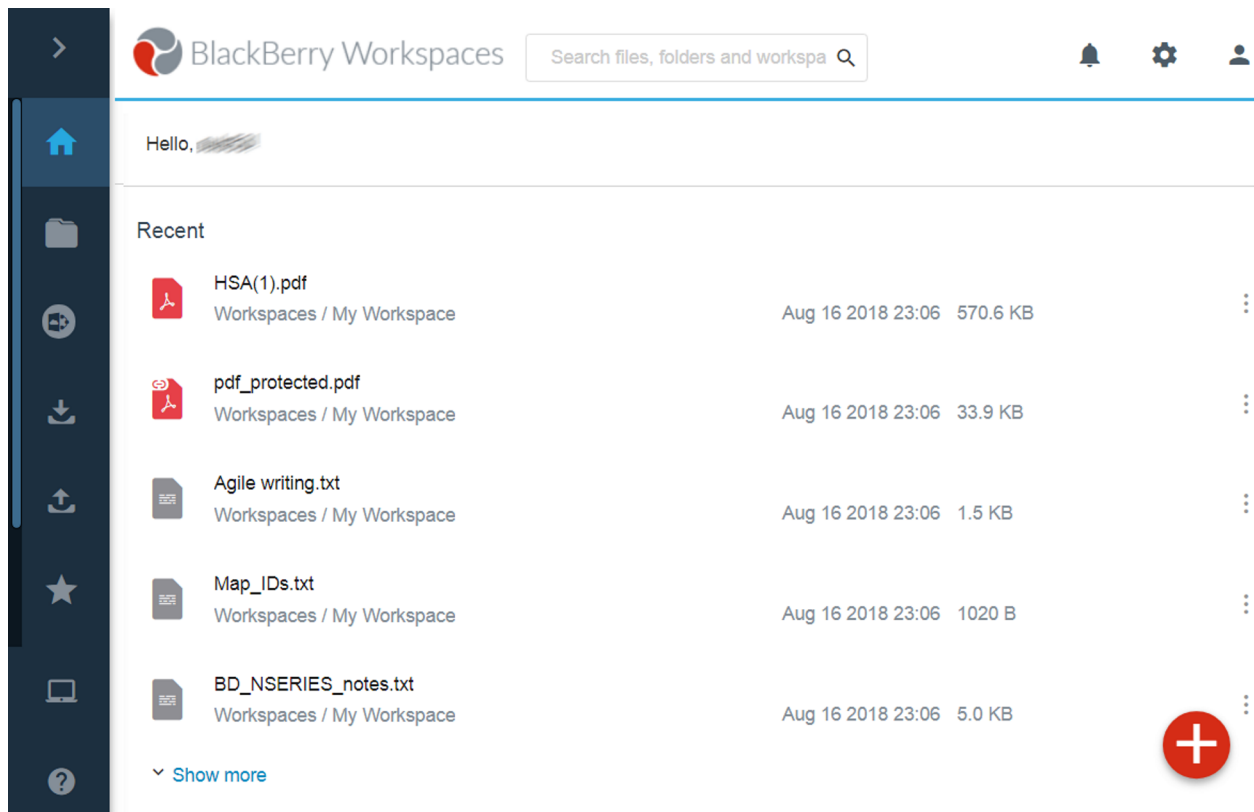
## Sign out of BlackBerry Workspaces on all devices

1. Hover over  and click **Account Settings**.
2. Click **Sign out of all devices**.

You are signed out of BlackBerry Workspaces on all devices on which you are signed in to your BlackBerry Workspaces account.

## Getting started with the BlackBerry Workspaces Web Application

The user interface of the BlackBerry Workspaces Web Application is divided into functional areas that make accessing, managing, and working with your content as easy as possible. After signing in, the home screen is displayed.



### Main content area

The main content area of the home screen is organized into three lists of files that are most likely to be accessed:


- Pending read acknowledgement - Files that require your acknowledgement before they are viewable
- Recent - Files that you have recently accessed
- Favorites - Files that you have tagged for quick access

**Note:** There is a maximum of ten files per list.



**Attention:** Transient files (i.e., files in workspaces established through the Unified Content Connector) that are deleted are not automatically removed from the home screen lists.







The **dynamic action menu** to the right of each item  accesses the following file functions:

- View
- Copy link
- Send a copy
- Download
- Add to favorites
- Go to location









### Top bar

The top bar lets you access the following functionality:

	Search	Allows you to search for files at and below the hierarchy of your current location.
	Notifications	Displays messages to the user for in-app events such as permission requests.
	Admin Console	Access the BlackBerry Workspaces administration console (if your user role permits access).
	Account	Manage your user account or sign out of BlackBerry Workspaces

### Navigation pane

The navigation pane to the left allows you to navigate to various areas of the application, manage workspace/ folder permission requests, download a copy of the BlackBerry Workspaces desktop application, and access help resources. The navigation pane is available from anywhere in the application.

	Expand navigation pane	Expands the width of the navigation pane to display labels for the navigation pane icons
	Workspaces	Access all workspaces to which you have permission
	Received Files	Access files that have been sent to you from other users
	Sent Files	Access files that you have sent to other users
	Favorites	Manage your user account or sign out of BlackBerry Workspaces
	Permission management	Manage permission requests for workspaces, folders, and files
	Pending acknowledgement	Access files that require your acknowledgement before they can be viewed
	Download desktop app	Download the installation file for the desktop app



Help

Access documentation, the quick start guide, terms of service, and privacy policy. Take a virtual tour of the app, and contact the support team or a BlackBerry representative.

### Function action button

The **Function Action Button** (FAB) at the bottom right of the screen opens a menu from which you can perform various actions.



Click to access the menu.



Click to close the menu.

Depending on your current context, the following actions can be performed:

- Create workspaces
- Create folders
- Send new external files.
- Upload files
- Share your current location

**Note:** The FAB "floats" and can be moved by selecting the button and dragging it to the desired location.

## Access your workspaces

From the BlackBerry Workspaces Web Application home screen, access your workspaces by clicking either the workspaces or external repository workspace icon from the navigation pane.

Use the following tools for easy navigation, access and management from the workspaces page:

### Location bar

The location bar provides your current location at all times and the enhanced search feature to search across your workspaces for files, folders or other workspaces that contain your search terms.

### Action bar

Use the action bar to perform actions on your workspaces, folders, and files, such as upload files, create new workspaces and folders, download files, send files and delete. The action bar options change dynamically depending on your actions and selections.

### Navigation pane

The navigation pane includes direct navigation to the home screen, all workspaces and external repositories you have access to as well as your sent and received files, and items your marked as favorites. The lower part of the navigation pane also includes the BlackBerry Workspaces Desktop application download link, and Help resources.

**Tip:** Click > to extend and < to reduce the right pane.

## Action menu

Use the action menu available on each workspace to perform actions on the workspace such as share, delete, create an export the workspace log, or add to your favorites. The action menu options change dynamically depending on your workspace permissions.

## Management pane

View information about the selected item in the management pane.


If you are a workspace administrator, you can also access the **Permissions** tab from where you can manage permissions for the selected item. For files, track activity on the file in the **File activities** tab.

For organizations where commenting is enabled, the **Comments** tab is available for users that have permissions to comment on a file.

## Access received files

Click the **Received files** icon on the navigation pane to access your received files.

Here you can view, download, add to favorites, share a copy, upload a new version, and hide received items.

	Click <b>Received files</b> in the navigation pane to view your received items.
---	---


Perform the following actions on received files:

- View the file. For more information, see [View files in the online viewer](#).
- Download the file. For more information, see [Download files](#).
- Add to Favorites. For more information, see [View and manage favorites](#).
- Send a copy. For more information, see [Send a copy](#).
- Upload a new version of the file (when collaboration is enabled for the file), see [Upload a new version of a file](#).
- Hide the file. For more information, see [Working with hidden files and the recycle bin](#).

## View and manage sent files

From the BlackBerry Workspaces Web Application home screen, access your sent files by clicking the **Sent files** icon in the navigation pane.

In the **Sent files** area, you can view your sent items, share them with additional members, and download, share a copy, or delete them. You can also view file information, permissions, and track activity for each sent file.

	Click <b>Sent files</b> in the navigation pane to view your sent items.
---	---

Perform the following actions on sent files from the action bar:

- Download the file. For more information, see [Download files](#).
- Add to Favorites. For more information, see [View and manage favorites](#).
- Add recipients. For more information, see [Add recipients to a sent file](#).
- Send a copy. For more information, see [Send a copy](#).
- Copy link. For more information, see [Copy link](#).

- Upload a new version. For more information, see [Upload a new version of a file](#).
- Delete the file. For more information, see [Delete a folder or file](#).
- Manage permissions. For more information, see [Managing file permissions](#).
- Create and respond to comments. For more information, see [Working with comments](#).
- Track activity. For information about using the tracking map, see [View the tracking map](#), and for more information viewing the file activity log, see [View a file activity log](#).

Perform the following actions on sent files from the file action menu:

- View the file. For more information, see [View files in the online viewer](#).
- Download the file. For more information, see [Download files](#).
- Add to Favorites. For more information, see [View and manage favorites](#).
- Upload a new version. For more information, see [Upload a new version of a file](#).
- View version history. For more information, see [Working with file versions](#).
- Enable collaboration on the file. For more information, see [Collaboration](#).
- Delete the file. For more information, see [Delete a folder or file](#).


## View and manage favorites

Access all of the workspaces, folders and files you have marked as Favorites in BlackBerry Workspaces from the Favorites list in the content area of the web application home screen.

- From pages other than the home screen, click ★ from the navigation pane to view and take action on all of your items marked as Favorites throughout the application.

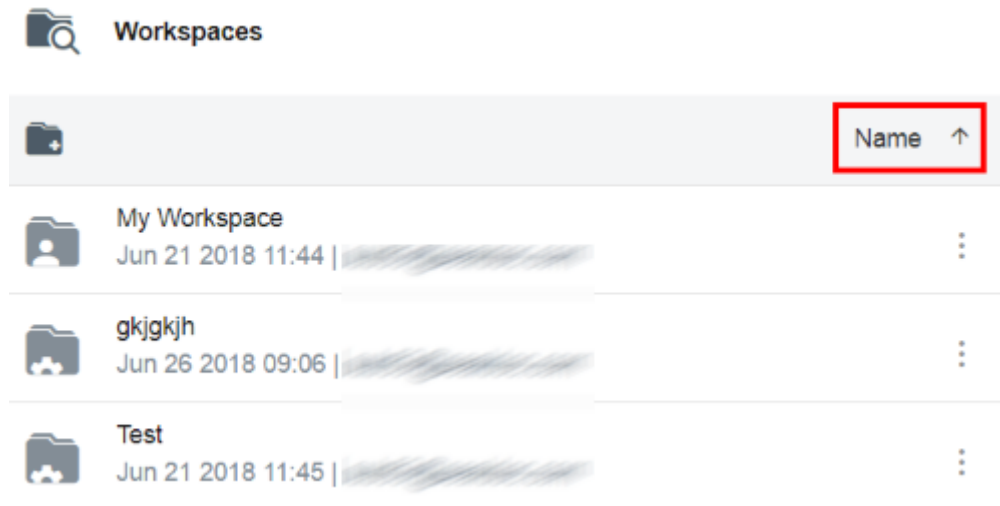
## Search

Use the global search feature from any location to search across all of your workspaces, or use the same search feature after selecting more specific search parameters to return fewer results.

1. Place your cursor in the search field  and begin typing your search term, or select a more specific search parameter from the drop down list for your search, and then enter your search term. The available drop down search options will update dynamically based on your location when searching.
  - Workspaces (search for the term in all of your workspace names)
  - Folders (search for the term in all of your folder names)
  - Files (search for the term in all of your files)
  - By (search all file actions by system user name)
  - From (search for the term in all of your received files)
  - To (search for the term in all of your sent files)
2. Select the desired result from the search result list. Click **See all results** to display the entire result list. The selected file opens in the viewer, if available, or is available for download.

## Sort workspaces, folders, and files

You can control how workspaces, folders, and files are listed in the content area. The current sort type and sort order is indicated on the grey bar at the top of any folder or file list.




- Workspaces can be sorted by **Name** and **Creation date**
- Files can be sorted by **Name**, **Date modified**, and **Size**

**Note:** Sorting is not available on the Home screen.

1. To change the sort type:
  - a) Click the current sort type.
  - b) Select a new sort type from the drop down.
2. To toggle the sort order, click the current sort order.


## Pending read acknowledgement

The web application home screen opens with all of your files pending read acknowledgement grouped in the pending acknowledgement area. When working in the application outside the home screen, access all of the files sent to you by others that are waiting for your read acknowledgement from the left navigation menu.

- Click  to view all of your pending items throughout your workspaces.

## Manage your account

You can change your username, web application language, and set your file activity email setting.


1. Click  and select **Account settings**.
2. In the **Name** box, type the name you want to use for your account. The name you set here is used when you share documents, request access to files, and so on.

By default, your name is your email address.

3. In the **Language** field, select the desired language.
4. Click **Save**.  
Your changes are saved.


## Change your password

If your organization is configured for username and password authentication, you can change your account password.

1. Click  and select **Account settings**.
2. Click **Change password**.
3. In the **Old password** box, enter your current password.
4. In the **New password** box, enter your new password.
5. In the **Confirm password** box, re-enter your new password.
6. Click **Change**.  
Your changes are saved.

## Change your secret question

If your organization is configured for username and password authentication, change the question you are asked in order to authenticate your user credentials in the event that you forget your password.

1. Click  and select **Account settings**.
2. Click **Change secret question**.
3. In the **Enter password** box, enter your current password.
4. In the **New secret question** box, enter your new question.
5. In the **New answer** box, enter your new answer.
6. Click **Change**.  
Your changes are saved.

## Access the BlackBerry Workspaces administration console

If you are an organization administrator, you can access the BlackBerry Workspaces administration console to manage your organization's BlackBerry Workspaces settings.


Click  then select **Admin console**.

**After you finish:** For more details on managing BlackBerry Workspaces as an organization administrator, refer to the [BlackBerry Workspaces Server Administration Guide](#).

## Get help

Take a tour that introduces the BlackBerry Workspaces Web Application access online Support, or view our policies and terms and conditions.

**Note:** Available options may vary based on organizational policy.


- Click  and select the desired option:
  - **Help**
  - **Contact support**
  - **Take the tour**

- **Quick start guide**
- **About us**
- **Terms of service**
- **Privacy policy**
- **Contact us**

# Sending and receiving files

## Send new file


The **Send new file** action, accessible from the **Function Action Button**, allows you to send files securely from your computer. This action uploads a new file to BlackBerry Workspaces and delivers it to others. Recipients receive a link to the file that they can access via BlackBerry Workspaces.

1. Click  and select **Send new file**.
2. Browse to and select the file(s) that you want to send, then click **Open**.
3. Click **Settings** to modify the default permissions and collaboration settings configured by the organization administrator.

**Note:** Access to some file types cannot be controlled.

4. Select the **Require recipients to sign in** check box if you want recipients to sign in before accessing the file.

**Note:** For more information on this feature, see [About requiring recipient sign in](#).

- a) Select **Require read acknowledgement** to require read acknowledgement for the file.
  - b) Select **Enable collaboration** to enable your recipients to upload new versions of the file.
5. If the permissions options are available, perform the following steps:
    - a) In the **Permission** list, edit the permission for the selected file.  
For more information, see [Permissions](#)
    - b) In the **File expiration** list, set the time when the file will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.  
If you select **Specific date**, click  and select the date in the calendar.
    - c) In the **Watermark** list, set whether workspace .pdf files are displayed with a watermark.  
**Note:** Watermarks are not displayed on Microsoft Office workspace files, even when .pdf files are set to display them.
    - d) In the **Comment** list, select **On** to enable recipients to comment on the file.
    - e) In the **Allow access to** list, select who can access the file: **Recipients only**; anyone in the **Anyone within recipients' domain**; or **Everyone**.

6. Click **Done**.
7. Enter the name, email address, or distribution list for each recipient, and then press ENTER.
8. If desired, change the subject of the notification email.
9. If desired, add a personal message.
10. If you do not want to notify anyone that you are sending a file, clear the **Notify recipients** checkbox. This is useful when you want to send yourself a file to continue working on it later.
11. Optional: Click **Add files** to include more files in the send. You can also add files by dragging and dropping them onto the panel.

12. Click **Send**.

Your file(s) are sent. After sending files this way, you can access these files from the **Sent files** list. For more information, see [Viewing sent items](#). If you selected **Notify recipients**, each recipient receives a notification or email message with a link to the file and can click the link to open the file.






## Send a copy

Use the **Send a copy** action to create a new instance of a BlackBerry Workspaces file and send it to another user. Recipients receive a link to the file and it appears in the **Received files** area. Senders manage the file in the **Sent files** area.

For files you have already shared, use **Send a copy** to send another new instance of the file. This is useful when you want to collaborate on a file independently of the original file recipients. For more information, see [Collaboration](#).


To share the same instance of a sent copy with new recipients, add the new recipients to the existing file in your **Sent files** area. For more information, see [Add recipients to a sent file](#).

1. Navigate to the desired file and click  to the right of the file.
2. Click .
3. Click **Settings** to modify the default permissions and collaboration settings configured by the organization administrator.
4. If you want to share your annotations with the file, select **Include annotations**.
5. Select the **Require recipients to sign in** check box if you want recipients to sign in before accessing the file.
  - a) Select **Require read acknowledgement** to require read acknowledgement for the file.
  - b) Select **Enable collaboration** to enable your recipients to upload new versions of the file.
6. If the permissions options are available, perform the following steps:
  - a) In the **Permission** list, edit the permission for the selected file.  
For more information, see [Permissions](#)
  - b) In the **File expiration** list, set the time when the file will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.  
If you select **Specific date**, click  and select the date in the calendar.
  - c) In the **Watermark** list, set whether workspace .pdf files are displayed with a watermark.  
**Note:** Watermarks are not displayed on Microsoft Office workspace files, even when .pdf files are set to display them.
  - d) In the **Comment** list, select **On** to enable recipients to comment on the file.
  - e) In the **Allow access to** list, select who can access the file: **Recipients only**; anyone in the **Anyone within recipients' domain**; or **Everyone**.
7. Click **Done**.
8. Enter the name, email address, or distribution list for each recipient, then press ENTER.
9. If desired, change the subject of the notification email.
10. If desired, add a personal message.
11. If you do not want to notify anyone that you are sending a file, clear the **Notify recipients** checkbox. This is useful when you want to send yourself a file to continue working on it later.
12. Click **Send**.  
Your file(s) are sent, and can be accessed by you on the **Sent items** page. The recipient receives a notification or email message with a link to the file.

## Copy link

Use **Copy link** to capture the link location for a file in one of your workspaces, and save it for easy access or to send the link to another BlackBerry Workspaces user. If the user you send a copied link to, does not have


permissions, they can choose to request access permissions. Sending a copied link gives access to the original file in your workspace while sending a copy of a file creates a new instance of the file each time you perform the action.

1. Select the desired file.
2. In the action toolbar, click **Copy link** icon . The link is copied to your clipboard.
3. Paste the link and share or send it as you would any other web link. The file link is shared or sent. Users with existing permissions to the file will be able to gain file access via the link. Users with no access will be prompted to request access permissions from the file owner.

## Sign with DocuSign

If you have upload capabilities in the workspace of the file you are sharing, as well as full access permissions on the file, you can share it via DocuSign. This will request an electronic signature from the recipient on the file.

**Note:** The ability to sign with DocuSign is enabled by organizational policy; contact your organization administrator for more information.


1. Locate the file that you want to send for review with DocuSign.
2. Click  next to the file and select **Sign with DocuSign**.
3. In DocuSign, add recipients and prepare the file as desired.
4. When you are ready, send the file.

After you prepare and send files for review with DocuSign, recipients receive an email notification inviting them to review the file in DocuSign. Once they have completed their review, a PDF version of the reviewed document is automatically uploaded to the workspace, and you are notified by email. If multiple recipients need to review the file, the reviewed version is only available after all parties have completed their review.

## Add recipients to a sent file

Adding recipients to a sent file is a way to share files with new recipients in addition to your existing recipients. This action is useful when you want to add new members to an existing collaboration group on a specific item.

1. From the navigation pane, click **Sent items**.
2. From the content area, select the file you want to forward in the sent items list.
3. In the action toolbar, click **Add recipients**.
4. Enter the name, email address, or distribution list for each recipient, and then press ENTER.
5. To set the file permissions, expiration, watermark settings and to include annotations, click **Settings**.
6. If you want to share your annotations with the file, select **Include annotations**.
7. In the **Permission** list, edit the permission for the selected file, as desired: For more information see [Permissions](#).
8. In the **File expiration** list, set the time when the file will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.

If you select **Specific date**, click  and choose the desired date from the calendar.



9. In the **Watermark** list, set whether workspace PDF files are displayed with a watermark.

**Note:** Watermarks are not displayed on workspace Microsoft Office files, even when PDFs are set to display them.

10. In the **Comment** list, select **On** to enable recipients to comment on the file.
11. In the **Allow access to** list, select who can access the file (**Recipients only**, anyone in the **Anyone within recipients' domain**, or **Everyone**).
12. If desired, change the subject of the notification email.
13. To add a personal message, add your message in the **Add a personal message** box.
14. If you do not want to notify anyone that you are sending a file, clear the **Notify recipients** checkbox. This is useful when you want to send yourself a file to continue working on it later.
15. Click **Send**.  
Your file(s) are sent, and can be accessed from your **Sent files** area in the navigation menu from every screen. The recipient receives a notification or email message with a link to the file.




## Manage access to a sent file

Follow these steps to modify or revoke user access to a file located in your Sent files.

1. From the navigation pane, select  **Sent files** and select the desired file.
2. Access the file's **Permissions** tab in the action bar menu.  
The **Permissions** tab displays a list of users and permitted groups.
3. Click **All recipients**.
4. Select the recipient(s) you want to modify permissions for, and click  **> Edit**.
5. Update the permissions as desired.
6. Click **Apply**.

## Revoke access to a sent file


You can revoke access to sent items at any time.




1. From the navigation pane, select  **Sent files** and select the desired file.
2. In the **Permissions** tab, select the recipient that you want to revoke access for.
3. Do one of the following:
  - In the **Permissions** tab, click .
  - Next to the recipient, click  and select **Revoke access**.
4. In the confirmation message, click **OK**.  
The recipient can no longer access the file. To restore access, edit access as described in [Manage access to a sent file](#).

## Manage collaboration

The BlackBerry Workspaces Web Application allows you to manage collaboration for a file, even if it was initially sent without collaboration enabled. You can upload a new version yourself, and allow or block recipients from uploading new versions.



For more information, see [Collaboration](#).

1. From the navigation pane, select  **Sent files**.
2. Select the file you want to manage.

3. To upload a new version of a sent file, next to the file, click  > **Upload new version**, and follow the on-screen instructions.
4. To allow recipients to upload new versions of the selected file, click  and select **Enable collaboration**.
5. To block recipients from uploading new versions of the selected file, click  and select **Turn off collaboration**.

## Acknowledge a file





Read acknowledgement may be requested on files in a workspace or files sent via BlackBerry Workspaces. It requires the file recipient to complete an acknowledgement process before viewing the file.

This feature is set by organizational policy. All files pending read acknowledgement can be accessed directly from the **Pending read acknowledgement** area of the home screen. When working in other screens, click the  icon on the left navigation menu to access all items in your workspaces that are pending acknowledgement. Throughout your workspaces, individual files that require read acknowledgement are also marked with the read acknowledgement required icon  in the file details area.

1. Open a file marked with **Read acknowledgement required**.  
When opened, you will see a **Read this document and click the acknowledgement bar at the end** banner at the top of the file.
2. Once you have read the file, click **Click here to acknowledge you have read the file** at the bottom of the file. Notification of your acknowledgement is sent to the workspace administrator or file sender. The file is removed from your **Pending read acknowledgement** file list.

# Managing workspaces


Each workspace is labeled with one of with the following icons to show your workspace role.

	Signifies that the workspace is your personal workspace. For more information, see <a href="#">About My Workspace</a>
	Signifies that you are a workspace administrator. Workspace administrators have full control over the workspace and its folders and files. As an administrator, you can also manage workspace groups and users.
	Signifies that you are a contributor to the workspace or have a custom role with upload capabilities. As a workspace contributor, you can manage folders and files within the workspace, and upload new files.
	Signifies that you are a visitor to the workspace. As a workspace visitor, you can access the workspace according to your permissions. As a visitor, you cannot upload files to the workspace.

Workspace owners and administrators can manage workspaces, their folders and files, and access permissions. For more information on roles and permissions, see [User roles and sharing permissions](#).

## Access workspaces

The navigation pane contains all BlackBerry Workspaces and external repositories that you have permissions to access.

- From the navigation pane, select  **Workspaces** or the desired external repository. The workspaces are displayed in the content area.

## About My Workspace



If you have a "workspace owner" role in your organization, you are assigned a personal workspace named **My Workspace**.

**My Workspace** is intended to be used as a personal workspace, and is especially useful when working with a BlackBerry Workspaces desktop application.

When moving files and folders into BlackBerry Workspaces for Windows or BlackBerry Workspaces app for Mac, they are placed in your personal workspace unless otherwise specified. They then are synced with BlackBerry Workspaces on your mobile devices and on the web.

For more information, refer to the [BlackBerry Workspaces for Windows User Guide](#) or [BlackBerry Workspaces app for Mac User Guide](#).

## Create a workspace

1. From the **Workspaces** screen, click  in the action bar. Or, click  then select **New workspace**.
2. In the **Workspace name** box, enter a name for the workspace.
3. In the **Workspace description** box, enter a description (optional).
4. In the **Administrator workspace** box, enter the email address of a user or users you want to assign administrator privileges to for this workspace, and press ENTER after each one.
5. Select **Read acknowledgement required** to require read acknowledgement for every file in the workspace.
6. Click **Add**.



A confirmation message confirms the operation, and the new workspace appears in the list.

7. In the confirmation message, click **Open** to open the workspace or **Upload Now** to start uploading files to the new workspace.

You are added as an administrator by default. Administrators can add additional users to the workspace and set general access permissions.

## Create a transient workspace

This procedure describes how to create a new transient workspace in BlackBerry Workspaces Web Application for repositories configured using the Unified Content Connector. This action is available for users with the **Workspace owner** role.

1. Sign in to the BlackBerry Workspaces Web Application.
2. Access the Unified Content Connector repository.
3. In the action bar, click  or click  and select **New workspace**.
4. In the **Workspace name** box, enter a name for the workspace.
5. In the **Workspace description (optional)** box, enter a description if desired.
6. In the **Path** box, enter the repository path.

The path value determines the root level of the repository. It must begin with the same **Allowed path** as set by the Organization Administrator when the connector was configured.

For example: Where the Organization Administrator set the allowed path to `\\fileshare\`, the following paths are valid:

- `\\fileshare\`
- `\\fileshare\folderA\folderB`

An example for systems with an Alfresco server: Where the Organization Administrator set the allowed path to `http://<server ip or FQDN>:8080/alfresco/api/-default-/public/cmisis/versions/1.1/atom/`, the following paths are valid:

- `http://<server ip or FQDN>:8080/alfresco/api/-default-/public/cmisis/versions/1.1/atom/-default-`
- `http://<server ip or FQDN>:8080/alfresco/api/-default-/public/cmisis/versions/1.1/atom/-default-/repositoryA`

7. In the **User name** and **Password** boxes, enter your access credentials for the external repository.
8. Click **Add**.

## Share a workspace

Sharing a workspace is one way to invite new members to the workspace. You can also add groups, email domains and individuals by managing workspace permissions.

**Note:** The new BlackBerry Workspaces share flow allows you to easily and quickly share workspaces without making unnecessary decisions. It now takes only three clicks to share a workspace using the default permissions set by the organization administrator. You have the option to modify these permissions if necessary.

Share 'My Workspace' [Copy link](#)

Users ▾

**Add members**

Enter email addresses

**Add message**



Type your message here


**Sharing permissions** [Edit](#)

Visitors


Full access | Expiration: Never | Watermark: Off | Commenting: On

Cancel Share

1. In the content area, do one of the following:
  - Click  next to the workspace that you want to share, and select **Share**.
  - Click the workspace to select it, and then click  in the actions bar.
  - Hover over the workspace name and click **Share**.
2. Choose **Users**, **Group**, or **Email Domain** from the drop down.
3. If you choose **Users**:
  - a) In the **Add members** box, enter the email addresses of users you want to share the workspace with.
  - b) In the **Message** box, enter a message (optional).
4. If you choose **Group**:
  - a) Select either the **Existing group** or **New group** radio button


- b) If you select **New group**, add a **Group name**, then optionally a **Group description**, **Group members**, and **Group manager**.  
Only *one* existing group can be selected for adding members.
  - c) If you select **Existing group**, add one or more groups to the **Select Groups** field. You can click **View existing groups** to see a list of groups that are available to you.
  - d) In the **Add members** box, enter the email addresses of users you want to share the workspace with.
  - e) In the **Message** box, enter a message (optional).
5. If you choose **Email domain**:
- a) Enter a domain in the **Domain name** field (e.g., blackberry.com).
6. To modify the default **Sharing permissions**, click **Edit**:
- a) In the **Role** list, select the role that you want to assign to the members you are adding. For more information, see [Roles](#).  
**Note:** The default permissions for contributors and visitors are set and can be changed by your organization administrator. For more information, contact your organization administrator.
  - b) In the **Permission** list, select the user access rights for the workspace. For more information see [Permissions](#).
  - c) In the **File expiration** list, set the time when the workspace will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.  
If you select **Specific date**, click  and choose the desired date from the calendar.
  - d) In the **Watermark** list, set whether workspace .pdf files are displayed with a watermark.  
**Note:** Watermarks are not currently displayed on workspace Microsoft Office files, even when .pdf files are set to display them.
  - e) In the **Comment** list, select **On** to enable recipients to comment on files in the workspace.
7. Click **Share**.  
A confirmation message confirms the operation.

## Favorite a workspace

Marking a workspace as **Favorite** is an ideal method of highlighting items of importance to you. Workspaces, folders, and files marked as favorite display in the **Favorites** area of the Home screen, as well as on the **Favorites** page, which can be accessed by clicking  on the navigation bar.

Favorite tags are user specific; they are not shared or shown to other users.

In the content area, do one of the following:

- Click  next to the workspace that you want to mark as Favorite, and select **Add to favorites**.
- Hover over the workspace, right click and select **Add to favorites**.

The workspace is marked as a favorite and added to your **Favorites** page.

## Manage workspace permissions

For administrators of a workspace, the **Permissions** tab is displayed when the workspace, or any folder or file within that workspace, is selected. For more information on managing access, see [Managing access](#).

You can filter the display of the **Permissions** tab in the following ways:



- Display permitted entities only or all defined entities (including those with no access) by selecting **Show permitted only** or **Show all**.
- To search for a particular user or group member, start typing the name or email address in the **Search** box.
- To sort the list alphabetically, toggle the **Sort** arrow. Note that the **Administrators** group always appears at the top of the list.
- Filter the displayed list by choosing one or more assigned organization roles and entity types available in the filter ▼.

## Rename a workspace

Workspace administrators can rename workspaces. You cannot rename **My workspace**.

1. In the content area, locate the workspace that you want to rename.
2. Hover over the item, and select **Rename**.
3. Click in the name box, and edit the workspace name as desired.
4. Do one of the following:
  - To confirm, click .
  - To cancel, click .

A confirmation message confirms the operation, and the renamed workspace appears in the list.

## Edit the workspace description

Workspace administrators can add or edit the workspace description at any time.

1. In the content area, click the workspace name to access it.
2. In the management pane, in the **Workspace info** tab, do one of the following:
  - To add a description, click **Add** next to **No description**.
  - To edit an existing description, click the current description next to **Description**.
3. Enter the desired text, and click .

## Delete a workspace

Workspace administrators can delete workspaces.

1. In the content area locate and select the workspace that you want to delete.
2. In the action toolbar, click **Delete**.

**Note:** You cannot delete **My workspace**.

A confirmation message confirms the workspace is deleted.

3. If necessary, click **Undo** to restore the workspace.


**After you finish:** To restore a deleted workspace, contact your BlackBerry Workspaces administrator.

## View workspace information

Access the management pane to view workspace information, including a list of your capabilities in the workspace.

1. In the content area, click the workspace.

The **Workspace info** tab is displayed in the management pane on the right.

2. Click  to copy a link to the workspace to share with others.  
The link is copied to your clipboard.
3. Paste and send the link as desired.

# Managing folders



Folders can be used to organize and manage the files within your workspaces. You can set unique roles and permissions for each folder.

**Note:** When working with folders or subfolders with broken inheritance, all permitted actions are available based on your role in the parent folder or workspace.

For more information on roles and permissions, see [User roles and permissions](#).

## Create a new folder

You can create new folders in a workspace.

1. Click a workspace name in the content area to access that workspace.
2. Click  in the action bar or click  and select **New folder**.
3. Enter the **Folder name**.
4. If you want to set the permissions this folder:
  - a) Select the **Set permissions** checkbox.



**Note:** If you do not select **Set permissions**, this folder will inherit the permissions of the parent folder or workspace. You can edit the permissions after the folder has been created. For more information, see [Manage folder permissions](#).
  - b) Click **Set permissions**.
  - c) Click **Accept**.
  - d) Type in or select the group(s) that you want to give access to this folder, and assign the permissions of your choice.
5. Click **Create folder**.

A confirmation message confirms the operation. The new folder appears in the workspace. Groups that have access to the parent workspace/folder will also have access to the new folder.

## Share a folder


Sharing a folder is one way to invite new members to the folder. You can also add groups, email domains and individuals.

**Note:** The new BlackBerry Workspaces share flow allows you to easily and quickly share folders without making unnecessary decisions. It now takes only three clicks to share a folder using the default permissions set by the organization administrator. You have the option to modify these permissions if necessary.

1. In the folder content area, do one of the following:
  - Click  next to the folder that you want to share, and select **Share**.
  - Select the folder in the folder list, and then click  in the actions bar.
  - Hover over the folder name and then click **Share**.
2. Choose **Users**, **Group**, or **Email Domain** from the drop down.
3. If you choose **Users**:
  - a) In the **Add members** box, enter the email addresses of users you want to share the folder with.
  - b) In the **Message** box, enter a message (optional).

4. If you choose **Group**:
  - a) Select either the **Existing group** or **New group** radio button
  - b) If you select **New group**, add a **Group name**, then optionally a **Group description**, **Group members**, and **Group manager**.
  - c) If you select **Existing group**, add one or more groups to the **Select Groups** field. You can click **View existing groups** to see a list of groups that are available to you.
  - d) In the **Add members** box, enter the email addresses of users you want to share the folder with.
  - e) In the **Message** box, enter a message (optional).
5. If you choose **Email domain**:
  - a) Enter a domain in the **Domain name** field (e.g., blackberry.com).
6. To modify the default **Sharing permissions**, click **Edit**:
  - a) In the **Role** list, select the role that you want to assign to the members you are adding. For more information, see [Roles](#).

**Note:** The default permissions for contributors and visitors are set and can be changed by your organization administrator. For more information, contact your organization administrator.
  - b) In the **Permission** list, select the user access rights for the folder. For more information see [Permissions](#).
  - c) In the **File expiration** list, set the time when the folder will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.

If you select **Specific date**, click  and choose the desired date from the calendar.
  - d) In the **Watermark** list, set whether folder .pdf files are displayed with a watermark.

**Note:** Watermarks are not currently displayed on folder Microsoft Office files, even when .pdf files are set to display them.
  - e) In the **Comment** list, select **On** to enable recipients to comment on files in the folder.
7. Click **Share**.


A confirmation message confirms the operation.

## Favorite a folder

Marking a folder as **Favorite** is an ideal method of highlighting folders of importance to you. Workspaces, folders, and files marked as favorite display in the **Favorites** area of the Home screen, as well as on the **Favorites** page, which can be accessed on the home screen or by clicking **★** on the navigation bar.

Favorite tags are user specific; they are not shared or shown to other users.

In the content area, do one of the following:

- Click  next to the folder that you want to mark as Favorite, and select **Add to favorites**.
- Hover over the folder, right click and select **Add to favorites**.



The folder is marked as a favorite and added to your **Favorites** page.

## Manage folder permissions

The **Permissions** tab is displayed in the management pane for a selected workspace, folder, or file, when you are an administrator in the workspace. For more information, see [Managing access](#).

## Download a folder

You can download a folder and all of the files and sub-folders it contains to your computer. **Full access** user permissions allow you to download the original version of the files. **Protected** allows you to download a tracked version of the files, and view, edit, print, and copy the files according to your user permissions.

1. Navigate to the folder you want to download.
2. Do one of the following:
  - Hover over the folder that you want to download, and select **Download**. The folder and its contents are downloaded with the highest level of permissions you have based on your role in this folder.
  - Select the folder and in the action bar click  and choose **Full access** or **Protected** from the drop down menu.
  - From the folder entry, click  > and choose **Download - Full access** or **Download - Protected**.

The folder is zipped and downloaded to your computer. If the folder has full access permissions, an unprotected copy is downloaded. If the folder is protected, a protected copy is downloaded and your ability to view, edit, print or copy the content is determined by the user permissions for the folder.


## Rename a folder

1. Navigate to the folder you want to rename.
2. Hover over the item, and select **Rename**.
3. Click in the name field, and edit the name as desired.
4. Do one of the following
  - To confirm, click .
  - To cancel, click .

A confirmation message confirms the item was renamed.



## Move a folder or file

Move folders and files to other folders in the workspace, or to the workspace itself. You can move one or a number of items at once. When moving folders, its sub-folders and files are also moved.

1. Navigate to the item(s) that you want to move.
2. Select the item(s), and then click .
3. Select the folder in the content list that you want to move the item(s) to, and then click **Move**.  
The item(s) are moved to the selected destination.

## Delete a folder or file

Folders and files can be deleted by workspace members with the **Administrators** or **Contributors** role.

1. Navigate to the item(s) that you want to delete.
2. Check the item(s), and click  in the action bar or click  and select **Delete**.


The item(s) are moved to the Recycle bin and if necessary, can be restored later by a BlackBerry Workspaces administrator.

## View folder information

When you select a folder, the **Folder info** and **Permissions** tabs are shown in the management pane to the right. The **Folder info** tab displays information about your selection, including the list of capabilities (such as upload, move, share, etc.).

1. In the content area, select the folder.

The **Folder info** and **Permission** tabs are displayed in the management pane.

2. Click  to copy a link to the folder to share with others.  
The link is copied to your clipboard.
3. Paste and send the link as desired.

# Managing files

The BlackBerry Workspaces Web Application allows you:

- Share a file
- Upload files to workspaces and folders
- Manage file permissions
- Access previous versions
- Access annotated versions of your files

To view your files, open them in the online viewer, or download then open them in a native application.

## Uploading files

The BlackBerry Workspaces Web Application allows you to:

- Upload a new file to a workspace
- Upload a new version of a file, which overwrites the existing file

The maximum file size for upload via the BlackBerry Workspaces Web Application is 10GB.

**Note:** Files of up to 10GB can be uploaded, however, the capability to upload may be limited by your computer's available system resources or by your organization administrator who may have set a sync policy that restricts the type or size of files that you upload. Contact your organization's BlackBerry Workspaces administrator for more details.

### Permissions and supported file types

This section lists the supported file types for each group of permission templates:

#### Full access

Users can download a copy of the file for full access.

Users can view Microsoft Office, .pdf, and image files through the online viewer\*\*\* and Workspaces mobile apps.

All file types can be securely transferred with BlackBerry Workspaces.

#### Advanced Rights Management

These permissions enable users to download protected files with rights management controls. BlackBerry Workspaces for Windows or the BlackBerry Workspaces app for Mac are required to open the protected files.

Users can also view rights protected files through the online viewer\*\*\* and Workspaces mobile apps.

- Supported files: \*.doc, \*.docx, \*.xls, \*.xlsx, \*.ppt, \*.pptx, \*.pps, \*.ppsx, \*.txt, pdf
- Image files: \*.eps, \*.jpg, \*.jpe, \*.jpeg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.psd are also supported, if enabled by your organization.
- All other file types (e.g. \*.avi, \*.mp4, \*.xlsm) are granted with "Full access".

**Note:** Image and text files (.txt format) are downloaded for view as PDF files.

## Online only

These permissions require users to access protected files through the online viewer\*\*\*.



Users can also view files through the BlackBerry Workspaces mobile apps.

- Supported files: \*.doc, \*.docx, \*.xls, \*.xlsx, \*.ppt, \*.pptx, \*.pps, \*.ppsx, pdf
- Image files: \*.eps, \*.jpg, \*.jpe, \*.jpeg, \*.gif, \*.bmp, \*.png, \*.tif, \*.tiff, \*.psd are also supported, if enabled by your organization.
- All other file types (e.g. \*.avi, \*.mp4, \*.xslm) are granted with "Full access".

\*\*\* Such files are converted for viewing with the online viewer. If you are unable to access a file, contact your BlackBerry Workspaces organization administrator.

## Upload a file

You can upload one or more files at a time to a workspace or folder.

1. Browse to the workspace or folder where you want to upload a file.
2. Do one of the following:
  - Click  and select **Upload**, browse to and select the file(s) that you want to upload, then click **Open**.
  - Drag the desired file to the desired location.
  - Click .

**Note:** If you attempt to upload a file with the same name as an existing file at the location, you must choose to either update the existing file or keep both files.

Your file(s) are uploaded. When your file(s) have finished uploading, the green check mark appears next to the file name.

3. Clear the **Notify group members and users** checkbox, if you do not wish to notify workspace members about the new files.
4. If desired, change the subject of the notification email.
5. To add a personal message to the notification, add your message in the **Add a personal message** box. By default, the permissions of the parent folder are assigned to each file.
6. If you want to change the default access permissions for the uploaded file(s) in the current batch:
  - a) Click **Set permissions**.
  - b) In the list of groups/user names, select the entity(ies) that you want to give access to the file(s) you are currently uploading.

**Note:** Entities that are not selected will have no access to the file(s) you are currently uploading, even if they have access to this folder. They will not see the file(s) in the folder.
  - c) Click **Done**.

**Note:** You cannot change permissions at this stage. If necessary, change the permissions after you have finished uploading. For more information, see [Managing access](#).

7. If you want to upload additional files, click **Add files** or drag the desired file to the **Upload** window.

**Tip:** If you have navigated away from the location you are uploading your files to, click **Go to location** in the **Upload** window to return to that location.

8. Click **Next**.

**Note:** Access to some file types cannot be controlled. If your file is marked with **File will be uploaded with 'Full access' permissions**, anyone who can access the file can do so with "Full access" permissions.

Your file(s) are secured by BlackBerry Workspaces.




9. Click **Done**.

The file(s) are uploaded. If you elected to send a notification of the uploaded file(s), an email notification is sent to everyone who has access to the folder.

## Upload a new version of a file



You can upload new versions of files in workspaces or in the **Sent items** area.

1. Browse to the file for which you want to upload a new version.
2. Next to the file, click  > **Upload new version**.
3. Locate and select the file(s) that you want to upload, and click **Open**.  
The file is uploaded to Workspaces.
4. To notify users that have access to this document, ensure that **Notify group members and users** is selected.
5. If desired, change the subject of the notification email.
6. If you want to send a personal message with the new version notification, enter your message in the **Add a personal message** box.
7. Click **Next**.
8. Click **Done**.  
The new version replaces the existing file in the workspace. Should you need to roll back to an earlier version, you can do so at any time. See [Restoring a file to an earlier version](#) for more information.

## Download files

If you are the workspace owner or administrator, or the file owner, you can download the original file (without any access restrictions controlled by BlackBerry Workspaces) or the protected version of it (with access protected by the BlackBerry Workspaces permissions).

**Note:** If you are not the owner or an administrator, and the file permissions do not permit unprotected downloading, you are able to download a protected version only.

1. Browse to the file that you want to download.
2. Do one of the following:
  - Hover over the file, then click **Download**. The file is downloaded with the highest level of permissions you have for your role in this folder.
  - Select the file in the content list, then in the action toolbar click . Choose **Full Access** or **Protected**.
  - Click  > then choose **Download - Full Access** or **Download - Protected**.

The file is downloaded to your computer. If you chose to download a "Full access" copy of the file, an unprotected copy is downloaded, and your actions on the file are not tracked by BlackBerry Workspaces. If you chose to download a "Protected" copy, your ability to view, edit, print or copy the content is determined by your user permissions for the file.



## Managing file permissions

The **Permissions** tab is displayed in the management pane for a selected workspace, folder, or file, when you have administrator rights on the item. For more information on managing access, see [Managing access](#).

## Locking files



Lock a file to prevent other users from uploading a new version for 24 hours. This feature is enabled by organizational policy.

### Lock a file

- Do one of the following:
  - In the content area, next to the file you want to lock, click , and select **Lock**.
  - When viewing an Office file in the online editor, click  to lock the file. For more information on editing online, see [Edit a file online](#).



The file is locked for 24 hours, and during that time can only be unlocked by yourself or a workspace administrator. After that time, the lock is automatically removed.

### Unlock a file

Locked files are marked in the content area with , and in the Workspaces Editor with .


Files can be unlocked at any time by the user who locked them, or by the Workspaces organization administrator. By default, files are locked for 24 hours then released automatically.

To unlock a file, do one of the following:

- In the content area, next to the file you want to unlock, tap  > and select **Unlock**.
- In the Workspaces Editor, click  to unlock a Microsoft Office file for others. For more information on editing Microsoft Office files in the Workspaces Editor, see [Edit a file online](#).


The file is unlocked.

## Favorite a file

Marking a file as **Favorite** is an ideal method for highlighting files of importance to you. Workspaces, folders, and files marked as favorite display in the **Favorites** area of the Home screen, as well as on the **Favorites** page, which can be accessed on the home screen or by clicking  on the navigation bar.

Favorite tags are user specific; they are not shared or shown to other users.


In the content area, do one of the following:

- Click  next to the file that you want to mark as Favorite, and select **Add to favorites**.
- Hover over the file, right click, and select **Add to favorites**.


The file is marked as a favorite and added to your **Favorites** page.

## Edit a file online

You can edit Microsoft Office files online in the BlackBerry Workspaces Web Application where you have permission to do so.

**Tip:** Click  when viewing Microsoft Office online to edit the document in the online editor.

1. Navigate to the Office file that you want to edit.

2. Next to the file, click  > **Edit in Office Online**.  
The file opens in the online viewer.
3. Edit and save your file as desired.





















## View files in the online viewer





Use the online viewer to view Microsoft Office and .pdf files.

### Note:


You are now able to view Adobe password protected pdfs in the online viewer. Users are first prompted to enter the Adobe password before the document can be opened. Some limitations include:

- The annotation buttons are hidden in password-protected pdfs
- You must reenter the Adobe password when moving from normal viewing state to full tab
- Watermarks are not supported
- Password protected documents cannot be sent to DocuSign



1. In the content area, select the file that you want to view.
2. Do one of the following:
  - Click the file.
  - Hover over the file and click **View**.
  - Click  > **View**.
3. If the document is Adobe password protected, enter the password and click **Open**.
4. To expand or close the viewer:
  - In the title bar, click  to maximize the viewer. If the document is Adobe password protected, enter the password and click **Open**.
  - In the title bar, click  to close the viewer.
5. Use the toolbar to perform the following actions:
  - If you have the necessary permissions, click  and select **Full Access** or **Protected** to download the file.
  - If you have the necessary permissions, click  to print the file.
  - If you have the necessary permissions, click  to send a copy of the file or share your annotations (this feature is based on your permissions).
  - Click  to view the file at actual size.
  - Click  to view the file at full view.
  - Click  to fit the file to the width of the viewer.
  - Click  or  to rotate the file clockwise or counterclockwise.
  - Click  to zoom in.
  - Click  to zoom out.
  - Click  to select the desired magnification
  - Click in the box and enter the desired page number  /  to go to a particular page.
  - Click  to open the page thumbnails panel.
  - Click  to create an annotation. For more information, see [Working with annotations](#).
  - Click  to search for text within the file. Use the arrows to page through the results. Click  again to close the search box.

- If you have the necessary permissions, click  to edit the file. The file opens in the online editor. Note, your organization must subscribe to this service.
  - Click  to go to the file location. This option only appears when you are in Full view mode.
  - Click  to view your permissions for the file.
6. To view annotations and comments:
    - a) Click  to extend the right pane.
    - b) Click **Annotations** to view annotations.  
For more information on working with annotations, see [Working with annotations](#).
    - c) Click **Comments** to view comments.  
For more information on working with comments, see [Working with comments](#).


## Working with annotations

In BlackBerry Workspaces, you can annotate and edit files in the file viewer. Files with annotations are marked  in the content area. You can share annotations with others, but they can only be edited by their creator.




### Use the free draw tool

1. Click  to open the annotation menu.
2. Click the down arrow next to the marker tool , and do one of the following:
  - To change the color, select the desired color.
  - To change the marker tip size, select the desired thickness.
  - To change the transparency of the marker, select the desired transparency.


The tool changes according to your selection. To change another attribute, repeat this step.




3. Draw on the file as desired.  
The annotation is saved automatically.
4. To change the color, thickness, or transparency of the line after drawing, select the drawing and repeat step 2, changing the attributes as desired.
5. To move the drawing, drag it to the desired location.
6. To delete the drawing, select and delete it within the editor, or from the annotation management pane, click  > **Delete**.

### Highlight text

1. Click  to open the annotation menu.
2. Click the down arrow next to , and choose the highlighter color.
3. Highlight the desired text.  
The annotation is saved automatically.
4. To change the color of the highlighted text, select the highlight and repeat step 2.
5. To delete the highlight, select and delete it within the editor, or from the annotation management pane, click  > **Delete**.

### Add a sticky note



1. Click  to open the annotation menu.

2. Click the arrow next to , and choose the color of the sticky note.
3. Click the location where you want to add the sticky note, and enter your comments.  
The annotation is saved automatically.
4. To change the color of the sticky note, select the note and repeat step 2.
5. To edit the note, select it, click  > **Edit**, and make the necessary changes.
6. To move the note, drag it to the desired location.
7. To remove the note, select it and click  > **Delete** from within the editor or from the annotation management pane.

## Search and filter annotations


Use the annotations pane to view all annotations in a file. Search and filter the annotations list to locate a particular annotation.

**Tip:** Click  to reduce and click  to restore the right pane.

1. To search for the annotations by a particular reviewer or text contained in a sticky note, in the **Search** box in the **Annotations** pane, start typing the desired string.  
The list is filtered according to the matching results.
2. To filter the list by annotation type:
  - a) Click  and make sure that **Types** is selected.
  - b) Select or clear the desired annotation type(s).  
The display is updated dynamically.
  - c) Click **Clear** to clear the filters.
3. To filter the list by reviewer:
  - a) Click  and make sure that **Users** is selected.
  - b) Select or clear the desired user(s).  
The display is updated dynamically.
  - c) Click **Clear** to clear the filters.


## Download annotations


Download the file as a PDF including all or selected annotations by author.

1. In the content area, locate the desired file.
2. Click  and select the annotations of the reviewer that you want to include in the downloaded file.
3. Click **Download**.  
The file with annotations of the reviewers you selected is downloaded as a .pdf file.

## Share annotations

Share annotations that you've made on a file.

1. In the content area, locate the annotated file that you want to share.
2. Do one of the following
  - To share the file from the workspace:
    - a. Click the  next to the file.
    - b. Select **Me** and then click **Share**.
  - To share the file from the online viewer:
    - a. Open the file in the online viewer.


- b.** Click  and then click **Share annotations**.
3. Enter the name, email address, or distribution list for each recipient, and then press ENTER.  
**Tip:** To share your annotations with everyone who has access to the file, click **Add all permitted members**.
4. If desired, change the subject of the notification email.
5. To add a personal message, add your message in the **Add a personal message** box.
6. Click **Send**.  
Your file(s) are sent. You can access your files on the **Sent items** page. For more information, see [Viewing sent items](#). The recipient receives an email message with a link to the file; they click the link to open the file.

## Working with comments

You can comment on a file to start a discussion about it. Mention people in your comments, and reply to comments others have made on the file. Comments can be made on a file in the workspace or in the online viewer.

**Note:** The ability to comment on files is enabled by organizational policy; contact your organization administrator for more information.

To view comments:

- To view comments on a file when working in the BlackBerry Workspaces Web Application, select a file and access the **Comments** tab in the management pane.
- To view comments on a file when working in the online viewer, Click  to extend the right pane and access the **Comments** tab.

### Create a comment

**Before you begin:** Locate and select the file that you want to make comments on.

1. In the content area, locate the desired file.
2. Access the file's **Comments** tab in the management pane.
3. Click in the **New comment** box and type your comment.
4. Type @ and enter an email address or name to mention someone.
5. Click **Post**.

Your comment is posted. If you mentioned anybody in a comment, they are notified by email.

### After you finish:

If the person you mentioned does not have the necessary permissions to comment on the file, the workspace administrator receives an email notifying them that you are requesting permissions on their behalf.

If you are a workspace administrator the "Add permissions" message appears:

- Click **Give permissions** to give access and commenting permissions for the file.

### Reply to a comment


1. In the content area, locate the desired file.
2. Access the file's **Comments** tab in the management pane.
3. Below the comment that you want to reply to, click in the **Reply** box and type your reply.
4. Type @ and enter an email address or name to mention someone.
5. Click **Reply**.

Your comment is posted. If you mentioned anybody in a comment, they are notified by email.


If the person you mentioned does not have the necessary permissions to comment on the file, the workspace administrator receives an email notifying them that you are requesting permissions on their behalf. If you are a workspace administrator the "Add permissions" message appears.

6. Click **Give permissions** to give access and commenting permissions for the file.

### Edit a comment

1. In the content area, locate the desired file.
2. Access the file's **Comments** tab in the management pane.
3. Next to the comment that you want to edit, click  > **Edit**.
4. Edit your comment and then click **Save**.

### Delete a comment



1. In the content area, locate the desired file.
2. Access the file's **Comments** tab in the management pane.
3. Next to the comment that you want to delete, click  > **Delete**.
4. Click **Delete**.

## Working with file versions

View a list of all versions of a file, open a previous version in the online viewer, and restore a file to an earlier version.



### View versions

View a list of all versions of a file, and open a previous version for viewing.

1. In the content area, locate the file that you want to view.
2. Next to the file, click  > **Versions**.  
A list of versions appears.
3. To view a previous version, select the version that you want to view, and click  > **View**.  
The file version is opened in the online viewer.

### Restore a file to an earlier version


Restore a file to a previous version.

1. In the content area, locate the file that you want to view.
2. Select the file that you want to restore to an earlier version, and click  > **Versions**.  
A list of versions appears.
3. To set a particular version as the current version, select the version and click  > **Set as current version**.  
A confirmation message confirms the operation.

**Note:** The earlier file version is restored in the folder or workspace. The later version becomes a saved version.

## View additional information about files

File information including size, upload and modification history, and your permissions for the file can be viewed in the **File info** tab of the management pane. From here, you can also access previous versions of the file and tag the file.

1. In the content area, select the desired file.
2. Access the file's **File info** tab in the management pane.
3. Click  to copy a link to the file to share with others.  
The link is copied to your clipboard.
4. Paste and send the link as desired.

## Add tags to files

Tag your files to help filter your files when searching. Tag options are defined by the organization administrator and can be assigned to any file in a workspace by the file owner.

1. In the content area, select the desired file.
2. Access the file's **File info** tab in the management pane.
3. Next to **Tags**, click **Add**.
4. Select a tag type from the **Category** drop-down list.
5. In the tag box, name the tag.
6. Click **Add** to add the tag to the selected files.

## View the tracking map

View a map tracking user activity related to the selected file (including user email address, activity, date and time, and site location - city, state, country) for files in workspaces where you are administrator. View an activity log which shows details regarding activities performed on the selected file.

**Note:** The activity log can be viewed per file only.

1. In the content area, select the desired file.
2. Access the file's **File activities** tab in the management pane.
3. Use your mouse to zoom in and out of, and pan the map.
4. Click a user in the **Last activities** list to view more information about each activity on the map.

## View a file activity log

View an activity log which shows details regarding activities performed on a selected file.

**Note:** The activity log can only be viewed for a file, not a folder.

1. In the content area, select the desired file.
2. Access the file's **File activities** tab in the management pane.
3. Click **Full Log**.



The log opens in a separate window or tab in your browser. It shows all access activities for the selected file, indicating who accessed it, the device used, and the location.

4. To filter the log by date, enter the range in the **Set date range** area.
5. To export the displayed portion of the log, click **Export log**.

## Work with multiple files

You can select more than one file at a time to perform bulk actions. Actions that are common to all the selected files are available.

1. In the content area, browse to the desired location.
2. Choose a selection option:

Option	Description
Select	Select a file or select multiple files one by one.
Select all	Select all listed files.

**After you finish:** Select an action to perform on the files.

# Managing access

The **Permissions** tab is displayed for a selected workspace, folder, or file, when you are an administrator in the workspace. As workspace administrator, you can manage who can access workspace items. New members can be added as individuals, by defining an email domain, or as a Microsoft Active Directory or regular group. For each member or group of members, you can set their role and access permissions for a selected workspace, folder, or files. If necessary, you can edit the roles and permissions.

For more information on the meaning of user roles and permissions, including customized access to folders and files, see [User roles and permissions](#).




## Use the Permissions tab

Filter and sort the **Permissions** tab to view information on permitted entities.

1. In the content area, select the desired file.
2. Access the file's **Permissions** tab in the management pane.
3. To toggle between displaying all permitted entities for the selected item, click **Show permitted only** or **Show all**.
4. To sort the displayed list, click **Sort** and sort the list alphabetically.
5. To filter the displayed list, click **▼ > Sort** and pick the desired filters:
  - **Type:** group, user, Active Directory group, or email domain.
  - **Role:** visitors, contributors, or administrators.
6. To search for an entity in the list, start typing the desired group name in the **Search** box. The list is filtered to show only matching items.

### Permission access levels

Workspace members in the **Permissions** tab are displayed with an access level icon. The following table provides a description of each icon:

Access level icon	Description
	This icon indicates that the workspace member has full access permissions.
	This icon indicates that the workspace member has Advanced Rights Management permissions, meaning that they can view files online and download protected files.
	This icon indicates that the workspace member has online only tracked access.

## Add a member to a workspace, folder, or file

You can add new groups, individuals, Microsoft Active Directory groups, or an email domain to a workspace, folder, or file.

**Note:** You can also add individuals by sharing the workspace, folder, or file.


1. In the content area, select the workspace, folder or file to which you want to add groups, individuals, Active Directory groups, or an email domain.

2. Access the **Permissions** tab in the left pane.
3. Click **+**. You can choose to add individual users (by email address), an entire email domain (company.com) or an Active Directory group (if your Organization's BlackBerry Workspaces server is connected to an Active Directory server).
4. Select the group type: **Group**, **Active Directory Group**, or **Email Domain**.
  - a) If you select **Group**, enter a group name, group description, and in the group members area, enter email addresses or distribution lists.
  - b) If you select **Active Directory Group**, enter the Active Directory group name and a description.
  - c) If you select **Email Domain**, enter the Domain name.
  - d) If you select **User**, enter the email addresses of users you want to add and then press ENTER.
5. Click **Next** to set permissions for the new group.
 

**Note:** See [User roles and permissions](#) for details about the permissions that can be assigned.
6. Select the **Role**. For more information, see [Roles](#).
 

**Note:** If you set the role of an Active Directory group to Administrator, this role **cannot** be changed later. If you set the role of an Active Directory group to Contributor or Visitor, the role cannot be changed to Administrator at a later time.
7. Select the **Permission** level. For more information see [Permissions](#).
 

**Note:** The **Advanced Rights Management** permissions set is available for BlackBerry Workspaces Enterprise ES Mode and BlackBerry Workspaces Enterprise ES (Restrict Full Access) Mode only. For more information, contact your organization administrator.
8. In the **File expiration** list, set the time when the file will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.
 


If you select **Specific date**, click  and choose the desired date from the calendar.
9. In the **Watermark** list, set whether workspace PDF files are displayed with a watermark.
10. In the **Comment** list, select **On** to enable commenting.
11. Select if to apply the permission you are giving to **This folder and subitems that inherit permissions only**, or select if the permission you are granting will apply to **This folder and all subitems**.
12. Click **Add**.
 

A confirmation message appears confirming the operation.

## Editing member permissions

You can edit permissions for workspace members, change the group name or description, add or remove users from groups or the workspace, or delete an entity.

### Edit access


1. Navigate to the workspace, folder, or file that you want to edit access to.
2. In the **Permissions** tab on the management pane, select the desired entity.
3. Next to the entity that you want to edit, click  and select **Edit**.
4. To edit group details, do the following:
  - a) To change the group's name, select the current group name and type a new name.
  - b) To change the group's description, click the box containing the current group description and type a new description.
5. Select the desired **Role**. For more information, see [Roles](#).

**Role** appears when editing access to a workspace or folder only.

6. Select the desired **Permission**. For more information see [Permissions](#).

**Note:** The **Advanced Rights Management** permissions set is available for BlackBerry Workspaces Enterprise ES Mode and BlackBerry Workspaces Enterprise ES (Restrict Full Access) Mode only. For more information, contact your organization administrator.

7. In the **File expiration** list, set the time when the file will no longer be accessible by the recipients. Select a specific date, a time period from the list, or never.

If you select **Specific date**, click  and choose the desired date from the calendar.


8. In the **Watermark** list, set whether the file is displayed with a watermark when viewed using a Workspaces viewer.
9. In the **Comment** list, select **On** to enable commenting.

10. Click **Apply**.

Your changes are saved.


## Revoke access

You can revoke access to workspaces, folders, or files for any workspace member.

1. In the content area, select the item that you want to revoke access to.
2. In the **Permissions** tab of the management pane, select the entity that you want to revoke access for.
3. Do one of the following:
  - Click .
  - Hover next to the item, click **Edit** and in the **Permission** list, select **No access**.
4. In the confirmation message, click **Apply**.  
The entity can no longer access the item.

## Restore access


You can restore access to workspaces, folders, or files for any workspace member.

1. In the content area, select the workspace, file, or folder for which you want to restore permissions.
2. Access the item's **Permissions** tab.  
The **Permissions** tab displays two sub tab options: **Show permitted only** and **Show all**.
3. Select the **Show all** tab and locate the member or group for which you want to restore permissions.
4. Hover over the member you want to restore, and click  > **Edit**.
5. In the **Permission** list, set the new permissions level as desired.
6. Click **Apply**.  
A confirmation confirms the operation.

# Working with groups

You can view group members, and add and remove group members.

## View group members




1. In the content area, locate the relevant workspace or folder.
2. In the **Permissions** tab of the management pane, select the relevant group.
3. Next to the desired group, click  and select **Members**.

The group's members are displayed.

### Assign group manager



Assign the group manager role to enable a group member to add and remove people from the workspace group.

**Note:** Group managers cannot manage group permissions, which are managed by workspace administrators.

1. In the content area, locate the relevant workspace or folder.
2. Access the item's **Permissions** tab, select the desired group and click  > **Members**.
3. Select the group member that you want to make group manager and click  > **Make Group Manager**.
4. In the **Permissions** tab of the management pane, select the desired group and click  > **Members**.  
A confirmation message confirms the operation. The selected member is promoted to group manager.



### Remove group manager

Remove a user from the group managers role to demote them.

1. In the content area, locate the relevant workspace or folder.
2. Access the item's **Permissions** tab, select the desired group and click  > **Members**.
3. Select the group member that you want to remove from group managers and click  > **Remove from Group Managers**.  
A confirmation message confirms the operation.

### Add a user to a group



This task can be performed by workspace administrators and group managers.

1. In the content area, locate the relevant workspace or folder.
2. Access the item's **Permissions** tab, select the group to which you want to add users.  
**Note:** You cannot add users to an email domain group.
3. Next to the group, click  and select **Members**.
4. Click .
5. In the **Add members** box, enter an email address or distribution list name and press RETURN.
6. In the **Add managers** box, enter an email address and press the RETURN.
7. Repeat steps 5-6 for each new member or distribution list you want to add as a member or manager.
8. Click **Add**.  
The users or distribution lists are added to the group.

**Note:** Users do not receive notification that they have been added to the group.



### Remove a user from a group

This task can be performed by workspace administrators and group managers.

1. In the content area, select the relevant workspace.
2. In the **Permissions** tab of the management pane, select the group from which you want to remove users.
3. Next to the desired group, click  and select **Members**.
4. Select the group member(s) that you want to delete.
5. Click .  
A confirmation message confirms the operation. The selected members are removed from the group.

## Delete a workspace member


Delete groups, individuals, or email domains and remove them from the workspace.

1. In the content area, select the relevant workspace.
2. In the **Permissions** tab of the management pane, select the group that you want to delete.
3. Do one of the following:
  - Select the group from the group list and click .
  - Next to the group that you want to edit, click  and select **Delete**.

A message confirms the operation, and the selected group is removed from the workspace.

## Send a message to workspace members

Send an email message to one, all, or selected members of the selected workspace, folder, or file. A link to the selected item is included in the email message.

1. In the content area, select the desired workspace, folder, or file.
2. Access the **Permissions** tab of the management pane.
3. Select the group(s) and members that you want to message from the member list.
4. Click .

**Note:** Sending a message to an email domain is not supported.

5. In the **Subject** box, enter a subject for the message.
6. In the **Message** box, enter text for your message.
7. Click **Send**.

A confirmation message confirms the operation.

## Restore inheritance

Folders and files that have broken inheritance (different permissions) from their parent workspace or folder are shown with the broken inheritance overlay:



Perform the steps described here to restore the permissions held by the parent workspace or folder.

For more information on inheritance, see [Customizing access to folders or files](#).

1. Browse to and select the item for which you want to restore inheritance.
2. Access the **Permissions** tab in the management pane.
3. Click **Inherit now**.
4. If restoring inheritance to a folder, do one of the following:
  - Select **This folder only** to apply the permissions to this folder only.
  - Select **This folder and all subfolders** to apply the permissions to the folder and all its subfolders, including those with broken inheritance.

The selected item inherits the access roles and permissions of the parent.

If you selected **This folder and all subfolders**, the inherited permissions are applied to all sub-folders or files that inherit permissions from the folder for which you are restoring inheritance. Any sub-folders or files that have broken inheritance are not affected by this change.


# Working with hidden files and the recycle bin

Items that you delete from the **Workspaces** or the **Sent files** area are moved to a recycle bin in that location. In your **Received files** list, files can be hidden from view and restored from the **Hidden files** list.

You can restore files that were accidentally hidden or deleted, or permanently delete files to clear space.

## Delete files permanently

You can delete files from the **Recycle bin** to permanently remove them from BlackBerry Workspaces.

1. In the management pane of the **Workspaces** or **Sent files** area, click **Recycle bin**.
2. Select the folder(s), or file(s) to delete, then click .  
The selected folder(s) or file(s) are permanently deleted from BlackBerry Workspaces.

## Restore a deleted or hidden folder or file

You can restore files deleted from the **Workspaces** or **Sent files** areas or hidden from the **Received files** list.

A workspace administrator can only restore deleted workspace files. If a folder has been deleted, the folder is restored when restoring the files.

**Note:** You cannot restore files deleted from the **Recycle bin** or hidden files.

1. Do one of the following:
  - In the **Workspaces** or **Sent files** area, select the **Workspace info** tab of the management pane, and click **Recycle bin**.
  - In your **Received files** list, click **Hidden files** in the management pane.
2. Hover over or select the folder or file that you want to restore, and click **Restore**.  
The selected file is restored and appears in the location from which it was hidden or deleted.




# Working with notifications

You can access your notifications in BlackBerry Workspaces from the top bar to view comments that you were mentioned in and to manage your workspace, folder, and file permission requests.


- Click  to view notifications.

## Manage comments

You are notified when someone mentions you in a comment or replies to a comment you made on a file.

1. From the top bar, click .
2. To view the comment, click it.  
The file is opened in the viewer in a new tab.
3. To clear all comments from your notifications list, click **Clear comments**.

## Manage file permission requests

1. From the top bar, click .
2. Click **File permission requests**.
3. Click the file request that you want to handle.  
The handling options available in the **Requests** tab may vary depending on the nature of the request and the location of the requested file.

**Note:** Requests are listed per file, and may include single or multiple requests.

The **Requests** tab appears in the management pane on the right of the screen.

4. Do one of the following:
  - To approve the request by sending a copy of the file, select **Approve this request**, and set the permission level and/or file expiration date.  
For more information on permissions, see [User roles and permissions](#).
  - To approve the request by adding the user to the workspace, select **Approve by adding the user to**, click **Directly to the workspace**, and then select the desired role, permissions, file expiration, and watermark settings.
  - To approve the request by adding the user to a group, select **Approve by adding the user to**, select **An existing workspace group**, and click **Choose group** to select the group.
  - To deny the request, select **Deny this request**, and select **Notify the user** to send notification.

5. Click **Apply**.  
The user is notified if the request was approved. If you denied the request, no notification is sent unless you chose to send a notification.

**Tip:** To view the workspace or folder information or permissions, access the information or permission tabs in the management pane.

## Manage workspace or folder permission requests

1. From the top bar, click .

2. Click **Workspace/folder permission requests**.

3. Click on the desired request in the list.

**Note:** Listed requests are per workspace or folder, and may include single or multiple requests.

The **Requests** tab appears in the management pane on the right after selecting a workspace or folder from the list.

4. Do one of the following:

- To approve the request by adding the user directly to the workspace, select **Approve by sending a copy of the file**, select the permission level to assign and click **Apply**.
- To approve the request by adding the user to a group, select **Approve by adding the user to:**, and select from **An existing workspace group** depending on your level of permissions, and click **Apply**.
- To deny the request, select **Deny this request**, and select **Notify the user** to send the notification.

5. Click **Apply**.

The user is notified if the request was approved. If you denied the request, no notification is sent unless you chose to send a notification.

# User roles and permissions

User roles and permissions are set for each workspace member and for recipients of shared files.

## Workspace members

Workspace members can be added individually and assigned a role and permission set, or organized into groups with a group role and permission set. Members can access all workspace folders and files unless your organization's BlackBerry Workspaces administrator specifies otherwise. Members are workspace-specific and their defined permissions in one workspace does not grant them access to other workspaces or their folders and files.

## Roles

Use roles to determine user management capabilities within a workspace or folder. Define roles when you create a workspace, and change or remove roles later by editing access.

There are three standard roles with pre-defined capabilities. Organizations that are configured for creating custom roles can offer additional roles with unique capabilities.

The standard roles are described here:

### Administrators

Workspace administrators have full control over the workspace and its folders and files (upload, download, move, delete, and so on). Administrators can also manage workspace groups and users. By default, the workspace creator is added to the Administrators group.

### Contributors

Contributors perform the following actions:

- Folder level: Add and delete folders, move files across folders, and move and rename folders.
- File level: Upload, move, rename, and remove files.

### Visitors

Visitors can access workspace files depending on their permissions. Visitors cannot upload files to workspaces. Default file permissions for visitors are set by your organization administrator.

## Permissions

Use permissions to define user access rights for workspace files. A number of permission sets are available, depending on what has been set by your organization BlackBerry Workspaces administrator, and according to your organization's defined enterprise mode.

## Available permission sets

### Full access

Users with full access permissions can perform all actions in BlackBerry Workspaces.

### Advanced rights management

The **Advanced Rights Management** (Download protected) permission sets are available for BlackBerry Workspaces Enterprise ES Mode and BlackBerry Workspaces Enterprise ES (Restrict Full Access) Mode only.

The following table details the available permissions for each advanced rights management permission level.

	Download Full access	Download Protected	View online	Copy	Edit	Print	Programmatic access
Download protected, edit, copy & print	-	Yes	Yes	Yes	Yes	Yes	-
Download protected, edit & print	-	Yes	Yes	-	Yes	Yes	-
Download protected & edit	-	Yes	Yes	-	Yes	-	-
Download protected & print	-	Yes	Yes	-	-	Yes	-
Download protected	-	Yes	Yes	-	-	-	-

### Online only


	Download Full access	Download Protected	View online	Copy	Edit	Print	Programmatic access
View & print	-	-	Yes	-	-	Yes	-
View	-	-	Yes	-	-	-	-

<b>Spotlight view</b>	-	-	Spotlight view only (blurred outside of subject area to block over the shoulder viewing)	-	-	-	-
<b>No access</b>	-	-	-	-	-	-	-

## Customizing access to folders or files

Entities (individuals, groups, or members of an email domain) can access workspace folders and files, based on the permissions you selected.

Permissions can be adjusted by applying different permission levels. When adding new entities, you can also select if you want to give them access to all workspace folders and subfolders or to add them only to the selected item and any subitems that inherit permissions.

If you choose to allow only certain entities to access a certain folder or file, this creates broken inheritance with the parent workspace or folder, and the item icon is marked with a broken chain; .

If you choose to only give permissions to a folder and subitems that inherit permissions, this will break inheritance for the folder, and for all child items as well. All subfolders or files under that folder, will inherit the permissions set for that folder.

If you choose to give permissions to a folder and all subitems, this will override broken inheritance for the folder all subfolders and child items.

## Collaboration



Use BlackBerry Workspaces to easily and seamlessly collaborate with others on shared files.

Collaborate by adding additional members to a workspace or folder; providing access to your original files, sending a copy of your file to others, or by sharing sent files with additional users.


As a workspace administrator or workspace group manager, add group members to a workspace giving members the ability to directly access and collaborate on the files in the workspace.

Send a copy of files to others, allowing your recipients to collaborate with one another and upload new versions. File versions are useful when you want to collaborate with multiple other users on the same file, enabling everyone to share their new versions with all recipients. When sending a copy of a file to others, the original file remains in the workspace, while a new copy of the file is created and sent. The sent file (the copy) and all of its collaboration and version history can be found in your Sent files area.

Another way to enable collaboration on files is to add additional recipients to a previously sent file. Adding additional recipients to a sent file means that you are expanding the group of members who can work on the sent file.

In your Received and Sent files area, files where upload of new versions is allowed are marked with . When you or any of your recipients upload a new version, files are marked with . From here, you can view a list of versions, and, from BlackBerry Workspaces app for iOS and Android platforms, you can also switch the current version to another version. In the web application, access the **File activities** tab to see an overview of activities performed on the file by members of a collaboration group.

When a recipient uploads a new version, the file versions icon is updated to reflect the new version, and the file appears in your Received files list. In addition, any member in the group, that uploads a new version can decide whether or not to send a notification. When selected, a notification is sent to the mail client of all of the other recipients in the group.

To turn off collaboration on a file where it was previously enabled, use the **Turn off collaboration** option  on the file action menu.

## Requiring recipient sign in

Organizations that enable users to share files without requiring recipient sign in (simple sharing) can choose whether or not to give users the option to require their recipients to sign in to access sent and forwarded files. If your organization has simple sharing enabled and has given you the option to choose whether or not your recipients are required to sign in, the **Require recipients to sign in** check box is displayed when sending a copy of a file.

Select the **Require recipients to sign in** checkbox to require recipients to sign in to BlackBerry Workspaces to access the file. When the checkbox is selected, the **Manage permissions** link is displayed. Access **Manage permissions** to set the recipient access permissions to the file.

Clear the **Require recipients to sign in** checkbox to waive the need for recipients to access the file without signing in.

When cleared, users are sent a link giving them access to the original version of the sent file. They can download the file and there is no tracking or restrictions on their use of the file. In this case, access to the file is tracked by BlackBerry Workspaces by the user's email when the user is authenticated to BlackBerry Workspaces, or under the alias "anonymous" if the user is not authenticated.

Once the file has been shared without requiring recipient sign in, you cannot change the recipient permissions to the file. Should you need to revoke recipient access to the file, you must delete the file from your sent items.

**Note:** Shared annotations cannot be viewed by recipients unless you select the **Require recipients to sign in** checkbox when sending the file.