



# **BlackBerry Workspaces app for Android**

## **User Guide**

8.0



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# Introduction

BlackBerry Workspaces app for Android enables you to access your BlackBerry Workspaces account on your Android device. You can view, comment, notify, annotate, edit, and securely share your files with others. Files opened in BlackBerry Workspaces app for Android are controlled and protected at all times, ensuring that your organization's data remains safe.

## VIEW

Open and view your BlackBerry Workspaces files and received files, including documents and media files.

## CREATE

Create new documents, presentations, and spreadsheets using Workspaces Editor. Take new photos and videos from within BlackBerry Workspaces app for Android.

## UPLOAD

Upload files opened in third-party applications as well as photos and video from your device.

## EDIT

Add highlights, sticky notes, and free draw in your files directly in the BlackBerry Workspaces app for Android. For comprehensive editing, you can edit your files in Workspaces Editor.

## COMMENT

Add, view, respond to and tag other users in comments with file access. For comprehensive comment tracking, you can view all comment threads in BlackBerry Workspaces app for Android. For comprehensive editing, you can edit your files in Workspaces Editor.

## VIEW OFFLINE

Securely download your files to your device to view them offline.

## READ ACKNOWLEDGEMENT

Request and receive acknowledgement on shared or sent files, when files are read. Complete read acknowledgment requests on files shared with you by others.

## SHARE

Share existing, new, or uploaded items easily and securely with BlackBerry Workspaces.

**Note:** The available features, options, and menu items can depend on your organization's BlackBerry Workspaces configuration and your user permissions per workspace. For any questions, consult your organization administrator.

# Installation and authentication

## Installing BlackBerry Workspaces app for Android

BlackBerry Workspaces app for Android is available in Google Play. Search for BlackBerry Workspaces and install the application. When updates are available, you are notified by Google Play, as with other apps.

## Sign in

Sign in to BlackBerry Workspaces app for Android using the authentication method set by your organization. When you open the app, a sign-in window displays.

1. Do one of the following:

- Swipe left to take the tour.
- If you do not have an account, tap **Register** and follow the instructions.
- If you already have an account, tap **Sign in**.

2. In the **Enter your email** area, enter your email address.

3. In the **Enter site URL** area, enter your site URL .

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

4. Tap **Sign in** to sign in using your organization's sign-in method.

5. Do one of the following:

- If your organization is configured for sign in by email, see [Signing in by email](#).
- If your organization is configured for sign in by username and password, see [Signing in by username and password](#).
- If your organization is configured for another authentication method, follow the steps on screen to sign in.

### Sign in by email

Follow these steps if your organization is configured for email authentication.

**Before you begin:** Follow the steps in [Sign in](#). An email is sent to the email address you entered.

1. Open the email on your Android device, copy the verification code, and return to the sign-in window.

2. Enter the verification code.

This completes the sign-in process and you are redirected to BlackBerry Workspaces app for Android.

**After you finish:** You can sign in to additional accounts. See [Add accounts](#) for more information.

### Sign in by username and password

Follow these steps if your organization is configured for username and password.

**Before you begin:** Follow the steps in [Sign in](#). The sign-in screen appears.

1. Enter your email and password.

2. Do one of the following:

- If you already have a BlackBerry Workspaces account, tap **Sign in**.  
Your sign in is validated, and BlackBerry Workspaces app for Android starts.
- If you do not have a BlackBerry Workspaces account, tap **Create account**. You are redirected to your device browser. Follow the on-screen instructions to create an account.

This completes the sign-in process and you are redirected to BlackBerry Workspaces app for Android.

**After you finish:** You can sign in to additional accounts. See [Add accounts](#) for more information.

## Sign out


1. On the workspace page, tap ☰.
2. Tap the down arrow next to your user name ▼, and tap **Sign out**.


# Getting started

Manage your workspaces, folders, and files on your Android device.

## Introducing the BlackBerry Workspaces app for Android

When you log in to the BlackBerry Workspaces app for Android, the Home page is displayed. The Home page is divided into the following sections: Pending read acknowledgement (this section is displayed only if you have an organizational policy enabled), Recent, and Favorite files.

Where available, you can tap  beside an item to view the menu of actions for the selected entity.

You can tap  to access your recent locations, files saved for offline access, favorites, pending acknowledgements, received and sent files, notifications, permission requests, and settings.

## Home

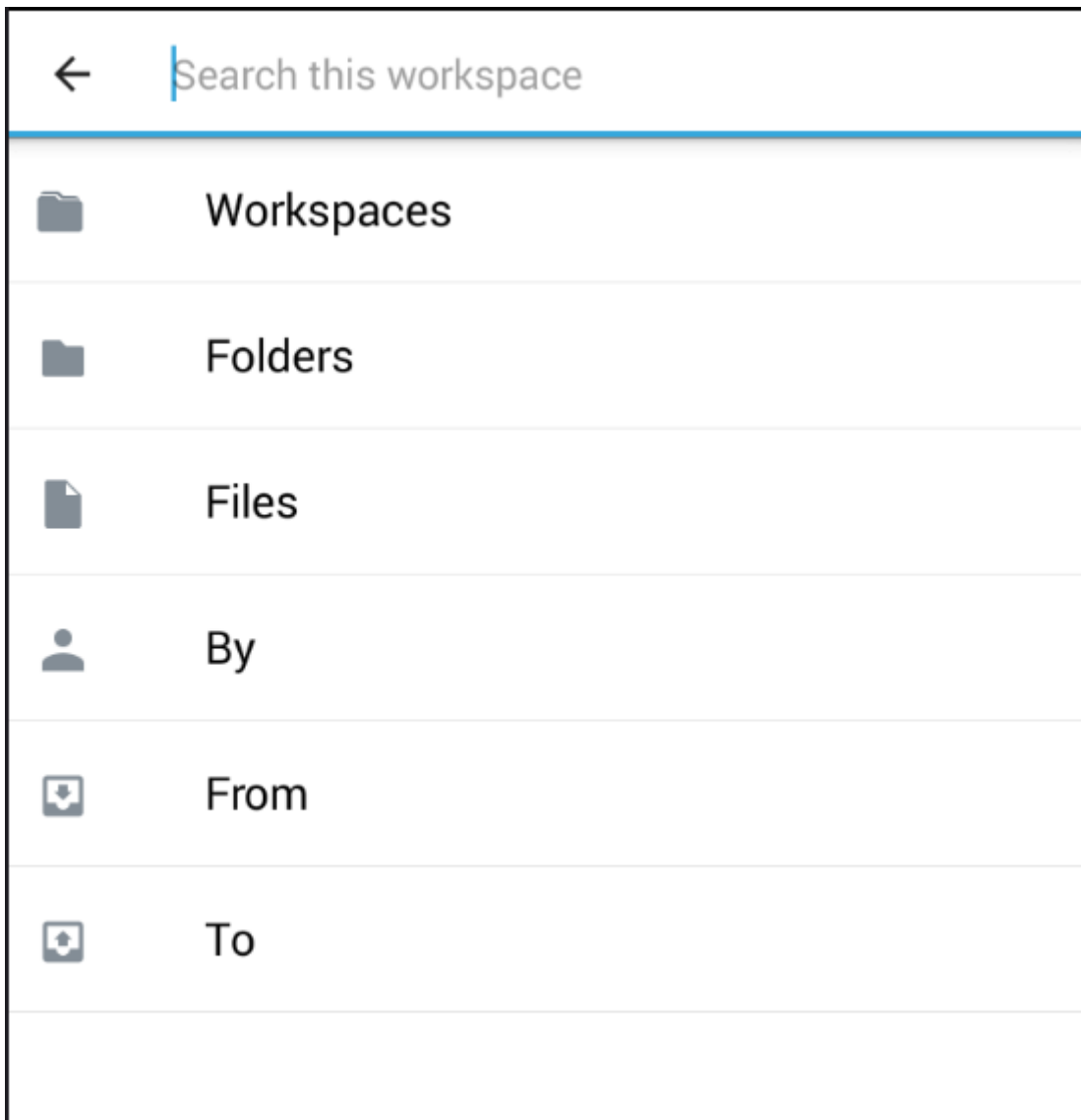
When you click Home, you are taken to your home page. The home page is organized into the following sections:

- **Pending read acknowledgement:** This section displays the files that users have sent you that are waiting for your read acknowledgement. (This section displays only if you have an organizational policy enabled.)
- **Recent:** This section displays the 5 files files that you have interacted with most recently .
- **Favorites:** This section displays the last five files, folders, or workspaces that you have marked as favorites.
- **Shared with me:** This section displays the last five files, folders, or workspaces that you have been shared with you.

To see all of the files in each section, you can click **Show more**.

## Search



The **Search** field in the top bar provides an easy way to locate workspaces, folders, and files that you have permission to access.




You can perform a generic search across all workspaces, folders, and files, or refine your search by one of six categories:

- Workspaces - returns workspaces only
- Folders - returns non-workspace folders only
- Files - returns files only
- By - returns workspaces, folders, and files that the specified user has permissions to view
- From - returns received files only
- To - returns sent files only

To perform a search:

1. From any location, tap  and begin typing your search term to search for the term in your current location, 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 are available from every search location.
2. Select the desired result from the search result list. Click **See all results** to display the entire result list.
3. Tap  next to the desired item to access the item actions menu.


4. Tap  to return to the navigation view.

## Sort your files on the home screen

1. Tap .
2. Select either **Newest-Oldest**, or **Oldest-Newest**.

## Sort your files in a workspace or folder

Within a workspace or folder, sort files by date or by name. Folders are listed before files.

1. Tap  in the action bar.
2. Select a sort option.

### A-Z

Files are sorted in the following ascending order.

- Numbers
- English
- Non-English

### Z-A

Files are sorted in the following descending order.

- Non-English
- English
- Numbers

### Newest - Oldest


Files are sorted by most recently added.

### Oldest - Newest



Files are sorted by oldest files added.

## Browse your files

When you log into BlackBerry Workspaces app for Android, you can immediately access important files on the home screen in the **Pending read acknowledgement**, **Recent files**, and **Favorites** sections.

To access your workspaces, tap  then **Workspaces**:

To browse for files:

- Tap a workspace or folder to open it and display its files.
- Tap  to return to the parent folder.
- Tap the folder name in the top bar to view breadcrumb navigation. Tap an item in the breadcrumb list to go to that location.
- Tap  to view breadcrumbs and tap a breadcrumb item to go to any of the listed locations.
- Tap a file to view/open it.

# Refresh the display

Refresh the workspaces or folders to sync your device with the BlackBerry Workspaces server.  
To refresh, pull down on the workspaces page or folders page.

# Access folder and file filters

BlackBerry Workspaces provides predefined filters so you can quickly access your recent locations, offline files, favorites and files pending acknowledgement.

- 1. Do one of the following:
  - Swipe to the right from the middle-left edge of the screen.
  - Tap ≡.
- 2. Select the filter you want to access.

<b>Workspaces</b>	Workspaces which you have permissions to access
<b>External repositories</b>	If your organization works with external repositories, these can be accessed here
<b>Recent Locations</b>	Workspaces and folders where you recently uploaded or opened a file
<b>Offline Access</b>	Workspaces, folders, and files you designated for offline access
<b>Favorites</b>	Files you designated as favorites
<b>Pending acknowledgement</b>	Files sent to you requesting read acknowledgement
<b>Received Files</b>	Files sent to you
<b>Sent Files</b>	Files you sent
<b>Notifications</b>	Notifications that you have received
<b>Permission requests</b>	Requests for permission that you have received
<b>Settings</b>	App settings


# Sending and sharing files

You can send and share your files by:

- Sharing a folder or workspace
- Sending a copy of a file from your Received Files, from one of your workspaces or from another app
- Forwarding a file that you already sent to at least one other user
- Using multiple file selection to send multiple files to another user
- Commenting on a file and mentioning other users within the comment
- Sharing your annotations with individual users within the workspace

You can also manage file permissions for sent files, revoke file access, and send a link for a file. For more information, see [Managing member permissions](#).

## Share a workspace, folder, or file

1. To the right of a workspace, folder, or file tap  > **Share workspace**, or **Share folder**, or **Share file**.
2. In the **Share with** area, select an option.
3. Depending on which option you selected in step 2, you will have different settings to configure.

### Users

To manually add recipient email addresses, enter the email addresses of the intended recipients.

To select contacts from your device's contact list, tap and select the contacts that you want to share the file with. When you are finished, tap Done.

Optionally, you can type a message in the Message box.

### Existing group

Type a group in the Add group field or click + and select a group name. Only permitted groups display in the list when you start to type.

To manually add recipient email addresses, enter the email addresses of the intended recipients in the Add members to selected group field. Note that adding a user to an existing group grants the new user access to all files the selected group is permitted to access.

Optionally, you can type a message in the Message box.

### New group

Type a group name. Optionally, add a group description. and group members.



### Email domain > Domain name


Type a domain name.

### Active directory group > Enter group name

Type a group name.



4. To notify users that the workspace, folder, or file has been shared, switch the **Notify members** toggle on.




5. If you are sharing a workspace or a folder, in the **Role** area, tap  and select the desired role. For more information, see [Roles](#).
6. In the **Permission** area, tap  and select a permissions set. 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 **Expiration** area, tap  and select the time when the file will no longer be accessible by members. Select a specific date, a time period from the list, or never. If you select **Specific date**, choose the desired date from the calendar and tap **Done**.
8. Optional: Toggle **Watermark** to the on position to ensure folder or workspace files display with a watermark in all Workspaces viewers.
 

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.
9. To allow permitted users to add comments on files and view other users comments in the workspace in the workspace, switch the **Commenting** toggle on.
10. Tap **SHARE**.


## Send a file, photo, or video

1. Tap **+** > **Send Files, Photos or Videos**.  
Your device file selection browser opens.
2. Tap the file, photo or video you wish to send.
3. In the **Enter names or emails** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select contacts from your device's contact list, tap  and select the contact(s) you want to share the file with.
4. If the **Manage Permissions** option is displayed, tap  and choose one of the following:
 



<b>Require recipients to sign in</b>	Toggle on
<b>Allow recipients access without requiring sign in</b>	Toggle off
5. Do any of the following to set the rest of the desired permissions:
  - To change the access permissions, tap  in the **Permission** area, and select the desired access level.
  - To add a read acknowledgement request to the file, toggle the **Require read acknowledgement** option to **on**.
  - To set a file expiration, when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period.
  - To set the access for the file link, tap  in the **Allow access to** area, and select the desired group; **Recipients only**, **Anyone with recipients' domain**, or **Everyone**.
  - To ensure the file is displayed to recipients with a watermark, toggle the **Watermark** option on.




**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When

permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

- To allow comments, switch the **Commenting** toggle on.
  - To allow upload of new versions (when collaboration mode is enabled), switch the **Allow upload of new versions** toggle on.
  - To include annotations when sending the file (on files that contain annotations), switch the **Include annotations** toggle on.
6. Tap  to return to the **Send a Copy** screen.
  7. To send the file, photo or video without notifying the recipient by email, switch the **Notify recipient** toggle off.
  8. Optional: Edit the email subject in the **Subject** area.
  9. Optional: Add a personal message in the **Add a personal message** box.
  10. Tap **Send** to send the file.  
Authorized recipients can view the file by tapping on the link in the received email.


## Take and send a photo or video

1. Tap **+ > Take Photos or Videos**.
2. Tap **Photo** or **Video**  
Your device camera opens.
3. Take the photo or video.  
**Note:** If you are an administrator in at least one workspace and have the ability to send files, you can select an action. If not, continue from step 5.
4. Tap **Send a Copy**.
5. Tap **CONTINUE**.
6. In the **Enter names or emails** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select contacts from your device's contact list, tap  and select the contact(s) you want to share the file with.
7. If the **Manage Permissions** option is displayed, tap  and choose one of the following:

Option	Action
<b>Require recipients to sign in</b>	Toggle on
<b>Allow recipients access without requiring sign in</b>	Toggle off
8. Do any of the following to set the rest of the desired permissions:
  - To change the access permissions, tap  in the **Permission** area, and select the desired access level.
  - To add a read file acknowledgement request to the file, toggle the **Require read acknowledgement** option to on.
  - To set a file expiration, when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period. .
  - To set the access for the file link, tap  in the **Allow access to** area, and select the desired group; **Recipients only**, **Anyone with recipients' domain**, or **Everyone**.
  - To ensure the file is displayed to recipients with a watermark, toggle the **Watermark** option on.

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

- To allow comments, switch the **Commenting** toggle on.
- To allow upload of new versions (when collaboration mode is enabled), switch the **Allow upload of new versions** toggle on.
- To include annotations when sending the file (on files that contain annotations), switch the **Include annotations** toggle on.

9. Tap  to return to the **Send a Copy** screen.

10. Optional: Edit the email subject in the **Subject** area.






11. Optional: Add a personal message in the **Add a personal message** box.

12. Tap **Send** to send the file.


Authorized recipients can view the file by tapping on the link in the received email.

## Send a copy of a file

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.

1. Tap  > **Send a Copy** to the right of the file you want to send.
2. In the **Enter names or emails** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select contacts from your device's contact list, tap  and select the contact(s) you want to share the file with.
3. Do any of the following to set the desired permissions:
  - To change the access permissions, tap  in the **Permission** area, and select the desired access level.
  - To add a read file acknowledgement request to the file, toggle the **Require read acknowledgement** option to on.
  - To set a file expiration, when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period.
  - To set the access for the file link, tap  in the **Allow access to** area, and select the desired group: **Recipients only**, **Anyone with recipients' domain**, or **Everyone**.
  - To ensure the file is displayed to recipients with a watermark, toggle the **Watermark** option on.

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

  - To allow upload of new versions (when collaboration mode is enabled), switch the **Allow upload of new versions** toggle on.
  - To include annotations when sending the file (on files that contain annotations), switch the **Include annotations** toggle on.
4. Tap  to return to the **Send a Copy** screen.
5. If desired, change the email subject in the **Subject** area. If desired, add a personal message in the **Add a personal message** box.

6. Tap **Send** to send the file.







Authorized recipients can view the file by tapping on the link in the received email.

## Send a file from another app

Send a copy of a file securely via BlackBerry Workspaces from other Android apps.

**Note:** The maximum file size that can be uploaded to BlackBerry Workspaces in this way is 50MB, depending on available device resources.







After the file has been sent, you can view, annotate, and reshare it, like any other file, and it is synced across all your BlackBerry Workspaces applications. The file inherits the default permissions for each group in the workspace.

1. In the app that you are using to view the file, for example, Adobe Reader, tap **Share** and then tap **Workspaces**. The Share file screen appears.
  2. Tap **Send a Copy**.
  3. Tap **Continue**.
  4. In the **Enter name or emails** area, do one of the following:
    - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
    - To select contacts from your device's contact list, tap  and select the contact(s) you want to share the file with.
  5. To manage the file permissions, tap .
  6. If the **Require recipients to sign in** option is displayed, switch the toggle on or off to either ensure the recipients sign in to access to the file, or enable recipients to access the file without signing in.
  7. Do any of the following to set the desired permissions:
    - To change the access permissions, tap  in the **Permission** area, and select the desired access level.
    - To set a file expiration, when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period. When done, tap **OK** to return to the Manage permissions screen.
    - To set the access for the file link, tap  in the **Allow access to** area, and select the desired group; **Everyone**, **Anyone within recipient's domain**, or **Recipients only**.
    - To add a watermark display on the file when viewed in Workspaces viewers, switch the Watermark toggle on.
- Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.
- Toggle **Allow upload of new versions** to the on position to enable collaboration. See [Collaborate on a file](#) for more details.
8. Tap  to return to the Send file screen.
  9. If desired, change the email subject in the **Subject** area.
  10. If desired, add a personal message in the **Add a personal message** box.
  11. Tap **Send** to send the file.


The file is uploaded to the BlackBerry Workspaces server and an email containing a link to the file is sent to the recipients you chose. The file you sent is located in the **Sent Files** area of BlackBerry Workspaces app for Android.

## Add recipients to a sent file

Share a sent file with additional recipients.

1. Swipe right from the workspace, folder, or file view and tap **Sent Files**.
2. Tap  > **Add Recipients** to the right of the file you want to share with new recipients.
3. In the **Add recipients** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select members of your organization, tap  and select the members you want to share the file with.
4. Next to the **Manage Permissions** area, tap  to manage access permissions.
5. Do any of the following to set the desired permissions:
  - To change the access permissions, tap  in the **Permission** area, and select the desired access level.
  - To set a file expiration, when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period. .
  - To add a read file acknowledgement request to the file, toggle the **Require read acknowledgement** option to on.
  - To set who can access the file, tap  in the **Allow access to** area, and select the desired group: **Recipients only**, **Anyone with recipients' domain**, or **Everyone**.
  - To ensure the file is displayed to recipients with a watermark, toggle the **Watermark** option on.



**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

  - To allow upload of new versions (when collaboration mode is enabled), switch the **Allow upload of new versions** toggle on.
  - To include annotations when sending the file (on files that contain annotations), switch the **Include annotations** toggle on.
6. Tap  to return to the **Send a Copy** screen.
7. Optional: Edit the email subject in the **Subject** area.
8. Optional: Add a personal message in the **Add a personal message** box.
9. Tap **Send** to send the file.

Authorized recipients can view the file by tapping on the link in the received email.

## Share multiple files

Select and share multiple files from the same location.

1. From the content list of any workspace or folder, tap the file icon of each file you wish to share.
2. The icon of each file you tap will switch to  to show it is selected.
3. Tap .
4. Tap **Share link**.

# Collaborate on a file

Collaborate on files you share and send via BlackBerry Workspaces.

When sharing files, toggle the **Allow upload of new versions** option on, to enable collaboration on the file with others. Your recipients can then edit the file (if granted the necessary permissions) and share the new version with all recipients, and you can monitor activity on sent files by opening **Track activities** for the file.

After you send the file, your recipients can collaborate on the file in the following ways:


- Comment and add mentions to other users on the file that trigger email notifications.
- Annotate and edit the file online.
- Download the file and make changes locally, and then attach and protect the file in a reply to the original message; the changes are saved to BlackBerry Workspaces.
- Upload a new version to the received file in **Received Files**.

You can collaborate on the file in the following ways:

- Add recipients to the sent file, which means that you are expanding the group of people who can work on the file.
- Send a copy of the file via BlackBerry Workspaces to create a separate version of the file for collaboration with a different person or group of people.


## Manage collaboration on a sent file

Allow or block uploads of new versions of sent files.


1. Swipe right from the workspace, folder, or file view and tap **Sent Files**.
2. Tap  to the right of the file.
3. Do one of the following:
  - If the file does not currently allow uploads of new versions and you wish to change it, tap **Allow Upload of New Versions** to permit recipients to collaborate on the file.
  - If the file does currently allow collaboration and you wish to turn it off, tap **Block Upload of New Versions** to block collaboration.


## Upload a new version

Upload a new version of a file shared in collaboration mode with you, or any sent file.

1. Tap  > **Upload new version** to the right of the file.
2. Select **Notify recipients** to notify the collaboration group.
3. Optional: Edit the email subject in the **Subject** area.
4. Optional: Add a personal message in the **Add a personal message** box.
5. Tap **UPLOAD**.





## Manage versions

Files with multiple versions that were shared in collaboration mode are marked with an indication of the number of existing versions, for example,  4. Access and view previous versions and set a previous version as the current version.


1. Tap  > **Previous version** to the right of the file.
2. To view a previous version, select the version that you want to view and tap **VIEW**.
3. To set a previous version as the current version, select the version and tap **SET AS CURRENT**.

## Manage access for a sent file

**Before you begin:** Manage permissions for files you have shared.




1. In Sent files, tap  to the right of the desired file.
2. Tap **Manage Access**.
3. Tap  to the right of the person or group that you want to manage permissions for, and tap **Manage Permissions**.
4. To change the access permissions, tap  in the **Permission** area, and select the desired access level.
5. To set the time when the file will no longer be accessible by the recipients, tap  in the **Expiration** area, and select the desired time period.
6. To ensure that the file is displayed to recipients with a watermark, toggle the **Watermark** option on.

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

7. Optional: Toggle **Commenting** to the on position to enable members to add new comments on permitted files, and view comments made by other users from all BlackBerry Workspaces viewers.  
The comment feature is set by organizational policy.
8. When done, tap  to return to the **Manage Access** screen.

## Revoke access to a sent file

**Before you begin:** Manage permissions for files you have shared.

1. In Sent items, tap  to the right of the desired file.
2. Tap **Manage Access**.
3. Tap  to the right of the person or group that you want to manage permissions for.
4. Tap **Revoke access**.  
Access is removed.
5. When done, tap .





**After you finish:** To restore access, see [Manage access for a sent file](#).

# Working with files

## Using the file menu bar

The bar at the top of the screen displays menus and options that you can select while viewing files.

The following options are available:

Tap this:	To:
	Search text within your file. (Not available on image files)
	Annotate your file.
	Tap to add, reply to, edit or delete comments.
	Open this menu to access the following file actions (options available vary depending on file type, organizational policy, permissions, and so on): <ul style="list-style-type: none"><li>• Go to a specific page</li><li>• Save file for offline access</li><li>• Add file to Favorites</li><li>• Send a copy of the file</li><li>• Switch to single page or continuous view</li><li>• Share annotations</li><li>• View annotation bookmarks</li><li>• Share a link to the file</li><li>• Edit the Office file in Workspaces Editor</li><li>• Open the file in a third-party application</li></ul>

**Tip:** Tap the center of the screen to toggle the file menu bar on and off.


## Open and create files

### Open a file in BlackBerry Workspaces app for Android

1. Navigate to and tap the file you want to open.
2. To scroll through the file or zoom in or out, use the standard touch gestures for your device.
3. Refer to [Using the file menu bar](#) for more information on working in the file.
4. To close the file and return to the list of workspaces and folders, tap ←.

### Open a file in a third-party application

To open a file in a third-party application, you must have the necessary permissions to download the original version of the file.

1. Tap  to the right of the file you want to open, and then tap **Open with**.
2. Select an app to open the file.

If you only have one app on your device that can open the file, the file automatically opens in that app. If you have more than one app, select an app from the list of apps to open the file.

## Open a shared file

Open files shared with you via BlackBerry Workspaces. Files may be shared via email or you can find them in Received Files.

Opening a file in BlackBerry Workspaces can depend on the organization from where the file originates:

- If the file was shared from the organization to which you are currently signed in to, you can tap the shared link to the file in the email, and it opens within Workspaces app for Android.
- If the file was shared from an organization other than the one to which you are currently signed in, you are prompted to sign in or switch to the organization where the file you are opening is located. If you do not have a BlackBerry Workspaces account with that organization, you can create an account. Tap **Create account** on the sign in screen.

**Note:** If you need to switch organizations to view a file, the switch means that your workspaces and sent and received files are switched to those of the second account. For more information, see [Switch accounts](#).

- If the shared file was forwarded to you, you may need to request permissions to access the file. Follow the on-screen prompts to do so.

**Note:** If a file was shared with **Permissions** set to **Spotlight view**, you can only view the file using the BlackBerry Workspaces Web Application.

To open a shared file:

- Do one of the following:
  - In Received Files, tap the file.
  - On your device, tap the link to the shared file in the email.

The file opens in BlackBerry Workspaces app for Android.

## Create a new document, spreadsheet, or presentation

1. Tap **+**.
2. Select a new file to create.
  - **New Document**
  - **New Spreadsheet**
  - **New Presentation**
3. Author your file.
4. After you finish authoring your file, tap **⋮ > Save**.
5. Type a name for the file.
6. Select an action for the new file.

### Upload

- a. Tap **Upload > Create**.
- b. Browse to the location where you want to save the file.
- c. If you would like to notify the members of the workspace that a new file has been added, swipe right on **Notify the members of this workspace**.
- d. Tap **Create**

This option is available to users with administrator privileges.

## Send a Copy

- a. Tap **Send a Copy > Create**.
- b. In the Enter names or emails section, tap inside the text box and add at least one recipient for the file.
- c. If the **Require recipients to sign in** toggle option is displayed, do one of the following:
  - To ensure that recipients sign in to access the file, ensure the toggle is on.
  - To allow recipients to access the file without signing in, switch the toggle off.
- d. To the right of the access level, tap ⓘ to set the file access level.
- e. To set a file expiration, when the file will no longer be accessible by the recipients, tap ⓘ in the **Expiration** area, and select the desired time period.
- f. To set who can access the file, tap ⓘ in the **Allow access to** area, and select the desired group; **Everyone**, **Anyone within recipient's domain**, or **Recipients only**.
- g. To ensure that the file is displayed to recipients with a watermark when viewed in Workspaces viewers, switch the Watermark toggle on.

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.
- h. Toggle **Allow upload of new versions** to the on position to enable collaboration. See [Collaborate on a file](#) for more details.
- i. In the **Subject** area, type a subject for the message that recipients receive.
- j. In the personal message section, type a personal message that recipients receive.

After you send the file, it is available in your **Sent Files** area.

## Upload a file, photo, or video

1. Tap **+ > Upload Files, Photos or Videos**.
2. Browse to where your files, photos, and videos are stored.
3. Select a file, photo, or video to upload.

### Single file, photo, or video

Tap the file, photo, or video that you want to upload.

### Multiple files, photos, or videos





Tap and hold the first file, photo, or video, and tap each subsequent file, photo, or video.

4. Optional: Browse to the location where you want to store the file, photo, or video,
5. To notify members of the workspace of the upload, switch the **Notify the members of this workspace** toggle on.
6. Tap **Upload**.

The file is uploaded. This may take a few moments.

## Play media files


You can play media (MP3, MP4, and MV4) files directly in BlackBerry Workspaces app for Android.

1. In the relevant workspace or folder, browse to and tap a file to play it.
2. To pause playback, tap .
3. To resume playback, tap .
4. To skip forwards or backwards, tap  and .
5. To change the location within the file, move the slider.



## View presentations

Display presentations (ppt, pptx) in presentation or single page view, directly in BlackBerry Workspaces app for Android.

**Before you begin:** By default, presentations display in single page view, other file types in continuous page view. The last view mode used is saved automatically and applied when opening new files of the same file type.

1. In the relevant workspace or folder, browse to and tap a presentation file to open it.
2. Tap  and select **Switch to Continuous View** to change the view mode.

## Take and upload a photo or video

1. Tap  > **Take Photo or Video**.
2. Tap **Photo** or **Video**.
3. Take a photo or video as usual and tap  when finished.
4. Select whether to **Upload** the photo or video or to **Send a copy** and tap **Continue**.

### Upload

All users can upload a photo or video.

### Send a copy

Only administrators of at least one workspace, with permission to send files, can send a copy of the photo or video.

5. Select a destination to upload the photo or video.
6. Optional: Move the **Notify the members of this workspace** toggle to the on position, to send a notification to members that you uploaded a file.
7. Tap **Upload**.

## Open a file from another app

Import a file into a workspace from other Android apps.

**Note:** The maximum file size that can be uploaded to BlackBerry Workspaces in this way is 50MB, depending on available system resources.

After the file has uploaded, you can view, annotate, and share it just like any other file, and it is synced across all your BlackBerry Workspaces applications. The file inherits the default permissions for each group in the workspace.

### To open a file from another app:

1. In the app where you have the file open, for example, Adobe Reader, tap **Share** and then tap **Workspaces**.
2. Do one of the following:
  - [Upload the file to a workspace](#)
  - [Send by email](#)

### Upload the file to a workspace

1. In the app that you are using to view the file, for example, Adobe Reader, tap **Share** and then tap **Workspaces**. The **Share** screen appears.
2. In the **Shares** screen, select **Upload** and then tap **CONTINUE**.
3. In the **Choose destination to upload** option, choose from the available workspaces listed where the file should be uploaded.
4. To notify workspace members of the upload, make sure that the **Notify the members of this workspace** toggle is on.
5. Tap **Upload**.
6. (Optional) To create a new workspace or folder in which to upload the file, tap **+** and create a new workspace or folder in an existing workspace.
7. Tap **Upload**.  
The file is uploaded to the selected location. This may take a few moments.

### Send by email


Share files opened in third party applications securely via BlackBerry Workspaces.

1. In the app that you are using to view the file, for example, Adobe Reader, tap **Share** and then tap **Workspaces**. The **Share** file screen appears.
2. Tap **Send a Copy**.
3. Tap **Continue**.
4. In the **Enter name or emails** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select contacts from your device's contact list, tap **+** and select the contact(s) you want to share the file with.
5. To manage the file permissions, tap **:**.
6. If the **Require recipients to sign in** option is displayed, switch the toggle on or off to either ensure the recipients sign in to access to the file, or enable recipients to access the file without signing in.
7. Do any of the following to set the desired permissions:
  - To change the access permissions, tap **:** in the **Permission** area, and select the desired access level.
  - To set a file expiration, when the file will no longer be accessible by the recipients, tap **:** in the **Expiration** area, and select the desired time period. When done, tap **OK** to return to the Manage permissions screen.
  - To set who can access the file, tap **:** in the **Allow access to** area, and select the desired group; **Everyone**, **Anyone within recipient's domain**, or **Recipients only**.
  - To add a watermark display on the file when viewed in Workspaces viewers, switch the Watermark toggle on.

**Note:** Watermarks are set according to organizational policy. When watermarks are turned on and permissions are set to **Full access**, watermarks are displayed in Workspaces viewers on all files. When

permissions are set to any of the **Download protected** permissions, and files are downloaded, watermarks only display on PDF files and do not display on Office files opened in their native applications.

- Toggle **Allow upload of new versions** to the on position to enable collaboration. See [Collaborate on a file](#) for more details.

8. Tap  to return to the Send file screen.

9. If desired, change the email subject in the **Subject** area.

10. If desired, add a personal message in the **Add a personal message** box.

11. Tap **Send** to send the file.

The file is uploaded to the BlackBerry Workspaces server and an email containing a link to the file is opened. In the BlackBerry Workspaces app for Android, the file is located in your **Sent Files**.




## Editing files with Workspaces Editor

Use the Workspaces Editor to edit documents, spreadsheets, presentations, and text files directly from Workspaces.

To edit files, you must have permissions that allow for file editing.

### Using the tool bar

You can use the icons on the tool bar to do the following:

Icon	Description
	Go back to the previous screen or close the Workspaces Editor. When you close the editor, you are prompted to save or discard your changes. Your changes are automatically synchronized to the workspace on the Workspaces server.
	Undo your last action.
	Redo your last action.


Icon	Description
⋮	<p>Find options such as:</p> <ul style="list-style-type: none"> <li>• <b>Find</b></li> <li>• <b>Format</b></li> <li>• <b>Save</b></li> <li>• <b>Lock</b></li> </ul> <p>In documents, you can find additional options such as:</p> <ul style="list-style-type: none"> <li>• <b>Page view</b></li> <li>• <b>Word count</b></li> </ul> <p>In spreadsheets, you can find additional options such as:</p> <ul style="list-style-type: none"> <li>• <b>Cell format</b></li> <li>• <b>Freeze panes</b></li> <li>• <b>Go to cell</b></li> </ul> <p>In presentations, you can find additional options such as:</p> <ul style="list-style-type: none"> <li>• <b>Notes</b></li> </ul>

## Edit a file in BlackBerry Workspaces Editor

**Before you begin:** You must have "Full access" or "Download protected" permissions for the file.

1. To the right of the file you want to edit, tap ⋮.
2. Tap **Edit**.
3. Make your desired changes.
4. Tap ⋮ at the top right of the screen.
5. Tap **Save**.

## Editing documents

When you view a document in the BlackBerry Workspaces app, you can tap  to start editing with the BlackBerry Workspaces Editor.

To edit files, you must be granted "Full access" or "Download protected" permissions.

### Change the font or formatting in a document

You can change the font or formatting of text that you selected. If no text is selected, formatting is applied to the text you type at the current cursor position.

**Tip:** When typing, you can also use the quick formatting bar that appears on the screen.

1. Tap ⋮ > **Format**.
2. Tap any of the formatting icons to apply or remove formatting.

### Correct spelling in a document

You can use spell check to find and correct spelling mistakes. Misspelled words are underlined in red.

1. Tap a word underlined in red.
2. Select an action for the misspelled word.

- To accept a spelling suggestion, tap the suggested word.
- To add the word to your personal dictionary, tap **Add to dictionary**.

### Cut, copy, and paste text in a document

1. Tap and hold the text that you want to cut or copy.
2. Move the selection pins to adjust the selection.
3. Select an action for the highlighted text.

Option	Action
Cut	Tap  > <b>Cut</b> .
Copy	Tap  > <b>Copy</b> .
Paste	Tap and hold where you want to paste the text that you copied or cut, and tap <b>PASTE</b> .

### Find and replace text in a document

You can find instances of text in the document that you are editing and replace a single instance, or all instances, with text that you specify.

1. Tap > **Find**.
2. In the **Find** field, type the word or phrase that you want to find in the document.
  - To make your search case sensitive, tap > **Case sensitive**.
  - To make your search include only whole words, tap > **Whole words**.
3. To replace text, in the **Replace** field, type the word or phrase that you want to replace the text that you typed in the **Find** field.

**Tip:** You can leave this field blank to remove instances of a word.

4. Do any of the following:
  - To find a word or phrase, or its next instance, tap .
  - To replace the highlighted instance of a word or phrase, tap **Replace**.
  - To replace all instances of a word or phrase, tap **All**.
5. When you are done, tap the back button on your device.

### Obtain the word count of a document

When you obtain the word count, the number of words for the whole document is displayed. The number of characters and paragraphs is also displayed.

**Before you begin:** Make sure text is not selected.

Tap > **Word Count**.

### Editing spreadsheets


When you view a spreadsheet in the BlackBerry Workspaces app, you can tap to start editing with the BlackBerry Workspaces Editor.

To edit files, you must be granted "Full access" or "Download protected" permissions.


### Add, delete, and rename sheets in a spreadsheet






You can swipe left or right on the tabs to scroll through sheets.

Do any of the following:

Task	Steps
Add a sheet	<ol style="list-style-type: none"><li>If necessary, scroll through the tabs.</li><li>Tap .</li><li>Type a name for the sheet.</li><li>Tap <b>OK</b>.</li></ol>
Rename a sheet	<ol style="list-style-type: none"><li>Double tap a tab that you want to rename.</li><li>Tap <b>RENAME</b>.</li><li>Type a new name for the sheet.</li><li>Tap <b>OK</b>.</li></ol>
Delete a sheet	<ol style="list-style-type: none"><li>Double tap a tab that you want to delete.</li><li>Tap <b>DELETE</b>.</li><li>Tap <b>Delete</b>.</li></ol>

### Add, view, edit, and delete comments in a spreadsheet

1. Tap a cell.
2. Tap the cell again.
3. Tap .
4. Select an action for spreadsheet comments.





Option	Action
Add a comment	<ol style="list-style-type: none"><li>Tap <b>Insert comment</b>.</li><li>Type a comment.</li><li>Tap  to save the comment, or tap  to discard the comment.</li></ol>
View a comment	<ol style="list-style-type: none"><li>Tap <b>View comment</b>.</li></ol>
Edit a comment	<ol style="list-style-type: none"><li>Tap <b>View comment</b>.</li><li>Tap the comment area.</li><li>Type a comment.</li><li>Tap  to save the comment, or tap  to discard the new comment.</li></ol>
Delete a comment	<ol style="list-style-type: none"><li>Tap <b>View comment</b>.</li><li>Beside the comment area, tap .</li><li>Tap <b>Delete</b>.</li></ol>

**Tip:** Tap  to change between text sizes.


5. After you view or edit a comment, press the back key on your device or tap away from the comment area to dismiss the comment area.

### Change the font or cell format in a spreadsheet




You can change the font family and size, and also the cell format for numeric values, such as for currency and dates.

1. Select the cells that you want to edit.
2. Tap .
3. Do one of the following:
  - To change the font, tap  or  > **Format**.
  - To change the cell formatting, tap  > **Cell format**.
4. Tap the font or cell format settings that you want.

### Clear the contents of a cell





1. Tap a cell.
2. Tap the cell again.
3. Tap  > **Clear cell contents**.


### Cut, copy, and paste cells, rows, or columns in a spreadsheet

1. Tap a cell, row, or column to select it.
2. If necessary, adjust the selection pins to highlight what you want to cut or copy.
3. Tap the highlighted area.
4. Select an action for the selected cells, rows, or columns.
  - To cut a cell, tap  > **Cut**.
  - To copy a cell, tap  > **Copy**.
5. Tap to select where you want to paste.
6. Tap the selection again.
7. Tap  > **Paste**.

### Find and replace text in a spreadsheet

You can find instances of text in the spreadsheet you are editing and replace it with text that you specify.

1. Tap  > **Find**.
2. In the **Find** field, type the word or phrase that you want to find in the spreadsheet.
  - To make your search case sensitive, tap  > **Case sensitive**.
  - To search the entire workbook, tap  > **Entire workbook**.
  - To search an entire cell, tap  > **Entire cell**.
3. To replace text, in the **Replace** field, type the word or phrase that you want to replace the text that you typed in the **Find** field.

**Tip:** You can leave this field blank to remove instances of a word.
4. Do any of the following:
  - To find a word or phrase, or its next instance, tap .
  - To replace the highlighted instance of a word or phrase, tap **Replace**.

- To replace all instances of a word or phrase, tap **All**.
5. When you are done, tap the back button on your device.

### Freeze and unfreeze panes in a spreadsheet

1. Tap a cell, row, or column.
2. To freeze panes, tap **> Freeze panes**.
3. To unfreeze panes, tap **> Freeze panes**.

### Hide or show rows and columns in a spreadsheet

You can hide an individual row or column, or you can hide multiple rows or columns.

1. Tap a row or column header.
2. Do one of the following:
  - To hide rows or columns, adjust the selection pins to highlight the rows or columns that you want to hide.
  - To show rows or columns, adjust the selection pins to highlight the rows or columns that surround what you want to show.
3. Tap any part of the highlighted area.
4. Tap **:**.
5. Select whether to hide or show the selected rows or columns.
  - To hide rows or columns, tap **Hide**.
  - To show rows or columns, tap **Show**.

### Insert or delete a row or column in a spreadsheet



1. Tap the cell where you want to insert a row or column.
2. Tap the cell again.
3. Tap **:**.
4. Select whether to insert or delete a row or column.
  - Tap **Insert row**.
  - Tap **Insert column**.
  - Tap **Delete row**.
  - Tap **Delete column**.

### Resize a row or column in a spreadsheet

1. Tap and hold a row or column header.
2. Do one of the following:

Task	Steps
Resize a row	On the row header, drag the handle up or down.
Resize a column	On the column header, drag the handle left or right.



## Editing presentations

When you view a presentation in the BlackBerry Workspaces app, tap  >  to start editing with the BlackBerry Workspaces Editor.

To edit files, you must be granted "Full access" or "Download protected" permissions.

### Change the font or formatting in a slide

**Tip:** When editing text, you can also use the quick formatting bar that appears on the screen.

1. Tap and select the text that you want to edit.
2. Tap  > **Format**.
3. Tap any of the formatting icons to apply or remove formatting.
4. When you are done, tap  or the back button on your device.
5. Select **Save** to save your changes and close the file.



### Correct spelling in a presentation

You can use spell check to find and correct spelling mistakes. Misspelled words are underlined in red.

1. Tap a word underlined in red.
2. Select an action for the misspelled word.
  - To accept a spelling suggestion, tap the suggested word.
  - To add the word to your personal dictionary, tap **Add to dictionary**.


### Cut, copy, and paste content in a slide

1. Double-tap and then tap and hold the text that you want to cut or copy.
2. Select an action for the highlighted text.

Option	Action
Cut	Tap  > <b>Cut</b> .
Copy	Tap  > <b>Copy</b> .
Paste	Tap and hold where you want to paste the text that you copied or cut, and tap <b>PASTE</b> .

### Delete a slide

A presentation must have at least one slide. You cannot delete a slide if it is the last one.

1. On the slide picker, tap and hold a slide.
2. Tap .

### Hide or show a slide

You can hide a slide to omit it from the slideshow when the slideshow is presented. If a slide in the slide picker is crossed out, it is hidden.

1. On the slide picker, tap and hold a slide.

2. Do one of the following:
  - To hide a slide, tap **Hide**.
  - To show a slide, tap **Show**.

### Edit slide notes

If a slide contains a note, it is marked on the slide picker.

1. Tap > **Notes**.
2. Tap the notes area.
3. Type a note.  
**Tip:** Tap to change between text sizes.
4. Do one of the following:
  - Tap to save the note.
  - Tap to discard your changes.

### Find and replace text in a presentation

You can find instances of text in the presentation you are editing and replace it with different text.

1. Tap > **Edit** to the right of the presentation.
2. Tap > **Find**.
3. In the **Find** field, type the word or phrase that you want to find in the document.
  - To make your search case sensitive, tap > **Case sensitive**.
  - To make your search include only whole words, tap > **Whole words**.
4. To replace text, in the **Replace** field, type the word or phrase that you want to replace the text that you typed in the **Find** field.  
**Tip:** You can leave this field blank to remove instances of a word.
5. Do any of the following:
  - To find a word or phrase, or its next instance, tap .
  - To replace the highlighted instance of a word or phrase, tap **Replace**.
  - To replace all instances of a word or phrase, tap **All**.
6. When you are done, tap .

### Reorder slides

1. On the slide picker, tap and hold a slide.
2. Drag the slide to where you want to move it.
3. Release the slide.

### Save your changes to the workspace

When you save a document, spreadsheet, or presentation, it is automatically saved to the workspace.

Tap > **Save**.


**After you finish:** When you're done editing a file, tap . If changes were made since the last time you saved, you are prompted to save or discard your changes.

# 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 accessed on files via the apps and online viewers.


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

To view comments:

- Tap to open any file in the BlackBerry Workspaces app for Android.
- Tap .
- The comments pane of the file is displayed.

## Create a comment

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

1. In the content list, locate the desired file.
2. Tap  next to the file.
3. Tap **Comments**.
4. Add your comment. Type @ and enter an email address or name to mention someone in the comment.
5. Tap **Post**.

Your comment is posted. If you mention someone in a comment using the @, 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:

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

## Reply to a comment

1. In the content list, locate the file that contains the comment you want to reply to.
2. Tap the file to open it.
3. Tap  to access the comments pane.
4. Below the comment that you want to reply to, Tap on the **Reply** box and enter your reply.
5. Tap @ and enter an email address or user name to mention someone.
6. Tap **Reply**.

Your comment is posted. If you mentioned someone using the @ 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.

7. Tap **Give permissions** to give access and commenting permissions for the file.

## Edit a comment

If you are the workspace administrator in a workspace where a comment was posted, or if you are the user that originally posted the comment, you are able to edit the comment after posting it.



1. In the content list, locate the file containing the comments you wish to edit.

2. Tap the file to open it.
3. Tap  to open the comments panel.
4. Next to the comment you want to edit, tap  > **Edit**.
5. Edit your comment and then tap **Update**.

Anyone mentioned in the comment will receive a notification of your edit when the update is submitted.

### Delete a comment


If you are the workspace administrator in a workspace where a comment was posted, or if you are the user that originally posted a comment, you are able to delete the comment after posting it.

1. In the content list, locate the file containing the comments you wish to delete.
2. Tap the file to open it.
3. Tap  to open the comments panel.
4. Next to the comment you want to delete, tap  > **Delete**.
5. Delete your comment and then tap **Update**.

### Request permission to comment

You can request commenting permissions on files you already have access to.

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


1. From the content list, tap  next to the file.
2. Tap **Comments**.
3. When the **You have no permission to comment** message appears, tap the **Request permission to comment** link.

Your permission request is sent to the file owner or administrator.

### Share your comments


When adding comments, if you mention another user or enter their email address using the comment @ feature, they receive an email notification advising them of your mention, that contains a link to the file.

The ability to add file comments is dependent on your organizational policy. For more information, contact your organization administrator.




1. Next to the file, tap  > **Comment**.
2. Use the @ option within the comment to mention a specific user name or email address.
3. When finished, tap **Post**.  
Authorized recipients can view the comments by tapping on the link in the received email. If you mentioned a user or email address that does not have comment permissions on the file, but has access rights on the file, they are prompted to request comment permissions when they tap the link in the received email.

## Annotate files








Mark up any file with colored markers, text highlights, or sticky notes anywhere in the file. Annotations are stored separately from the file and can be shared with others when sharing the file. You can remove or edit your annotations at any time.

When viewing a file, tap  to access the annotation toolbar.




### Use the drawing markup tool

1. When viewing a file in Workspaces viewer, tap  next to the search feature in the file name heading.
2. Tap  in the annotations toolbar.
3. Select the drawing markup tool color, size, and opacity.
4. Use your finger as you would a pen to draw on your file.
5. When you finish editing the file, tap .




### Use the line drawing tool

1. When viewing a file in BlackBerry Workspaces viewer, tap  in the annotations toolbar.
2. In the file, tap where you want to place an anchor point, and drag your finger across the screen to the place in the file that you want the line to end. Note that before you add the line you can tap  >  and select the line color, width, transparency, or anchor point shape.
3. To move one end of the line, tap the line, select , tap and hold on one of the anchor points and move it to the place in the file where you want the line to end. Click **Done**.
4. To move the entire line, tap the line, select , tap, hold and drag the line to the place in the file where you want the line to end. Click **Done**.
5. To change the line color, width, transparency, or anchor point shape, tap  and tap on one of the options.
6. When you finish editing the file, tap .

### Highlight your files


1. When viewing a file, tap  next to the file name.
2. Tap .
3. Select the highlight pen color.
4. Use your finger to highlight the desired text.
5. When you finish editing the file, tap .


### Add comments to a file in a sticky note

1. When viewing a file, tap  next to the file name.
  2. Tap .
  3. Select the sticky note color.
  4. Tap the location on the file where you want to add the sticky note.
  5. Use the on-screen keyboard to type the text that you want to add to the sticky note.
  6. When you finish editing the file, tap .
- Your annotations are saved with the file.

### Review annotations


Review your annotations to a file or others' annotations that were shared with you.

1. When viewing a file, tap  > **Annotation Bookmarks**  
You can see annotations from other users if they have shared them with you.

2. Tap  next to one of the choices in the list to select which annotations to view.
3. Tap any item in the list to go to the page.
4. Tap to open sticky notes and view comments.





## Erase drawings, highlights, and annotations

Use the eraser to delete your drawing markup, highlighting, and sticky notes.

1. Tap  to select the eraser.
2. Tap the drawing, highlight, or sticky note you want to delete.

## Editing annotations

Edit, move, or delete annotations at any time.


1. To edit a line drawing, tap the line drawing and do one of the following:
  - To change the color, select the desired color.
  - To change the thickness or opacity, select the desired setting.
  - To move the drawing, tap , drag it to the desired location and tap **DONE**.
  - To delete the drawing, tap .
2. To edit highlighted text, tap the highlight and do one of the following:
  - To change the color, select the desired color.
  - To delete the highlight, tap .
3. To edit a sticky note, do one of the following:
  - To change the color, tap the note and select the desired color.
  - To edit the text, tap the note and edit the text. Tap when done.
  - To move the sticky note, drag it to the desired location.
  - To delete the sticky note, tap the note and then tap .

## Share your annotations

When you share annotations, the recipients receive an email that contains a link to the file.

The option to share your annotations is only available for files for which there are annotations.


**Note:** If you want to share your file with users who are not part of the workspace, either send a copy of the file (see [Sending a copy of your file](#)), or share the workspace (see [Sharing a workspace](#)) to add the user to the workspace and then share your file with the user.

1. Tap  > **Share Annotations** to the right of the file and annotations you want to forward.
2. Select recipients to receive the annotated file.

### Manually add recipients

Type a name, email address, or distribution list in the **Add recipients** area.

### Add recipients from your contact list



Tap  and select at least one recipient.

3. When finished, tap outside the list area.
4. Optional: Type a new subject in the **Subject** area.
5. Optional: Type a personal message in the **Add a personal message** box.
6. Tap **SHARE** to share the file.

Authorized recipients can view the file by tapping on the link in the received email.

## Search within files

Search for text within files using search filters.

1. To search text from within a specific file, tap  and begin typing your search term to search only in your current location, or select a different set of search criteria from the search menu, and then enter your search term. Drop down search options are available from every search location.
  - 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.
3. Tap  to return to the previous view.

## Locking and unlocking files

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

File lock is available in organizations when enabled as a file policy and can be executed by workspace administrators, contributors, and users with a customized role with update abilities.



### Locking files

Files are locked using the locking action only; opening or editing a file does not lock the file. If you lock a file while another user is working in the same file, they receive a notification in the open file. If they save the file after you locked it, their file is saved as a conflicted copy.

### Unlocking files

By default, files are automatically released after 24 hours. Files can be unlocked at any time by the person who locked the file or by a workspace administrator. An email notification is sent to the user that locked the file when the lock expires or when it is unlocked by an administrator. If your BlackBerry Workspaces account is deleted from your organization, your locked files are automatically released.

### Lock a file



- Do one of the following:
  - Next to the file you want to lock, tap , and toggle **Lock** to the on position.
  - When working on an Office file in Workspaces Editor, tap  > **Lock**.

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 with .



You can unlock a file:

- If you locked the file.
- If you are a workspace administrator.
- Do one of the following:
  - Next to the file you want to unlock, tap , and toggle **Lock** to the off position.
  - When working on an Office file in Workspaces Editor, tap  and clear the **Lock** checkbox.




## Select multiple files

Multiple files can be selected at one time to perform various actions, including share, access offline, move, and delete within the BlackBerry Workspaces app for Android.


There are two ways to select multiple files:

- Within a workspace list of folders or files, tap the file or folder icon(s) of the items you wish to select. Folder and file icons change to  when selected.
- Tap  to view the actions you can perform on the selected files.

Or

- Within a workspace list of folders or files, tap  on the workspace or folder level of the file or folder items you wish to select.
- Tap **Select** from the drop down list.
- Tap the folder or file icons of each item you wish to select. Folder and file icons change to  when selected.
- Tap  to view the actions you can perform on the selected files.


### Add a file to Favorites

1. Tap  to the right of the file that you want to add to Favorites.
2. Toggle **Add to Favorites** to the on position.

Quickly access the file from the BlackBerry Workspaces page by tapping  > **Favorites** .


## Track file activities

File owners and workspace administrators can access the file activity log.

1. Tap  next to the file for which you want to track activities.
2. Tap **Track Activities**.
3. Tap an entry to see more details.

## Acknowledge a file

Depending on organizational policy, a read acknowledgement request can be implemented on files in a workspace, or on files sent via BlackBerry Workspaces. Read acknowledgement requires the file recipient to complete a read file confirmation process when the file has been read and notifies the initiator when the process is complete.

**Before you begin:** All files across your workspaces that require read acknowledgement are accessible from the main access menu, **Pending acknowledgement** area. Tap **Pending acknowledgement** to view the list of your pending files. From the list, tap a file to select and open it, or access it directly from the workspace or folder where it is stored. Files pending acknowledgement are displayed with the .


1. Tap and open a file pending read acknowledgement using any BlackBerry Workspaces viewer.
2. At the bottom of the file, tap **Tap here to acknowledge you have read the file**.

Your acknowledgement is registered. To learn more, see [Read acknowledgement](#).

## Favorite a file

Marking a file as favorite is an ideal method of highlighting files of importance to you. Workspaces, folders and files you choose to mark as favorite display with the favorites icon ★ and appear on your favorites page. Your favorites page is accessible from the main access menu. Favorite marking is user specific so that items you mark as favorite 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 toggle **Add to Favorites**.
- Long tap each file in a list that you want to select, tap the action menu at the bottom of the screen and toggle **Add to Favorites** on.

The file (s) are marked as favorite and added to your favorites page.

# Managing workspaces, folders, and files

You can manage workspaces, folders, and files from your device

## Create a new workspace

1. Tap **+** > **Add Workspace**.
2. In the **Enter workspace name** area, enter the name for the workspace.
3. Optional: In the **Enter workspace description** area, enter a description for the workspace.
4. Optional: In the **Add administrators' email addresses** area, enter the email addresses of users that you want to add as workspace administrators.
5. Dependent on your organizational policies, in the **Read Acknowledgement Required** toggle option, select to retain the default (on), or switch the option off.
6. Optional: Dependent on your organizational policies and registration, if the **Enforce offline access** toggle option is displayed, select to retain the default (off), or switch the option on.  
When selected, only workspace administrators can remove this option.
7. Tap **Create**.

## Create a workspace on an external repository

1. Tap **+** > **Add Workspace**.
2. In the **Enter workspace name** area, enter the name for the workspace.
3. Optional: In the **Enter workspace description** area, enter a description for the workspace.
4. 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`

5. For SharePoint and CIFS workspaces, in the **Domain** box, enter the repository domain.
6. In the **User name** and **Password** boxes, enter your access credentials for the external repository.
7. Tap **Create**.

## Working with an iManage repository


**Before you begin:** Your BlackBerry Workspaces administrator must configure a connection to your organization's iManage Cloud repository before you can access your iManage files.

1. Tap .
2. Tap **iManage Work**.
3. Enter your user name and password.
4. Tap **Sign In**.

**After you finish:** After you are sign in to your iManage repository, you can perform the following actions:

- **Matters (Mapped workspaces):** Your My matters list will display with an iManage icon, once you tap on the Matters folders they will automatically become workspaces that you can share securely.
- **Folders:** Share links to a folder, rename a folder, and delete a folder.
- **File:** Send a copy of a file, share a file, share a link to a file, rename a file, delete a file, track activities on a file, access files when offline, and manage access to files. In every iManage workspace, files that have been shared with you display in a "Shared with me" folder.  
**Note:** When users disconnect from an iManage repository, permissions for all users that were given through workspaces are removed. After disconnecting the iManage matter displays with an iManage icon to differentiate them from workspaces. When the user reconnects to the iManage repository, they can provide new permissions.

## Working with a Dropbox repository

1. Tap .
2. Tap **Dropbox**.
3. Tap **Sign in**.
4. Enter the email address and password for your Dropbox account.
5. Tap **Sign in**.
6. To allow BlackBerry Workspaces to access the files and folders in your Dropbox, click **Allow**.


**After you finish:**

**Note:** Note that when you disconnect from a Dropbox repository, your Dropbox content no longer displays, and user permissions are removed.

## Create a new folder

1. Browse to the location where you want to add a new folder.
2. Tap **+** > **Add Folder**.
3. In the **Enter folder name** area, enter the name for the folder.
4. Tap **Create**.


## Rename a workspace, folder, or file

1. Tap  to the right of the workspace, file, or folder that you want to rename.
2. Tap **Rename**.
3. Enter the desired name, and tap **Rename**.

## Share the link to a workspace, folder, or file



When you share the link for an item, recipients with sufficient permissions can access the item's link.

To share the link to a workspace, folder, or file:


1. Tap  next to the desired item.
2. Tap **Share link**.
3. Select a method for sharing the link, and share the link according to the method you chose.

## Send a message


Send a message to users that have access to a particular workspace, folder or file.

1. Tap  to the right of the desired workspace, file, or folder.
2. Tap **Message**.
3. In the **Add group or member** area, do one of the following:
  - To manually add recipient email addresses, enter the email address(es) of the intended recipient(s).
  - To select contacts from your device's contact list, tap  and select the contact(s) you want to share the file with. When finished, tap **Done**.
4. In the **Subject** area, enter the email subject.
5. In the **Message** box, enter a personal message.
6. Tap **Send**.

## Mark a workspace, folder or file as a favorite

Marking an item as a favorite is an ideal method of highlighting files of importance to you. Workspaces, folders and files you choose to mark as favorite display with the favorites icon  and appear on your favorites page. .

In the content area, do one of the following:


- Click  next to the item that you want to mark as favorite, and toggle **Add to Favorites**.
- Long tap on an item to select it. You can then select multiple items and tap the action menu at the bottom of the screen and toggle **Add to Favorites** on.

The items are marked as favorites and added to your favorites page.

## Select multiple files

You can select more than one file or folder at a time and perform bulk actions.

**Note:** You cannot select workspaces.

1. In a workspace, tap  on the action bar.
2. Choose a selection option:

**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.



## Move a folder or file

Move folders or files to another location within the same workspace.

1. Tap the folder or file icon of the item you want to move. When successfully selected, the item icon will change to .
  2. Tap .
  3. Tap **Move**.
  4. Browse to the location where you want to move the folder or file, and tap **Move**.
- Depending on the size of the folder or file you selected, the procedure may take a several minutes.




## View info

View more information about a workspace or folder, including creation date, and the total number of files. Your capabilities in the workspace or folder, based on your role, are also listed.

1. Tap  next to the item for which you want to view information.
2. Tap .

## View recent locations

Access **Recent Locations** to view a list of places you visited. From here, you can manage the list, search for a particular item, and jump to the location.

1. Do one of the following:
  - Swipe to the right from the middle-left edge of the screen.
  - Tap .
2. Tap **Recent Locations**.
3. Tap a listed location to jump to it.
4. To search for a listed location, tap  in the action bar. For more information, see.
5. To clear the listed recent locations, in the action bar, tap  > **Clear Recent**.

**Tip:** Select or search items in the list using the controls in the action bar.

# Managing access

Workspace administrators can manage access to workspaces, folders, and files.

Add members in any of the following ways:




- As an individual
- As an Active Directory Group
- As a group that you create by adding individuals
- As an email domain (gives access to anyone within the email domain)

Set the members' role in the workspace or folder to define what members can do in the workspace/folder. For example, you can give them the ability to upload and share. You can also set members to the role of Group Managers enabling them to add other members to a group without giving them rights to change or modify other permissions.

Set the members' "permission" level to define how they access files in the workspace/folder. For example, you can grant them permissions to download and print the file.


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

## View group members

1. Next to the workspace, folder, or file for which you want to view group members, tap  > **Manage Access**.
2. To view the members of a group, tap the group name or tap  > **View members**.
3. To toggle between the item's permitted members and all members, tap the top-level  and tap **Members with no Access** or **Permitted members only**.

## Workspace, folder, or file access

Add new groups, individuals, Active Directory groups, or an email domain to workspaces, folders, and files.

1. Next to the workspace, folder, or file for which you want to manage permissions, tap  > **Manage Access**.
2. Tap **+**.
3. Select the group type or user.

### Group

- a. Tap **Group**.
- b. Enter a group name.
- c. Enter email addresses or distribution lists.

### User




- a. Tap **User**.
- b. Enter email addresses of users you want to add.

### Email domain

- a. Tap **Email domain**.
- b. Enter the domain name. For example, **domain.com**



### Active Directory group

- a. Tap **Active Directory group**.
- b. Enter the Active Directory group name and a description.

4. If you selected to add a user or email domain, skip to the Step 7. If you selected to add a group, in the **Enter group name** field, enter a name for the group you are adding.
5. Add group members using the **Enter email addresses or distribution lists** for the new members of the group.
6. (Optional) Select or add members to the **Add group managers** area to grant specific members rights to add or remove other group members from the group, but no other permissions.
7. In the **Apply permissions to** option, select to apply the permissions you are creating, as limited only to this folder and the inherited subitems permissions, or, to this folder and all subitems.  
For more information, see [Customizing access to folders or files](#).  
**Note:** By default, the first option is selected. If you chose to set the permission to include this folder and all subitems, it will override any instances of broken inheritance.
8. In the **Role** area, tap  and select a 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.
9. In the **Permission** area, tap  and select a permissions set.  
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.
10. In the **Expiration** area, tap  and select when access is revoked.  
Select a specific date, a time period from the list, or never. If you select **Specific date**, select a date from the calendar and tap **Done**.
11. Optional: Toggle **Watermark** to the on position to impose a watermark on the files when accessed from Workspaces viewers.
12. Tap **ADD**.

## Delete workspace members

Delete groups, individuals, or email domains to remove them from a workspace.

1. Next to the workspace for which you want to delete a member, tap .
2. Tap **Manage Access**.
3. Next to the workspace member, group, or domain that you want to delete, tap .
4. Delete the user or user group.

Delete option	Description
Delete	Deletes the individual user.
Delete group	Deletes the user group.

5. In the confirmation message that appears, tap **DELETE**.

The user or user group is removed from the workspace and their access to the workspace is revoked.

# Managing member permissions


BlackBerry Workspaces app for Android allows you to edit permissions for workspace members, revoke and restore access, change the group name or description, add or remove group managers and users from groups or the workspace, and delete an entity.

## Manage permission requests for workspaces, folders, or files

Review and take action on permission requests made on your files, folders, and workspaces by other users.

**Note:** Permissions can be granted by adding the user or by adding the user to a group. Options available may vary depending on the nature of the request and the location of the requested file.

1. To access a permission request, do one of the following:

- Tap a permission request notification.
- Tap  > **Permission requests**.

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

2. Select one of the following:

- **Approve**
- **Deny**
- **Manage**

3. In the Give user permissions section do one of the following:




- **Add user to this <workspace, folder, or file> only**
- **Add user to an existing group with access to all its files.** If you select this option, you must choose a group to add the user to. Note that adding a user to an existing group grants the new user access to all files the selected group is permitted to access.

4. Click **Approve**.

The permission request is completed. The user is notified if the request was approved. If you denied the request, no notification is sent.

## Edit member access

To edit access to a workspace, folder, or file:

1. Next to the workspace, folder, or file for which you want to edit member access, tap .
2. Tap **Manage Access**.
3. Next to the workspace member, group, or domain that you want to edit, tap  and then tap **Manage Permissions**.
4. In the **Role** area, tap  and select a role.


For more information, see [Roles](#)

**Note:** If you set the role of an Active Directory group to Administrator, you cannot change this role 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.

5. In the **Permission** area, tap  and select a permissions set.



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.

6. Optional: In the **Expiration** area, tap  and select when access to the file is revoked.  
Select a specific date, a time period from the list, or never. If you select **Specific date**, choose the desired date from the calendar and tap **Done**.
7. Optional: Toggle **Watermark** to the on position to impose a watermark on files accessed from all BlackBerry Workspaces viewers.  
Watermarks are set by organizational policy.
8. Optional: Toggle **Commenting** to the on position to enable members to add new comments on permitted files, and view comments made by other users from all BlackBerry Workspaces viewers.  
The comment feature is set by organizational policy.
9. Tap **Apply**.





## Revoke access

Revoke access to workspaces, folders, or files for any workspace member.


1. Next to the workspace, folder, or file for which you want to revoke user access, tap .
2. Tap **Manage Access**.
3. Next to the entity for which you want to revoke access, tap  > **Revoke access**.
4. In the confirmation message, tap **REVOKE**.  
The entity can no longer access the selected item, however the entity remains defined in the workspace and access can be restored later if desired.

## Restore access


Restore access to workspaces, folders, or files for any workspace user.

1. Next to the workspace, folder, or file for which you want to restore an entity's access, tap .
2. Tap **Manage Access**.
3. To view all members that exist in the workspace, tap  > **Show all**.
4. Next to the entity for which you want to restore access, tap  and then tap **Set permissions**.
5. In the **Permission** area, tap  and select a permissions set.  
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.

6. Optional: In the **Role** area, tap  and select a 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. Optional: In the **Expiration** area, tap  and select when access to the file is revoked.  
Select a specific date, a time period from the list, or never. If you select **Specific date**, choose the desired date from the calendar and tap **Done**.




8. Optional: Toggle **Watermark** to the on position to impose a watermark on files accessed using Workspaces viewers.
9. Optional: Toggle **Commenting** to the on position to enable members to add new comments on permitted files, and view comments made by other users from all BlackBerry Workspaces viewers.  
The comment feature is set by organizational policy.
10. Tap **Apply**.
11. In the confirmation message, tap **Change Permissions**.

## Working with groups



View and search group members, add and remove group members, and group managers.

### Search groups and members

Search for groups or members within groups.

1. Next to the workspace, folder, or file for which you want to search the group members, tap .
2. Tap **Manage Access**.
3. Next to the workspace name, tap .
4. In the **search** field, enter the name of the user you wish to locate. The search result lists the number of members that match your search in each group.
5. Tap the group with the search result you wish to see. The member names that matched your search are displayed.
6. Tap  next to the member listing to **Message** or **Delete** the member.

### View group members




1. Next to the workspace, folder, or file for which you want to view the group members, tap .
2. Tap **Manage Access**.
3. Next to the group that you want to view, tap  > **View Members**.

The group's members are displayed. From this screen, you can also add members and group managers to the group.

### Assign group manager

Assign the group manager role to enable a group member to add and remove people from the workspace group. Group managers appear at the top of the list of members and are marked with the settings icon.

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

1. Locate the relevant workspace, folder or file and tap  > **Manage Access**.
2. Select the desired group and tap  > **View members**.
3. Select the group member that you want to make group manager and tap  > **Set as Group Manager**.  
The selected member is promoted to group manager.

### Remove group manager

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

1. Locate the relevant workspace, folder or file and tap  > **Manage Access**.

2. Select the desired group and tap > **View members** .
3. Select the group member that you want to remove from group managers and tap > **Set as Group Manager** to set the toggle to off.  
The member is removed as a group manager but remains a member of the group. To delete the group member from the group, see [Remove a user from a group](#).

## Add a user to a group

1. Next to the workspace, folder, or file for which you want to add members to a group, or add a group manager, tap .
2. Tap **Manage Access**.
3. Next to the group for which you want to add members or managers to the group, tap > **Add member** .
4. Do one of the following:
  - To add a member to the group, in the **Enter email addresses or distribution lists** area:
  - To add a member as a group manager, in the **Add group managers** area:

Option	Action
<b>Manually add member email addresses</b>	Type at least one email address to add to the group.
<b>Select contacts from your device</b>	Tap  and select at least one contact to add to the group.

5. Tap **ADD**.  
New group members and group managers are not notified that they were added to the group or given additional permissions.

## Remove a user from a group

1. Next to the workspace, folder, or file for which you want to remove members or from a group, tap .
2. Tap **Manage Access**.
3. Next to the group that you want to edit, tap > **View members** .
4. Next to the group member that you want to delete, tap > **Delete**.
5. In the confirmation message that appears, tap **DELETE**.

## Rename a group

1. Next to the workspace, folder, or file for which you want to rename a group, tap .
2. Tap **Permissions**.
3. Next to the group that you want to rename, tap > **Rename group**.
4. Type a new name for the group, and then tap **RENAME**.

# Message members

Send a message to permitted groups or individual members.

**Note:** You cannot message an email domain.

1. Next to the workspace, folder, or file for which you send a message to the members, tap .

2. Tap **Manage Access**.
3. Next to the workspace member or group that you want to message, tap **:** > **Message**.
4. In the **Subject** area, type a subject for the email
5. In the **Message** box, type a personal message
6. Tap **SEND**.

## Restore inheritance

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



Restoring inheritance restores the permissions held by the parent workspace or folder.

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

1. Next to the folder or file for which you want to restore inheritance, tap **:** > **Manage Access**.
2. In the **This folder/file does not inherit role/permissions** message, tap **Inherit now**.
3. Optional: If you are restoring inheritance to a folder, select at least one folder.
  - Select **This folder only** to apply the permissions to this folder only.
  - Select **This folder and all its subfolders and files** to apply the permissions to the folder and all its subfolders, including those with broken inheritance.
4. If a confirmation message appears, tap **Inherit**.


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

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.


# Managing notifications

Users can interact with their notifications in several ways, including viewing, filtering, and marking the notifications as read.



## View notifications

1. Do one of the following:
  - Swipe to the right from the middle of the left edge of the screen.
  - Tap .
2. Tap **Notifications**. The number of unread notifications is displayed beside the menu item.


## Filter notifications

1. Tap **Notifications**.
2. In the upper right-hand corner, tap .
3. Tap **Filter by**.
4. Select one of the following filters:
  - All
  - Read
  - Unread
  - Shared with me
  - Comments
  - Permission requests

## Mark notifications as read

1. Tap **Notifications**.
2. Tap .
3. Do one of the following:
  - Tap **Select**. Tap the notifications that you want to mark as read.
  - Tap **Select all**.
4. Tap .
5. Tap **Mark as read**.

## Delete notifications

1. Tap **Notifications**.
2. Tap .
3. Do one of the following:

- Tap **Select**. Tap the notifications that you want to delete.
  - Tap **Select all**.
4. Tap ☰.
  5. Tap **Delete**.

## Manage comments

1. Tap **Notifications**.
2. Tap the comment that you want to view or reply to.
3. Do one of the following:
  - Tap **Reply**. An input field opens where you can reply to the comment.
  - Tap **View**. You are taken to the comment in the file viewer.

## Manage permission requests

1. Tap **Notifications**.
2. Tap the notification that you want to manage a permission request for.
3. Do one of the following:
  - Tap **Approve**. Permission is granted based on the default permissions. An approval notification is sent to the user.
  - Tap **Deny**. A denial notification is sent to the user.
  - Tap **Manage**. A management page opens where you can select the **Add user to this file only** or **Add user to an existing group with access to all its files** options. Note that adding a user to an existing group grants the new user access to all files that the selected group has permissions to.
4. Click **Approve**.


## Manage other notification types

The following are additional notifications that you might receive.

Notification type	User action	Results
Manage workspace shared with you	Open	Opens the workspace
Manage folder shared with you	Open	Opens the folder
Manage file shared with you	View	Opens the file in the file viewer
Manage notifications for a Quick send file (these types of files are sent as a copy)	View	Opens the file in the file viewer

Notification type	User action	Results
Manage notifications for multiple files	Go	Opens the files in the received files section of the BlackBerry Workspaces Web Application
A new version of a file was uploaded	View	Opens the file in the file viewer A notification is sent to the user that originally uploaded the file and to all users that have updated the file.
Manage shared annotated files	View	Opens the file in the Workspaces Viewer with annotations displayed
Manage file read acknowledgement	View	Opens the file in the file viewer
A new version of a file was uploaded with read acknowledgement	View	Opens the file in the file viewer
Manage unlocked files	Lock again	Locks the file

## Configure the notifications that you want to receive

1. Tap .
2. Tap **Settings**.
3. Select one or more of the following settings:
  - Mentions
  - Comments
  - Items shared with me
  - Edits shared with me
  - Requests for access


# Working offline

Save your folders or files to your Android device so you can access them offline. Files saved for offline access are downloaded to your Android device and stored securely in a protected cache.

Depending on organizational policy, workspace owners can enforce offline save on a workspace during the workspace creation process to ensure it is always available to every member of the workspace.

## Save for offline access

Save workspaces, folders, and files for offline access.

- Locate the item that you want to save for offline and do one of the following:
  - Swipe left on the item.
  - Tap  next to the item and toggle **Access Offline** to the on position.

## Enforce offline access

As a workspace owner, enforce offline access on a workspace for all members of the workspace. This feature is only available to registered organizations.

Offline access can be enforced on a workspace only during the workspace creation process.

1. Tap **+** > **Add Workspace**.
2. In the **Enter workspace name** area, enter the name for the workspace.
3. Optional: In the **Enter workspace description** area, enter a description for the workspace.
4. Optional: In the **Add administrators' email addresses** area, enter the email addresses of users that you want to add as workspace administrators.
5. Dependent on your organizational policies, in the **Read Acknowledgement Required** toggle option, select to retain the default (on), or switch the option off.
6. Dependent on your organizational policies, in the **Enforce offline access** toggle option, switch the option on.
7. Tap **Create**.

The workspace will be enforced with offline access to all members you added to the workspace.

## Pause automatic offline saving

Pause the download of any files that are being saved for offline to save system resources.


1. Access the Android notification pull down menu, locate the Workspaces **Save for offline** item, and tap **PAUSE DOWNLOAD**.
2. To resume the download, tap **RESUME DOWNLOAD**.

## Remove files saved for offline access

You can remove individual downloaded files or remove all downloaded files from the protected cache on your Android device.

Select whether to remove a single downloaded file, or remove all downloaded.

#### Single file


Tap  to the right of the file or folder that you want to delete from offline access, then toggle **Access Offline** to the off position to remove the file from offline access.

#### All files

Tap  >  > **Clear Offline Access files**.

## Access files and folders saved for offline work

You can access items that you saved for offline access, including files and folders.

To view your files and folders saved for offline access, tap  > **Offline Access**.


# Managing your settings

To open the **Settings** dialog, tap  > .

## Add accounts

If you have more than one BlackBerry Workspaces account, you can add each account in the **Settings** dialog and switch between them as needed.


**Note:** Accounts must be for different Workspaces servers (e.g., *blackberry.watchdox.com* and *someotherdomain.watchdox.com*).

1. In the toolbar, tap  and then tap the account and URL names.
2. In the menu, tap **Add Account**.
3. Enter the credentials for the BlackBerry Workspaces account you want to add, and tap **Sign In**.  
You are signed in to the account you added.

**After you finish:** To switch between your accounts, see [Switch accounts](#).



## Switch accounts

If you have defined more than one BlackBerry Workspaces account, you can switch between your different accounts.

1. In the toolbar, tap  and then tap the account and URL names.
2. From the menu, tap the account that you want to access.  
The main screen appears for the selected account.

## Set a storage limit

Set the amount of device memory that can be used for downloaded files.

1. In the toolbar, tap  > .
2. In the **Set Storage Limit** area, move the slider to the storage limit you want to set.

**Note:** If the allocated device memory becomes full while files are downloading, the download is halted.

## Limit file transfer to Wi-Fi

Restrict syncing to only when connected to Wi-Fi in order to conserve your cellular data.

1. In the toolbar, tap  > .
2. Toggle **Sync files only over Wi-Fi** to the desired position.

## Set app lock

Set a device password that must be entered each time BlackBerry Workspaces app for Android is opened on your device.

**Note:** If your organization configured this setting for all users, you cannot change this setting.

1. In the toolbar, tap ≡ > ⚙️.
2. Toggle **App lock** to the on position.
3. Enter and confirm a password.

## Change your password

1. In the toolbar, tap ≡ > ⚙️.
2. Tap **Change Password**.
3. Enter your current password.
4. Enter and confirm your new password.

## Notifications

Get notifications about the latest activity on your files including file shares, file comments with mentions, file read acknowledgement requests and receipts, and file lock status.

**Note:** Notification settings are system wide and cannot be set for individual item types.

1. In the toolbar, tap ≡ > ⚙️.
2. Toggle **Show Notifications** to the desired on/off position depending on your preferences and select which types of notifications that you want to receive.
3. Toggle **Vibrate** to the on/off position depending on your preferences.
4. Select **Sound** to choose your on/off setting and ringtone.

## Learn more

Access the BlackBerry support portal and open the Workspaces app for Android New in this version list, to learn more about

BlackBerry Workspaces app for Android.

1. In the toolbar, tap ≡ > ⚙️.
2. Do one of the following:
  - To access the support portal, tap **Help**.
  - To access the version updates, tap **New in this version**.

## Contact support

You can send a message directly to your dedicated organization support contact if you encounter any problems with the application.

.

1. In the toolbar, tap ≡ > ⚙️.
2. Tap **Contact support**.
3. Enter your message.
4. Tap **Send**.

## Read the privacy policy

You can open the BlackBerry Workspaces app for Android privacy policy on your device or download them as a PDF.

1. In the toolbar, tap ≡ > ⚙️.
2. Tap **Privacy Policy**.

## Read the terms of service

You can download the BlackBerry Workspaces app for Android terms of service as a PDF.

1. In the toolbar, tap ≡ > ⚙️.
2. Tap **Terms of Service**.

# 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 predefined 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 and recipient sign in

Collaboration and recipient sign in are set when sharing files.

## 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.

# Read acknowledgement

Requiring read acknowledgement on files enables you to track and verify who has read a file.

Place the requirement on all files in a workspace, and when sending a copy of a file. The process requires anyone with access to the file to acknowledge reading the file.

File recipients can browse all files requiring their read acknowledgement via their pending read acknowledgement page. Each file requiring read acknowledgement is also marked with a acknowledgement required icon within workspace or folder views.

In the case of a sent file, the sender receives notification that the file has been acknowledged. In the case of a workspace, the workspace administrators receive the notification.

The **Read acknowledgement required** toggle option is displayed only when creating new workspaces in organizations where the feature is enabled according to policy, and applies to all files added to the workspace.

# BlackBerry Workspaces security

BlackBerry Workspaces employs many advanced security features to ensure that your files are only accessed by those to whom you or your organization has granted permission.

## Key storage

Files downloaded to the iOS device from the BlackBerry Workspaces server are encrypted using AES-256, with a unique key for each file.

The decryption key for the file is sent to the application separately from the file, as part of a file 'license' that includes all the access permissions for the file. This license is encrypted by the user's passcode.

## File storage

When files are downloaded from the BlackBerry Workspaces server for viewing, they are cached in a secure cache on your device that is accessible only by BlackBerry Workspaces app for iOS. This cache is not synced or backed up by iTunes or iCloud. Furthermore, the file is stored in this cache in encrypted form. The keys to decrypt the file are stored separately and are themselves stored in encrypted format.

## Encryption

Files are encrypted using AES-256 (256 bit) and are downloaded to the iOS device encrypted. A unique encryption key is generated for each file. This minimizes any security risk if a decryption key is somehow obtained. The decryption key (the file 'license') is encrypted by the user's public key and downloaded from the server to the iOS device in encrypted form. Keys for downloaded files are cached in the iOS device in encrypted form, in an area that is not backed up or synced by iOS, iCloud, or iTunes.

The file is decrypted in BlackBerry Workspaces app for iOS at the time the file is viewed; there is no clear text version of the file stored even in a temporary area. Further, for large files, the file is decrypted and displayed in blocks.

## Data wipe

The private cache region used by the BlackBerry Workspaces app for iOS to store or cache files can be wiped on command by the organization administrator through the BlackBerry Workspaces administration console. Furthermore, BlackBerry Workspaces app for iOS automatically wipes this cache if the user enters an incorrect passcode 10 times in succession.

## File transfer

Files and keys are always sent between the BlackBerry Workspaces servers and the iOS devices in encrypted form and over an HTTPS (SSL) connection.

The connection between the application and the server uses the BlackBerry Workspaces RESTful API. This API requires that the device authenticate itself to the server before any requests are sent. If the authentication is

successful, the device is given a unique secure session ID token (SSID) that must be sent with all subsequent requests.

## **App lock**

BlackBerry Workspaces app for iOS uses a 4-digit app lock code to unlock the application when first activated. The lock code can also be mandated (as a file permission) in order to open and view specific files, or if the application is idle for longer than 10 minutes.

## **Private cache**

The application uses a private cache area to store files and licenses. This area is not accessible to other applications or iOS and is not backed up or synced by iTunes or iCloud.

## **Jailbreak detection**

BlackBerry Workspaces app for iOS does not open if it detects that the device has been jailbroken (software unlocked). The cache is wiped of all files and any signed-in users are signed out.

## **Authentication**

The application authenticates to the BlackBerry Workspaces server using either an email address or username password. In the case of email-based authentication, the server generates a deviceId value and sends a URL back to the device in an email addressed to the address it was given. The device uses this URL to authenticate the deviceId with the server and stores the deviceId in the application's secure container. This deviceId is used to request a unique secure session ID token (SSID) from the server; this token is used to authenticate the application to the server on each subsequent action.

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