



BlackBerry Workspaces app for iOS

Quick Start Guide

6.1.1

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About BlackBerry Workspaces

What is BlackBerry Workspaces?

BlackBerry Workspaces is a modern, highly secure, file management platform that enables you to easily sync, secure and share your content across the enterprise. BlackBerry Workspaces limits the risk for data loss or theft by embedding Digital Rights Management (DRM) security into every file, so your content remains secure and within your control, even after it is downloaded and shared with others.

Access BlackBerry Workspaces via your browser, download to your PC or Mac, and install on your iOS, Android, or BlackBerry 10 device. Your content is synchronized across all platforms and can be accessed at your desk or when you're on the go.

Create workspaces and folders to organize your files, and manage and control access to them.

I received an email from BlackBerry Workspaces, what do I do now?

If you've been invited to BlackBerry Workspaces by your organization administrator, your company is using BlackBerry Workspaces to store and share files. Create an account to access shared workspaces and files.

If you've received a link to a file shared by BlackBerry Workspaces from a colleague, they are sending you a secured file. You may be required to create an account to access the file.

Signing in to BlackBerry Workspaces

Access to BlackBerry Workspaces is done by secure authentication. The authentication method depends on the settings of the organization that you are signing in to. Some organizations may require that you create an account before you can access a file that was shared with you.

Accounts with BlackBerry Workspaces are unique to each organization. This means that if files are shared with you from a different organization, you may be required to create a separate account for each new organization.

For organizations requiring accounts, you can sign in using your existing credentials if you already have an account with the organization. If you do not yet have an account, you need to complete a short registration.

Follow the instructions in this section to learn how to create an account and sign in to BlackBerry Workspaces.

Create an account

Typically your first interaction with BlackBerry Workspaces is in a welcome email or email with a link to a shared file.

Note: If you already have a BlackBerry Workspaces account, check that the organization site matches your existing account. If it does not match, you will need to create a new account with the organization.

1. When working on your iOS device, tap the link in the mail that you received from BlackBerry Workspaces to download the BlackBerry Workspaces app for iOS from the app store.
The sign in page opens in your app once the app is installed.
2. Enter your email address and tap **Sign in**.
The authentication method for your organization is determined.
3. Tap **Create account**.
4. Enter the following:
 - **Name:** enter the name that you want to associate with your account.
 - **Email:** enter your email address. This address should match the one used in the mail you received.
 - **Password:** enter a password between 6 and 1024 characters.
 - **Confirm Password:** re-enter your password.
 - **Secret question:** select a secret question from the list.
 - **Answer:** enter the answer to your secret question (minimum of 5 characters).
5. Read the terms of service and privacy policy and then select **I've read and agreed to be bound by the Terms of service and Privacy policy**.
6. Tap **Create account**.
An email is sent to your email account.
7. Access the email and tap **Verify account**.
The sign in page opens in your app.
8. Enter your password.
9. Tap **Stay signed in** to save your credentials in the app.
10. Tap **Sign in**.
You are signed in to BlackBerry Workspaces and can access any workspaces, folders, and files that have been shared with you.

Sign in to BlackBerry Workspaces

If you already have a BlackBerry Workspaces account, you can sign in to BlackBerry Workspaces app for iOS to access your files.

1. Do one of the following:

- Tap the link in the mail that you received from BlackBerry Workspaces.

The app sign in page opens.

- If you know the BlackBerry Workspaces URL for the organization you want to sign in to, enter the URL.

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

2. Enter your email address and tap **Sign in**.

The authentication method for your organization is determined.

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

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

Sign in using your email address

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

1. Enter your email address and tap **Sign in**.

An email is sent to the email address supplied.

2. Open this email in your regular mobile email app, copy the verification code, and return to the sign-in screen.

3. Enter the verification code.

You are signed in, and the main screen of the BlackBerry Workspacesapp for iOS appears.

Sign in with username and password

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

1. If you are an existing user, enter your email address and password.

2. Tap **Sign in**.

3. If you are a new user, complete the following steps:

a) Tap **Create account**.

b) Enter the required information and tap **Create account**

You are signed in, and the main screen of the BlackBerry Workspaces app for iOS appears.

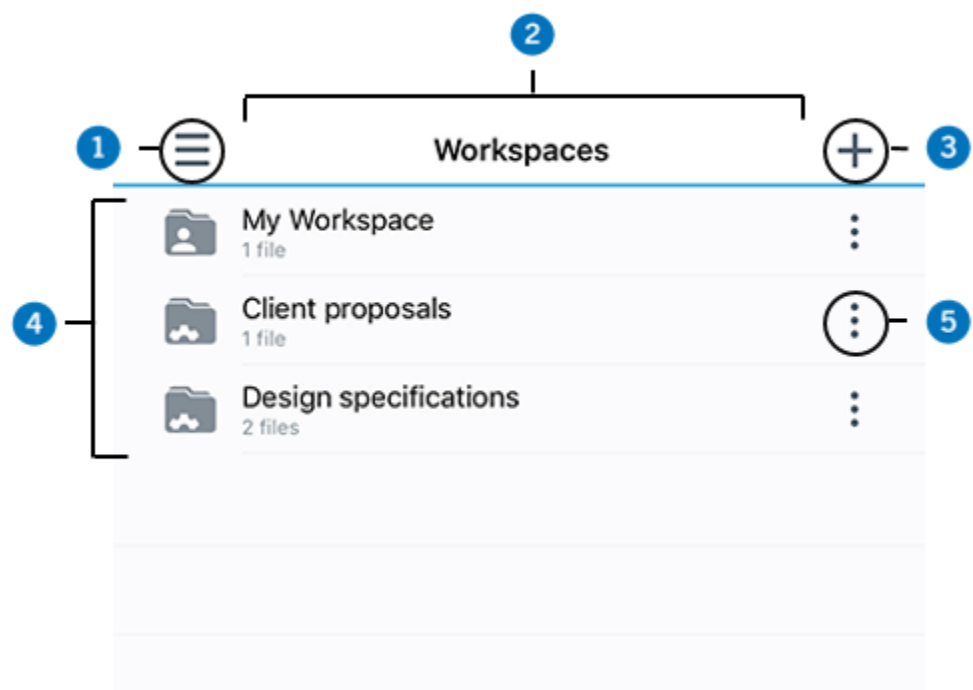
Getting started

Once you have created your account and signed in to BlackBerry Workspaces app for iOS, you can access any workspaces, folders, and files that have been shared with you. BlackBerry Workspaces supports a variety of access levels depending on your role in any given workspaces, and permissions that you have to files. This means that you may be able to perform more actions on some files than on others.

This section introduces the BlackBerry Workspaces app for iOS interface, and describes how to perform common tasks. For information on actions and features that are not listed here, refer to the BlackBerry Workspaces app for iOS [User Guide](#).

Note: The available features, options, and menu items depend on your organization’s configuration and your user permissions per workspace. For questions related to your license and access, consult your organization administrator.

Introducing the BlackBerry Workspaces app for iOS





Number	Description
1	System menu. This option provides access to your BlackBerry Workspaces account, including recent locations, offline access, favorites, sent and received files, and settings.
2	Status bar. Provides your current location within BlackBerry Workspaces along with the pull down search feature.

Number	Description
3	Action menu. Use the action menu to perform actions on your workspaces, folders, and files depending on your location, such as upload files, create new workspaces and folders, download files, send files, and delete. The action menu options change dynamically depending on your location and previous selections.
4	Content area. View and access your workspaces, folders, and files in the content area. Tap the workspace, folder or file to open it.
5	Content menu. Use the content menu to perform actions on the specific workspace, folder or file including share, access offline, manage access, send a message to other users with permissions, rename, and delete.


Open a file



Files can be opened for viewing in the BlackBerry Workspaces viewer. Supported Office file types can be edited in the BlackBerry Workspaces editor, where you have permission to do so.

1. Tap the workspace name to access your folders and files in that workspace.
2. Tap the file icon from the content list of the file you wish to open.
The file opens in the BlackBerry Workspaces viewer.
3. From a file already open in the BlackBerry Workspaces viewer, tap  to open the file action menu.
4. Tap  to edit the file in the BlackBerry Workspaces editor.
The file opens in the BlackBerry Workspaces editor.

Edit a file


Edit Microsoft Office files online in the BlackBerry Workspaces app for iOS editor where you have permission to do so.

1. In the content area of a workspace or folder, locate the Microsoft Office file that you want to edit.
2. Next to the file, tap  > **Edit**.
The file opens in the online editor.
3. Edit and save your file as desired.
The file is updated with your changes and synced.

Tip: Tap  >  when viewing a Microsoft Office file in the BlackBerry Workspaces viewer, to edit the document in the online editor.

Upload a file

Upload and send protected photos and videos from BlackBerry Workspaces for iOS.

1. Tap  and select **Upload photos or Videos** to upload and send photos or videos to BlackBerry Workspaces from your device.
2. Tap the folder that contains the photo or video file you wish to upload from the list.


3. Tap the photo or video file to select it.
4. Tap **Select**.
5. Select the upload location, or leave it unchanged to upload to the current workspace or folder.
6. To notify other workspace or folder members when the file upload is completed, set the **Notify members** slider to **ON**.

The photo or video file is uploaded.

Send a file

Use the **Send a copy** feature to send a link to a file in your workspaces. Recipients receive a link to access the file. Each time you send a copy, the action creates a new instance of the file in BlackBerry Workspaces, located in your **Sent Files**.

If you have full access permissions for a file, you can send a copy of it from your received files or from one of your workspaces.

1. Next to any file, tap  > **Send a Copy**
 - Choose and add recipients, set permissions, restrict access by date and audience, include a watermark, and enable recipients to collaborate on the file. You can also choose to turn on the ability to add comments on the file.
 - Change subject of the email and add a message
2. Tap **Send**.