



# **BlackBerry Workspaces for Mac**

## **Quick Start Guide**

4.0



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# Introduction

Welcome to BlackBerry Workspaces app for Mac!

Use this Quick Start Guide to learn about BlackBerry Workspaces app for Mac and become familiar with commonly used actions.

**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.

For detailed information on working with BlackBerry Workspaces app for Mac, refer to the [User Guide](#).

Don't have BlackBerry Workspaces app for Mac installed yet? [Download and install BlackBerry Workspaces app for Mac](#).

## About BlackBerry Workspaces

### What is BlackBerry Workspaces?

BlackBerry Workspaces is a modern, highly secure, file management platform that enables effortless synchronization and secured sharing across multiple devices. 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 Mac or PC, 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.

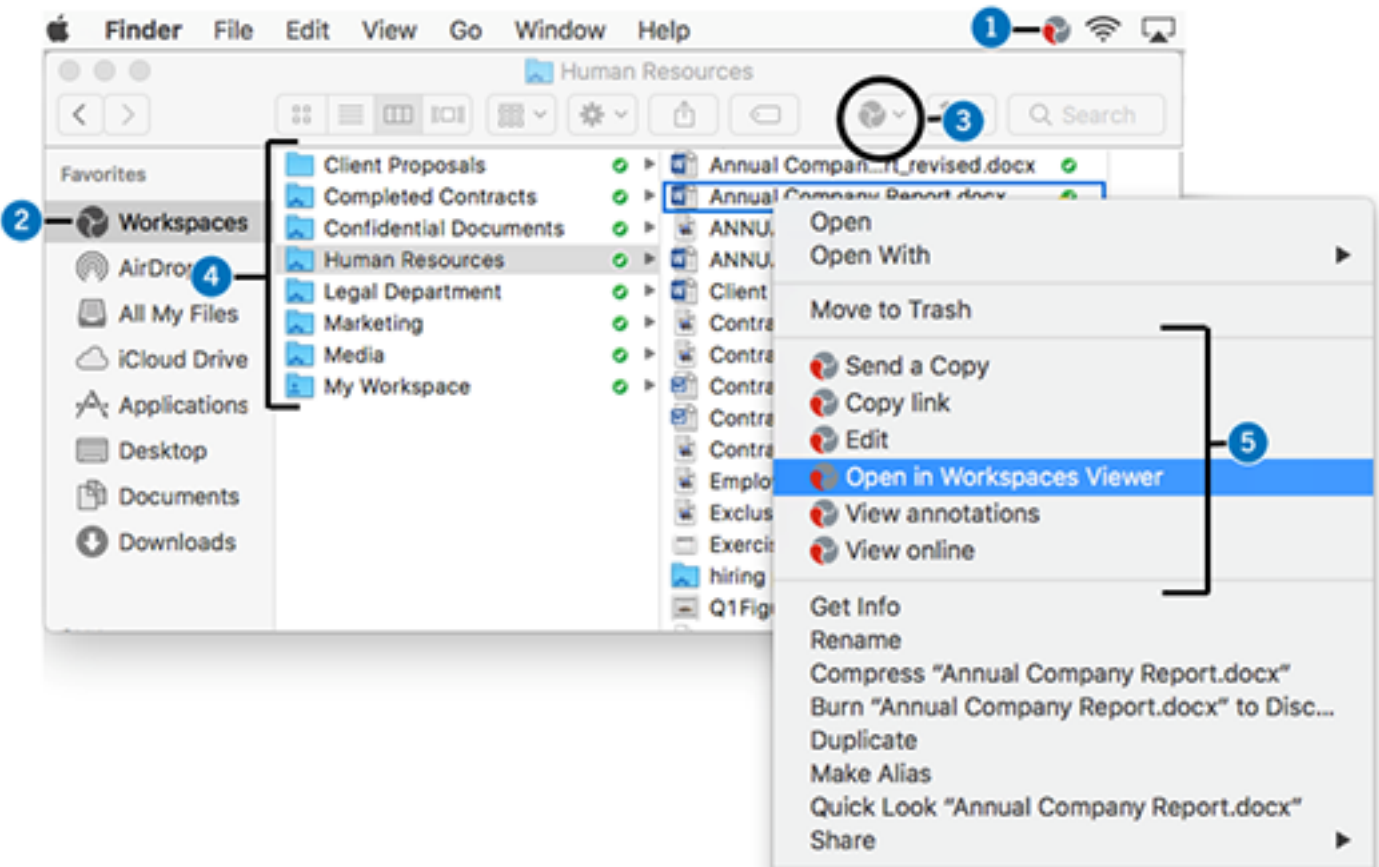
Create workspaces and folders to organize your files, and manage access to them.

### 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.

# Introducing BlackBerry Workspaces app for Mac



Number	Description
1	Menu bar. After installing BlackBerry Workspaces app for Mac on your machine, the BlackBerry Workspaces app icon will appear in your menu bar. From here, set your preferences, add your BlackBerry Workspaces accounts to the app, select workspaces for sync and access status reports about your workspaces.
2	Side bar. After installing BlackBerry Workspaces app for Mac on your machine, the BlackBerry Workspaces icon will appear in your side bar menu <b>favorites</b> list. Icons for each file indicate their sync status and where relevant, file status including annotations, and locks.
3	Action menu. Use the Action menu to perform actions on a workspace, file, or folder you currently have selected in the content area. 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. Secondary-click the workspace, folder or file to access their content menus to perform actions.

Number	Description
	Content menu. Use the content menu to perform actions on the specific workspace, folder, or file including send a copy, edit, view annotations, and view online.

# Getting started

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. 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. 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.

Follow the instructions in this section to learn how to create an account if you do not have one yet, and to sign in to BlackBerry Workspaces for email or username & password authentication. For all other authentication methods, follow the on-screen instructions.

## Create an account

Typically your first interaction with BlackBerry Workspaces is in a welcome email or email with a link to a shared file. Create an account if you follow the shared link to BlackBerry Workspaces and see a screen requiring account credentials.

**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.

**Before you begin:** Before creating a BlackBerry Workspaces account, make sure to [download and install BlackBerry WorkspacesMac](#) on your local machine.

1. Click the link in the mail that you received from BlackBerry Workspaces.  
The sign in page opens in your default browser.
2. Enter your email address and click **Sign in**.  
The authentication method for your organization is determined.
3. Click **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. Click **Create account**.  
An email is sent to your email account.
7. Access the email and click **Verify account**.  
The sign in page opens in your default browser.
8. Enter your password.
9. Click **Stay signed in** to save your credentials in the browser.
10. Click **Sign in**.  
You are signed in to BlackBerry Workspaces Web Application and can access any workspaces, folders, and files that have been shared with you.

**After you finish:** After creating and verifying your new BlackBerry Workspaces account using the BlackBerry Workspaces Web Application, you can use the account and credentials to sign into BlackBerry Workspaces app for Mac.

## Sign in using your email address

**Before you begin:** Follow these steps if your organization is configured for email authentication.

1. If you have closed the prompt, from the BlackBerry Workspaces icon in the menu bar, click **Sign in**.
2. In the **Email** box, enter your email address.
3. In the **Site** box, enter the URL provided by your BlackBerry Workspaces Organization Administrator; otherwise leave it with the preset default value.
4. Click **Sign in**. An authentication email is sent to the email address supplied.
5. Open this email in your regular email, copy the verification code, and return to the sign-in screen.
6. Enter the verification code.  
You are signed in, and the **Preferences > Sync workspaces** screen of the BlackBerry Workspaces app for Mac appears.


## Sign in with user name and password

**Before you begin:** Follow these steps to authenticate if your organization is configured for sign in by username and password.

1. If you have closed the prompt, from the BlackBerry Workspaces icon in the menu bar, click **Sign in**.
2. In the **Email** box, enter your email address.
3. In the **Site** box, enter the URL provided by your BlackBerry Workspaces Organization Administrator; otherwise leave it with the preset default value.
4. Click **Sign in**.  
A sign-in screen with **Email** and **Password** fields. The **Email** field is populated with the email address that you entered.
5. Enter your password.
6. Click **Sign in**.  
You are signed in, and the **Preferences > Sync workspaces** screen of BlackBerry Workspaces app for Mac appears.

## Add a sync account

Add a sync account to access and upload your files.

1. Access  > **Preferences > Account** tab.
2. Add the details of the BlackBerry Workspaces account to sync.

The account you added most recently is set as the sync account.



# Sync workspaces

Sync workspaces to be able to access them on your computer.

1. Click the Workspaces icon > **Preferences** .
2. Select the workspaces you wish to sync in the **Workspaces** tab and **Apply changes**.  
The workspaces you selected will begin syncing automatically to BlackBerry Workspaces.

# Open a file

Open files in the BlackBerry Workspaces Viewer.

1. Select the workspace name to access your folders and files in that workspace.
2. Apply a secondary click to the file or folder icon from the content list of the file or folder you wish to open.  
The file opens in the BlackBerry Workspaces Viewer.
3. From a file already open in the BlackBerry Workspaces viewer, select the annotation icon to open the file annotation menu.
4. Select the edit icon to edit the file.

# Upload a file

BlackBerry Workspaces app for Mac makes it easy to **upload** and **sync** your folders and files.

1. In Finder, select the sync workspace folder you wish to upload to.
2. Drag files (or folders) to the sync folder to **upload** them.

Files and folders begin uploading immediately and their status icon will turn green when the upload and sync is complete.

# Copy a file to My Workspace

Copy a file to **My Workspace** from any location on your computer.

1. From your computer, right click the file you wish to copy to your **My Workspace** folder.
2. Select **Copy to My Workspace**.

A copy of the selected file is uploaded to your personal workspace and can now be sent and managed from BlackBerry Workspaces.

# Edit a file

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

1. In the content list of a workspace or folder, locate the Microsoft Office file that you want to edit.
2. Secondary click the file and select **Edit**.  
The file opens in Microsoft Office Online.
3. Edit and save your file as desired.  
The file is updated with your changes and synced.

# Send a file

Use BlackBerry Workspaces app for Mac to protect and send your files to anyone you want.

1. Right-click the file from within a workspace, or from anywhere on your desktop and click **Send a Copy**.
2. Add the email address of the recipient(s), set the file permissions, and click **Send**.

A copy of the file is sent to the recipients you chose with the file permissions you selected.

## **After you finish:**

- To learn more about BlackBerry Workspaces app for Mac, refer to the [BlackBerry Workspaces app for Mac User Guide](#).

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