



# **BlackBerry Workspaces for Mac**

## **Quick Start Guide**

8.1



# Contents

- Introduction.....4**
  - About BlackBerry Workspaces.....4
  - Introducing BlackBerry Workspaces app for Mac.....5
- Getting started.....7**
  - Create an account.....7
  - Sign in using your email address.....8
  - Sign in with user name and password.....8
  - Add a sync account.....8
- Sync workspaces.....9**
- Open a file.....10**
- Upload a file.....11**
- Copy a file to My Workspace.....12**
- Edit a file.....13**
- Send a file.....14**
- Legal notice.....15**

# 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.

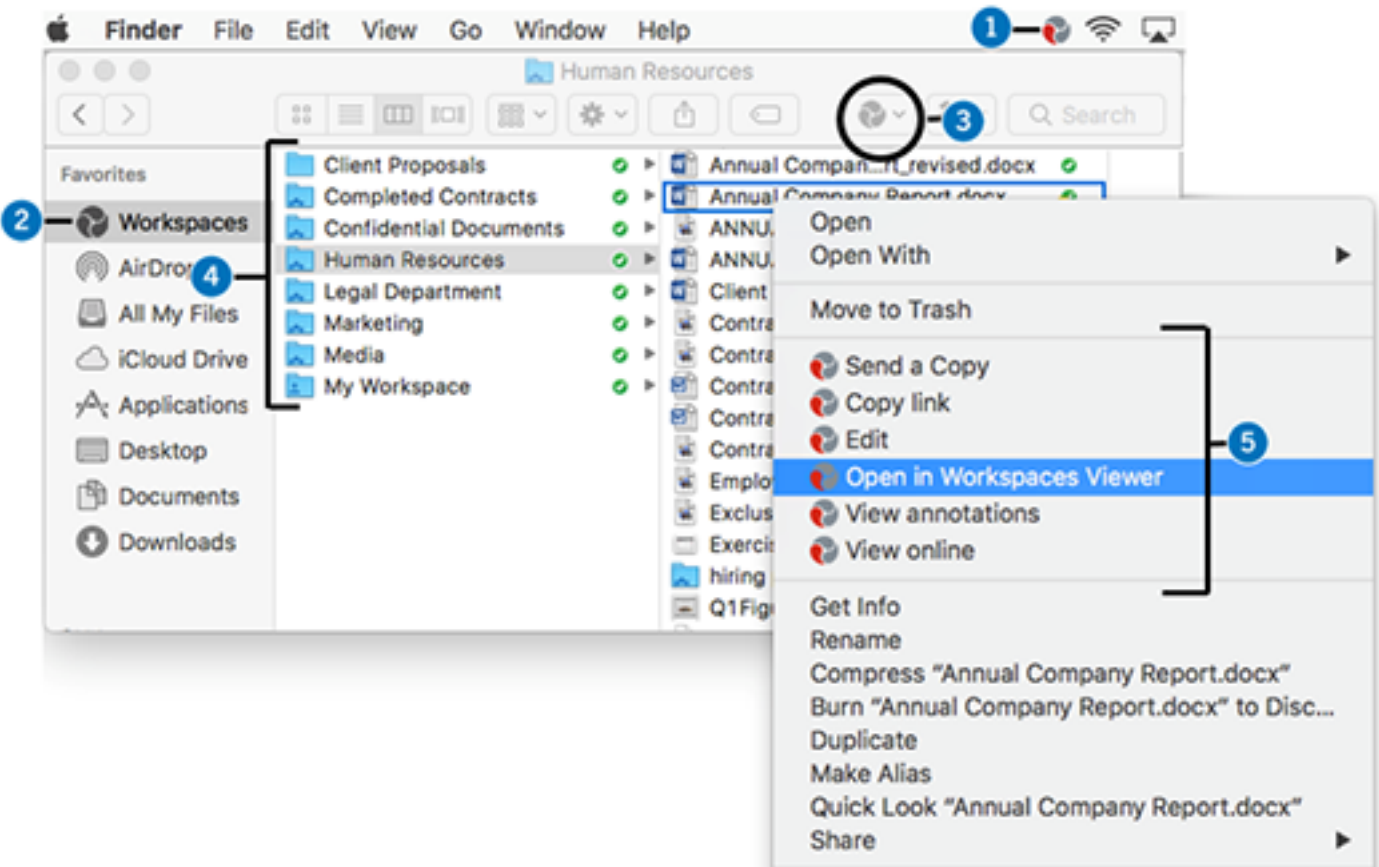
Create workspaces and folders to organize your files, and manage access to them.

### 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](#).

# Legal notice

©2019 BlackBerry Limited. Trademarks, including but not limited to BLACKBERRY, BBM, BES, EMBLEM Design, ATHOC, MOVIRTU and SECUSMART are the trademarks or registered trademarks of BlackBerry Limited, its subsidiaries and/or affiliates, used under license, and the exclusive rights to such trademarks are expressly reserved. All other trademarks are the property of their respective owners.

iOS is a trademark of Cisco Systems, Inc. and/or its affiliates in the U.S. and certain other countries. iOS® is used under license by Apple Inc. iPad is a trademark of Apple Inc. Microsoft Excel is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. This documentation including all documentation incorporated by reference herein such as documentation provided or made available on the BlackBerry website provided or made accessible "AS IS" and "AS AVAILABLE" and without condition, endorsement, guarantee, representation, or warranty of any kind by BlackBerry Limited and its affiliated companies ("BlackBerry") and BlackBerry assumes no responsibility for any typographical, technical, or other inaccuracies, errors, or omissions in this documentation. In order to protect BlackBerry proprietary and confidential information and/or trade secrets, this documentation may describe some aspects of BlackBerry technology in generalized terms. BlackBerry reserves the right to periodically change information that is contained in this documentation; however, BlackBerry makes no commitment to provide any such changes, updates, enhancements, or other additions to this documentation to you in a timely manner or at all.

This documentation might contain references to third-party sources of information, hardware or software, products or services including components and content such as content protected by copyright and/or third-party websites (collectively the "Third Party Products and Services"). BlackBerry does not control, and is not responsible for, any Third Party Products and Services including, without limitation the content, accuracy, copyright compliance, compatibility, performance, trustworthiness, legality, decency, links, or any other aspect of Third Party Products and Services. The inclusion of a reference to Third Party Products and Services in this documentation does not imply endorsement by BlackBerry of the Third Party Products and Services or the third party in any way.

EXCEPT TO THE EXTENT SPECIFICALLY PROHIBITED BY APPLICABLE LAW IN YOUR JURISDICTION, ALL CONDITIONS, ENDORSEMENTS, GUARANTEES, REPRESENTATIONS, OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY CONDITIONS, ENDORSEMENTS, GUARANTEES, REPRESENTATIONS OR WARRANTIES OF DURABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, MERCHANTABILITY, MERCHANTABLE QUALITY, NON-INFRINGEMENT, SATISFACTORY QUALITY, OR TITLE, OR ARISING FROM A STATUTE OR CUSTOM OR A COURSE OF DEALING OR USAGE OF TRADE, OR RELATED TO THE DOCUMENTATION OR ITS USE, OR PERFORMANCE OR NON-PERFORMANCE OF ANY SOFTWARE, HARDWARE, SERVICE, OR ANY THIRD PARTY PRODUCTS AND SERVICES REFERENCED HEREIN, ARE HEREBY EXCLUDED. YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY BY STATE OR PROVINCE. SOME JURISDICTIONS MAY NOT ALLOW THE EXCLUSION OR LIMITATION OF IMPLIED WARRANTIES AND CONDITIONS. TO THE EXTENT PERMITTED BY LAW, ANY IMPLIED WARRANTIES OR CONDITIONS RELATING TO THE DOCUMENTATION TO THE EXTENT THEY CANNOT BE EXCLUDED AS SET OUT ABOVE, BUT CAN BE LIMITED, ARE HEREBY LIMITED TO NINETY (90) DAYS FROM THE DATE YOU FIRST ACQUIRED THE DOCUMENTATION OR THE ITEM THAT IS THE SUBJECT OF THE CLAIM.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW IN YOUR JURISDICTION, IN NO EVENT SHALL BLACKBERRY BE LIABLE FOR ANY TYPE OF DAMAGES RELATED TO THIS DOCUMENTATION OR ITS USE, OR PERFORMANCE OR NON-PERFORMANCE OF ANY SOFTWARE, HARDWARE, SERVICE, OR ANY THIRD PARTY PRODUCTS AND SERVICES REFERENCED HEREIN INCLUDING WITHOUT LIMITATION ANY OF THE FOLLOWING DAMAGES: DIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR AGGRAVATED DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, FAILURE TO REALIZE ANY EXPECTED SAVINGS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS OPPORTUNITY, OR CORRUPTION OR LOSS OF DATA, FAILURES TO TRANSMIT OR RECEIVE ANY DATA, PROBLEMS ASSOCIATED WITH ANY APPLICATIONS USED IN CONJUNCTION WITH BLACKBERRY PRODUCTS OR SERVICES, DOWNTIME COSTS, LOSS OF THE USE OF BLACKBERRY PRODUCTS OR SERVICES OR ANY PORTION

THEREOF OR OF ANY AIRTIME SERVICES, COST OF SUBSTITUTE GOODS, COSTS OF COVER, FACILITIES OR SERVICES, COST OF CAPITAL, OR OTHER SIMILAR PECUNIARY LOSSES, WHETHER OR NOT SUCH DAMAGES WERE FORESEEN OR UNFORESEEN, AND EVEN IF BLACKBERRY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW IN YOUR JURISDICTION, BLACKBERRY SHALL HAVE NO OTHER OBLIGATION, DUTY, OR LIABILITY WHATSOEVER IN CONTRACT, TORT, OR OTHERWISE TO YOU INCLUDING ANY LIABILITY FOR NEGLIGENCE OR STRICT LIABILITY.

THE LIMITATIONS, EXCLUSIONS, AND DISCLAIMERS HEREIN SHALL APPLY: (A) IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION, DEMAND, OR ACTION BY YOU INCLUDING BUT NOT LIMITED TO BREACH OF CONTRACT, NEGLIGENCE, TORT, STRICT LIABILITY OR ANY OTHER LEGAL THEORY AND SHALL SURVIVE A FUNDAMENTAL BREACH OR BREACHES OR THE FAILURE OF THE ESSENTIAL PURPOSE OF THIS AGREEMENT OR OF ANY REMEDY CONTAINED HEREIN; AND (B) TO BLACKBERRY AND ITS AFFILIATED COMPANIES, THEIR SUCCESSORS, ASSIGNS, AGENTS, SUPPLIERS (INCLUDING AIRTIME SERVICE PROVIDERS), AUTHORIZED BLACKBERRY DISTRIBUTORS (ALSO INCLUDING AIRTIME SERVICE PROVIDERS) AND THEIR RESPECTIVE DIRECTORS, EMPLOYEES, AND INDEPENDENT CONTRACTORS.

IN ADDITION TO THE LIMITATIONS AND EXCLUSIONS SET OUT ABOVE, IN NO EVENT SHALL ANY DIRECTOR, EMPLOYEE, AGENT, DISTRIBUTOR, SUPPLIER, INDEPENDENT CONTRACTOR OF BLACKBERRY OR ANY AFFILIATES OF BLACKBERRY HAVE ANY LIABILITY ARISING FROM OR RELATED TO THE DOCUMENTATION.

Prior to subscribing for, installing, or using any Third Party Products and Services, it is your responsibility to ensure that your airtime service provider has agreed to support all of their features. Some airtime service providers might not offer Internet browsing functionality with a subscription to the BlackBerry® Internet Service. Check with your service provider for availability, roaming arrangements, service plans and features. Installation or use of Third Party Products and Services with BlackBerry's products and services may require one or more patent, trademark, copyright, or other licenses in order to avoid infringement or violation of third party rights. You are solely responsible for determining whether to use Third Party Products and Services and if any third party licenses are required to do so. If required you are responsible for acquiring them. You should not install or use Third Party Products and Services until all necessary licenses have been acquired. Any Third Party Products and Services that are provided with BlackBerry's products and services are provided as a convenience to you and are provided "AS IS" with no express or implied conditions, endorsements, guarantees, representations, or warranties of any kind by BlackBerry and BlackBerry assumes no liability whatsoever, in relation thereto. Your use of Third Party Products and Services shall be governed by and subject to you agreeing to the terms of separate licenses and other agreements applicable thereto with third parties, except to the extent expressly covered by a license or other agreement with BlackBerry.

The terms of use of any BlackBerry product or service are set out in a separate license or other agreement with BlackBerry applicable thereto. NOTHING IN THIS DOCUMENTATION IS INTENDED TO SUPERSEDE ANY EXPRESS WRITTEN AGREEMENTS OR WARRANTIES PROVIDED BY BLACKBERRY FOR PORTIONS OF ANY BLACKBERRY PRODUCT OR SERVICE OTHER THAN THIS DOCUMENTATION.

BlackBerry Enterprise Software incorporates certain third-party software. The license and copyright information associated with this software is available at <http://worldwide.blackberry.com/legal/thirdpartysoftware.jsp>.

BlackBerry Limited  
2200 University Avenue East  
Waterloo, Ontario  
Canada N2K 0A7

BlackBerry UK Limited  
200 Bath Road  
Slough, Berkshire SL1 3XE  
United Kingdom



Published in Canada