

# NOKIA

BlackBerry Connect for S60 3.0  
User Guide

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### What is BlackBerry Connect?

With BlackBerry Connect, you can access your email accounts with your Nokia device. As emails arrive at the email server, they are automatically forwarded to your Nokia device, where you can forward and reply to them. You can also compose and send new emails. Meetings on the Nokia device's calendar are also synchronised with the meetings in your account on the server.

You can have these BlackBerry services active on your Nokia device at the same time:

- BlackBerry Enterprise Server – Receive email from your company's corporate network if your company has a BlackBerry Enterprise Server installed. You can also look up email addresses from your company's electronic directory.
- BlackBerry Internet service allows your mobile phone to receive email from an Internet service provider (ISP) or other email accounts (POP3, IMAP4).

To use the BlackBerry services, you must have a subscription to general packet radio service (GPRS), and the BlackBerry service must be activated on your SIM card. For more information, contact your service provider.

For information about the availability and subscription to the BlackBerry Internet Service service and to check the compatibility of your email account, contact your service provider or network operator.

Before you use BlackBerry Connect, first learn how to use your Nokia device. Knowing how to use your device includes knowing where items are located, how to navigate to those items and how to open and close the items. This guide does not tell you how to perform these tasks on your specific Nokia device model.

### Installing BlackBerry on your device

You can acquire the BlackBerry installation file in several ways, depending on your service provider: The file can come on a memory card; you can download the installation file from the internet; your device might come with a BlackBerry installation file on it.

## Before you install BlackBerry

Before you install the latest version of BlackBerry, uninstall any older version of BlackBerry. Be aware that when you remove BlackBerry, all BlackBerry messages and settings are removed from the Nokia device, but not from the email server.

To remove BlackBerry from your Nokia device:

- 1 Press **Menu** and select **Tools** or **Configuration**, then **App. mgr.**
- 2 Select **BlackBerry** and remove it.

Now you can acquire and install another BlackBerry version.

## Acquiring and installing BlackBerry

Contact your service provider to find out how you can acquire BlackBerry. Typically, you can acquire and install BlackBerry by:

- Navigating to **Menu > Installations** and clicking **E-mail Installer**.
- Installing BlackBerry from the installer or .sis file on the memory card that is included with your Nokia device.

- Opening the browser on the Nokia device and checking the bookmarks to find a link to a website from where you can download a BlackBerry installation file and instructions about how to run the file.

## Activating BlackBerry on your device

After you install BlackBerry, activate BlackBerry on your device if necessary:

- 1 Press **Menu** and select **Messages > Options > Settings**.
- 2 Select **Email > BlackBerry**.
- 3 In the General tab, set BlackBerry service to **On**.
- 4 Press Back or select **Options > Exit** to exit settings.

## Setting up with BlackBerry Enterprise Server

Before emails are forwarded to your device from your company, you must set up BlackBerry to work with your account on your company's BlackBerry Enterprise Server.

## Before you set up ...

Before you set up BlackBerry, make sure that:

- General packet radio service (GPRS) or 3G is enabled on your SIM card.
- BlackBerry service is enabled on your SIM card.
- Your desktop computer is connected to your corporate LAN.
- Nokia PC Suite 6.7, or later, is installed on your computer. Nokia PC Suite is included on your product CD-ROM.
- Your device can connect with the computer successfully with Nokia PC Suite. You can use a data cable, infrared, or Bluetooth wireless technology for the connection.
- The BlackBerry Connect Desktop tool is installed on your computer. The tool communicates with your device using the connection established with PC Suite. The BlackBerry Connect Desktop tool is included on your product CD-ROM.
- You have turned on your Nokia device and can make calls.
- You have synchronised your mobile device and computer calendars with Nokia PC Suite.

**Important:** After you start using BlackBerry, do not use the calendar synchronisation feature in Nokia PC Suite anymore.

## Setting up with a server account

To set up BlackBerry to work with a BlackBerry Enterprise Server:

- 1 Connect your Nokia device to your computer with Nokia PC Suite.
- 2 Start the BlackBerry Connect Desktop on your computer by double-clicking the BlackBerry Connect Desktop icon on the desktop. You can also start the tool from the Start menu.
- 3 If you are asked to select an email profile, select the email profile that you want to use and select **OK**. To create a new profile, select **New**.
- 4 To establish connectivity between your Nokia device and the BlackBerry Connect Desktop, click **Connect**.
- 5 If prompted, create an encryption key by randomly moving your mouse.
- 6 If prompted, select whether you want to load your calendar appointments to your device. This step is required to use calendar synchronisation with BlackBerry. If you select Yes, the existing entries in the device calendar are deleted and BlackBerry synchronises the device calendar with the server. If you select No, the entries on the device calendar are left as they are and BlackBerry calendar services are disabled.

- 7 Click **Exit**. BlackBerry Connect activates automatically.

## Configuring your server account

You need to use the BlackBerry Connect Desktop only when you are using a BlackBerry Enterprise Server. If you are using BlackBerry Internet Service, you do not need to use the BlackBerry Connect Desktop, and you can proceed to [Setting up BlackBerry Internet Service](#) on page 7.

The BlackBerry Connect Desktop lets you configure settings for using a BlackBerry Enterprise Server. For example, you can create filters that specify which emails are sent to your device, create encryption keys to protect your privacy, and add a signature for emails that you send with BlackBerry.

The BlackBerry Connect Desktop must be used on a computer that is connected to the corporate LAN. If you want to set up your device or create encryption keys, you must also connect your device to the computer with PC Suite. If you just want to create filters or change the signature, you do not need to connect your device to the computer.

You can open the BlackBerry Connect Desktop by double-clicking its icon on the desktop.

To receive emails on your Nokia device, make sure that **Redirect incoming messages to your handset** is checked.

To apply the changes you make in each tab of the BlackBerry Connect Desktop, click **Apply**.

## Creating a signature

A signature is text that is automatically added to the emails you send using BlackBerry.

To create a signature, click the General tab, and enter the signature in the **Automatically include your signature on outgoing messages** field.

If you do not want to use a signature, clear the **Automatically include your signature on outgoing messages** field.

## Creating filters

You can determine which emails are forwarded to your Nokia device by creating filters:

- 1 Click the Filters tab.
- 2 Click **New**.
- 3 In the **Filter Name** field, enter a descriptive name for the filter.
- 4 In any of the **From**, **Sent to**, **Subject**, **Body**, **Recipient Types**, **Sensitivity**, and **Importance** fields, enter the properties that you want the filter to use. Separate multiple entries with a semicolon (;).

5 To forward emails detected by the filter to your Nokia device, select **Forward message to the handset**. To leave the detected emails on the server, select **Don't forward message to the handset**.

6 Click **OK**.

Filters are used in the order that they are listed on the Filters tab. To move a filter, select the filter you want to move and use the arrows to the right of the filter to move the filter to the position you want.

To disable a filter, clear the check box next to it.

## Creating an encryption key

An encryption key is used to protect your emails while they travel between the BlackBerry Enterprise Server and your Nokia device.

To create an encryption key, click the Security tab and select one of the following:

- **Generate keys automatically.** BlackBerry Connect Desktop will remind you to generate a new encryption key when needed. When prompted, move your mouse on the screen to generate the key.

- **Generate keys manually.** BlackBerry Connect Desktop will not remind you to generate a new encryption key. To generate a new encryption key at any time, click **Generate**, and move your mouse on the screen.

## Setting advanced options

In the Advanced tab, you can specify the email address you want to use, select an email profile, select folders to redirect emails from, and specify if you want to save copies of the emails you have sent.

## Specifying the email address

Your Nokia device uses the email address on the Advanced tab for communication. Verify that the address is correct. Typically, you should not need to modify this setting.

This email address is associated with a specific email profile on your desktop computer. If you experience problems with email redirection, you might need to change your email profile setting. You can change the email address only if your Nokia device is enabled on a BlackBerry Enterprise Server for Microsoft Exchange.

To change the email address, click **Override Address**, and enter the correct address.

## Using an email profile

An email profile determines the specific behaviour of how your email works. You can specify which email profile is used when you open the BlackBerry Connect Desktop.

To change the profile settings, click **Profile Settings** in the email profile settings area. To select a profile when you open the BlackBerry Connect Desktop, select **Prompt for a profile to be used**. To always use the same profile, select **Always use this profile**. Click **OK** and then click **Apply**.

## Receiving emails from additional folders

By default, only emails that arrive in your Inbox on the server are forwarded to your device. However, you can specify that emails from other folders also be forwarded to your device.

To specify folder redirection, click **Selected folders** in the Folder redirection area, click **Choose Folders**, and select the folders you want. Make sure that you also select your inbox. Click **OK** and then click **Apply**.

## Saving sent emails

Emails that you send from your Nokia device are saved in the Sent Items folder on the server. To change this behaviour, select **Don't save a copy to the Sent Items folder**.

## Setting up BlackBerry Internet Service

To use BlackBerry Internet Service, you must have a subscription to general packet radio service (GPRS) or 3G data, and the BlackBerry service must be activated on your SIM card.

If you want to receive emails from an ISP or a non-corporate email account, you can use the BlackBerry Internet Service. To set up BlackBerry with a BlackBerry Internet Service, contact your service provider or network operator. You do not need to use the BlackBerry Connect Desktop to set up BlackBerry Internet Service.

To use BlackBerry Internet Service, you must enable BlackBerry on your Nokia device. You may need to give your service provider the following information:

- Personal identification number (PIN)
- International Mobile Equipment Identity (IMEI) code
- International Mobile Subscriber Identity (IMSI) number assigned to your Nokia device.

You can find these numbers on your device with the following steps:

- 1 Turn on your device.

- 2 Select **Menu** > **Messages**.
- 3 Select **Options** > **Settings** > **Email** > **BlackBerry**.
- 4 Display the General tab and set BlackBerry Service to **On**.
- 5 Press **Back** to exit the BlackBerry settings.
- 6 Re-open the BlackBerry settings by selecting BlackBerry again.
- 7 Scroll right to the BlackBerry Device tab. Make note of the values listed in the PIN, IMEI and IMSI fields.

The next steps depend on your service provider. Check with your service provider for information about provisioning and setting up BlackBerry Internet Service.

If your service provider uses provisioning, then you might already have a provisioning message in your Inbox or a web link placed in the Bookmarks list within the device browser. Select the web link within the provisioning message or Bookmark list to access the provisioning web site. To complete the process, you may need your PIN, IMEI number, and IMSI number.

If your service provider does not use provisioning, then go to your service provider's BlackBerry Internet Service web page.

## Configuring BlackBerry on your device

You can modify BlackBerry settings on your Nokia device to suit how you like to use the service.

Not all BlackBerry Enterprise Servers support all of these features. For information about which features are supported by your server, contact your system administrator.

To set up BlackBerry on your device, navigate to the BlackBerry Settings:

- 1 Select **Menu** > **Messages** > **BlackBerry**.
- 2 Select **Options** > **BlackBerry settings**.

You can scroll down to access each of the settings described below. The categories of settings that you can modify for BlackBerry appear.

### Activating BlackBerry

Scroll to **BlackBerry Service**. Set BlackBerry service to **On** to enable BlackBerry (default selection is **On**). If BlackBerry is activated on your device, set BlackBerry service to **Off** to disable the BlackBerry service.

## Specifying how email is retrieved

Scroll to **Auto-more** to specify how an email is retrieved. BlackBerry initially delivers the first two kilobytes of a message to the device. Set Auto-more to **On** for any remaining message text to be automatically retrieved and displayed as you scroll through the message. If Auto-more is set to **Off**, you must select **Options > Get more** while reading a message to retrieve the remaining message text

## Scheduling BlackBerry service

The Weekday and Weekend auto-connect settings allow you to specify periods of time when the BlackBerry service is automatically turned on and off. You can set up two BlackBerry services schedules, **Weekday Auto Connect** (Monday to Friday) and **Weekend Auto Connect** (Saturday and Sunday). The following settings are available:

- **None.** Do not manage automatic connections during the period.
- **On all day.** Connect 24 hours a day during the period.
- **Off all day.** Disconnect 24 hours a day during the period.
- **Select hours.** Enter the hours during each day of the period when you want to connect to BlackBerry services.

## Specifying service while roaming

Scroll to **When roaming** to control BlackBerry behaviour while roaming. Set **When roaming** to **BlackBerry is On** to maintain BlackBerry service when the device is outside the home service area. Set the selection to **BlackBerry is Off** to disable BlackBerry service when the device is outside the home service area to avoid roaming charges.

## Confirming email deletions

Scroll to **Confirm Deletions**. When you select to delete a BlackBerry message, you are prompted to confirm the deletion. Set **Confirm Deletions** to **No** to turn off the delete confirmation prompt

## Setting up wireless reconcile

Scroll to **Wireless Reconcile**. This setting allows you to configure whether the device and server should update each other if messages have been read or deleted. Reconciliation happens automatically approximately every 15 minutes.

To set up how you want to reconcile:

- 1 Select **Wireless Reconcile**.
- 2 If you have several BlackBerry services (for example, a corporate account and an ISP account), select the BlackBerry service whose reconciliation options you want to set up.

3 Press **Options** and select **Set Up Reconcile**.

4 Set values for these options:

- **Read/Unread Status.** To reconcile changes in read status between server and device, set this option to **On**. To maintain separate statuses on the device and the server, set this option to **Off**.
- **Deletions.** Turn **On** or **Off** the reconciling of message deletions between the Nokia device and the account on the server.
- **Delete From.** Select **Device Only** to delete emails only from your Nokia device. The emails deleted on the device are kept on the server. Select **Device and Server** to delete emails from the Nokia device and the account on the server.

5 Press **Back** to return to the list of BlackBerry services.

Repeat steps 2-5 to set up reconcile for each BlackBerry service.

To reconcile before the next automatic reconciliation, press **Options** and select **Reconcile Now**

To empty the Deleted Items folder of your account on a server, press **Options** and select **Purge Deletions**.

## Working with email

Email tasks such as opening, reading, finding, replying and forwarding emails on your Nokia device are very much like using email on a desktop computer. This guide does not tell you how to perform these tasks on your specific Nokia device, but will point out differences between using email on a Nokia device and on a desktop computer.

You can send BlackBerry emails to any recipient with an email account. The recipient of the email does not need to have BlackBerry.

The maximum number of emails that you can store in the BlackBerry folder depends on the amount of free memory on your Nokia device. If the number of emails reaches the limit, the oldest emails are deleted from the folder. Emails deleted for this reason are deleted only from the Nokia device, not from the server.

All BlackBerry emails are delivered to a BlackBerry folder in the Messages folder. If you have more than one BlackBerry service, then one folder is created for each service. The folder is created automatically when you enable BlackBerry on your Nokia device.

Typically, pressing **Options** provides you with a list of actions you can perform on whatever is displayed on the screen.

## Working with the list of emails

To start working with email press **Menu** and select **Messages > BlackBerry** to open the BlackBerry mailbox and display the list of BlackBerry emails sent to the Nokia device.

Before you open a message in the BlackBerry mailbox, you can highlight a specific email and select **Options** to reply to or delete the message. Deleted emails may also be deleted from the remote email server depending on your wireless reconcile settings. You can also press **Options** to create a new message, get detailed information about a selected message, sort the messages by date, sender, or subject, move a message into a folder, or mark and unmark messages.

For example, you can mark several messages from one person and then select **Options > Delete** to delete the messages you selected.

## Opening and viewing an email

To open an email from the list, select the email you want to read, press **Options** and select **Open**.

To open an email from the list, highlight the email and press **Options** and select **Open**. Initially, the device receives only the first 2 kB of an email. If the Auto-more selection within the BlackBerry settings is On (see Specifying how email is retrieved on page 9), any remaining message portion is automatically retrieved and displayed as you read through the email. If the Auto-more selection is set to Off, press **Options** and select **Get More** to manually request the remainder of the message.

When you are reading an email, press **Options** to view and select from the list of the available features. For example, you can save the sender of the message as a contact, mark the message as unread, move the message to another folder, or turn on or off automatic find. When automatic find is turned on, phone numbers, email addresses, and web addresses within the email can be highlighted and then called, emailed or browsed respectively.

## Composing an email

You can compose a new message by selecting from the **Options** menu:

- **Create Message** and selecting the type of message you want to compose (email).
- **Reply** or **Forward**, if you have an email open.

Once you are in an email, you can move around the fields (To, Cc, Subject, body of message) by scrolling. After you compose the message and specify recipients, you can:

- Send an email message (**Options > Send**).
- Specify delivery settings for the message (**Options > Sending Options > Priority** or **Send using**). Select the Priority setting to change the default Normal delivery importance level to High or Low. If you have more than one account that uses BlackBerry, select the **Send using** setting to specify the account you want to use to send the email.
- Match a partial recipient entry in an address field to a name in the device contacts (**Options > Check name**).

## Searching for email addresses

When you create, reply, or forward an email, you can search for email addresses that are in your local contacts list on the device or in your company directory, if you have a BlackBerry Enterprise Server account.

To look up a name in the device Contacts:

- 1 With the cursor in the **To**, **Cc**, or **Bcc** address field, press **Options** and select **Add From Contacts**.
- 2 Select the name you want from the Contacts list.
- 3 Press **OK**.
- 4 The name appears within the field in which you placed your cursor.

To look up a name in the Company directory:

- 1 With the cursor in the **To**, **Cc**, or **Bcc** address field, press **Options** and select **Company Directory**.
- 2 Enter a name or part of a name in the displayed field.
- 3 Press **OK**. A note indicating the search is in progress is displayed.
- 4 A list of up to the first 20 matches is displayed.

5 Select the match(es) you want, press **Options** and select **Add Recipient(s)** or press **Options** and select **Get more results** to get the next 20 matches. Continue to get more results until the desired matches are found, then press **Options > Add recipient(s)**.

The selected name(s) appear within the field in which you placed your cursor.

If the name you entered is not found within the device Contacts or in the company directory, you must enter the email address manually in the address field.

## Viewing email attachments

An attachment is a file that is sent with an email. If the email you are viewing contains an attachment, press **Options** and select **View attachment**. A list of the attachments appears. Press **Options** and select **Full content** or **Table of contents** to view the entire attachment file or a section breakdown of the attachment file respectively. You can view .doc, .xls, .ppt, .pdf, .wpd, .txt, .htm, and .zip files that are attached to an email.

## Working with meeting requests

A meeting request is an email that invites you to attend a meeting. When you accept the invitation, the meeting is placed on your Nokia device calendar. You can also create and send meeting requests from your Nokia device.

### Accepting or declining a meeting

To accept or decline a received meeting request:

- 1 Open the email with the meeting request.
- 2 Press **Options** and then select **Respond** and one of the following: **Accept**, **Tentative**, or **Decline**.
- 3 Select one of the following:
  - **Send Now**. Send a reply to the sender without additional comments.
  - **Edit Response**. Add comments to the reply to the sender before sending it.
  - **Don't Send Response**. Add the meeting to your calendar without sending a response.

If the sender of a meeting request cancels the meeting, the meeting is removed from the calendar, and you receive an email on your Nokia device stating that the meeting has been cancelled.

## Creating and sending a meeting request

To create and send a meeting request:

- 1 Open the Calendar and select the day during which you want to schedule the meeting.
- 2 Press **Options** and select **New Entry > Meeting**. The meeting request view displays with a Description field and Attendees field.
- 3 With **Description** highlighted, press **Options** and select **Open**. Enter the meeting information, including date, time, and description.
- 4 Press **Back** to return to the meeting request view.
- 5 Scroll to **Attendees**, press **Options** and select **Open**.
- 6 Press **Options** and select **Add Attendees**, and then one of the following:
  - **Contacts**. Searches the Contacts on your device. (See [Searching for email addresses](#) on page 12.)
  - **Company Directory**. Searches the directory on your company's server. (See [Searching for email addresses](#) on page 12.)
  - **Type Email Address**. Type the email address of an invitee.

- 7 Press **Options** to view and select additional functions including setting the attendee as required or optional (**Set As Optional/Set As Required**) and displaying attendee (**Details**).
- 8 Press **Options** and select **Send** to send the meeting request.
- 9 Press **Back** to return to the meeting request view.

## Organising emails in folders

You can move BlackBerry emails to the Drafts folder or to your personal folders by selecting the email, pressing **Options** and selecting **Move**. Only emails in the BlackBerry folder are reconciled. Emails in other folders are not reconciled. You cannot create subfolders within the BlackBerry folder.

## Saving drafts of emails

You can save a draft of an email to the Drafts folder when you close the email before you send it by selecting **Save to Drafts** when prompted.

To edit a saved email, go to the Drafts folder, open the email and make the changes. Press **Send** when you are ready to send it.

## Before you service or exchange your device

Before you service or exchange your Nokia device, disable BlackBerry to prevent your emails from being delivered when someone else is handling your Nokia device:

- Turn off the BlackBerry service on your device by setting the BlackBerry service to **Off**. (**Menu > Messages > BlackBerry > Options > BlackBerry Settings > BlackBerry service > Off**).
- Disable the **Redirect incoming messages to your handset** using the BlackBerry Connect Desktop and/or your service provider's configuration web page.
- Before exchanging your device for another, reconfigure your new device with your BlackBerry account. Use the BlackBerry Connect Desktop tool or your service provider's BlackBerry Internet Service web page to update the new device's BlackBerry PIN to the server.

## If you lose your device ...

If lose your device, the BlackBerry Enterprise Server administrator might be able to remotely erase BlackBerry data from the Nokia Device. This feature can be helpful if you have confidential information on your device. Ask your system administrator if this feature can be used.