



Module 1: BlackBerry Basics

BlackBerry Icons
BlackBerry Options (Wrench)
 Using Auto On/Off
 Screen/Keyboard
 Security (Password)
 Theme
Moving Home Screen Icons
Hiding Home Screen Icons
Troubleshooting

Module 2: Messages

Optimizing Message Options
 Hide "Sent Items"
 Hide folders
Help function on Messages
Email Reconciliation
Message "Hot Keys"
 Show "Sent Items"
Autotext
Attachment viewing
Deleting multiple messages

Module 3: Phone

Optimizing Phone Options
Speaker Phone
Dialing Letters
Quick key to dialing your Voicemail
Never input your Voicemail password again
Speed Dialing
Conference Calling
Smart Dialing
Taking Notes

Module 4: Contacts (Address Book)

The importance of your setup of your E-mail Client (Outlook, GroupWise, etc)
Using the Company address list (if on a BES)
Lookup feature
Distribution lists

Module 5: Calendar

Optimizing Calendar Options
Calendar Hot Keys
Viewing the Calendar
Navigating in the Calendar

Module 6: Browser

Which Browser to use
Browser shortcuts

Module 7: Memo's and Tasks

The purpose of Memos and Tasks
How to use

Questions and Answers