



# Mastering your BlackBerry (Advanced)



*Know more. Do more. Spend less.*

**Length:** 1, 2, or 3 hours (We recommend the full ½ day)

## Overview

This interactive and hands on workshop is designed for the experienced BlackBerry users. Attendees will use their own devices during the session as most of us learn by doing. Reference material is sent to participants after the session so there is no need to take notes.

**Length:** 3 hours

## Module 1: Voice Dialing

How to use Voice Dialing  
What is VAD?  
What options can be set?

## Module 2: Searches

What are searches?  
Changing current searches  
Setting up personal searches

## Module 3: Filtering

What are filters?  
How to configure filters  
Filter options

## Module 4: Calendar

How to invite someone to a meeting  
How to work with travel and time zones

## Module 5: PIN

What are PIN messages?  
How to add a PIN  
Where to find in Outlook  
How to send a PIN  
How to save a PIN

## Module 6: BlackBerry Messenger

What is BlackBerry Messenger?  
How to use BlackBerry Messenger  
Add a Contact  
Delete a Contact  
Groups

## Module 7: Address Book

What is a Distribution List?  
Creating a Distribution List  
Personalizing your address book

## Module 8: Profiles

What the bleep is all that buzzing?  
What are Profiles?  
What do the options mean?  
How to change your Profile  
What are common settings?

## Module 9: Browser

Overview

## Module 10: Traveling and Cost Saving Tips

Managing Connections  
Calling Card use  
GPS use  
Browsing and Downloads  
Firewall  
Deleting old Text

## Module 9: Miscellaneous and FAQs

Filing messages  
Quick keyboard lock  
Spell check  
Custom dictionary  
Creating your own home screen folders  
Turning Spell-Check On/Off  
And many more

## Questions and Answers

1.888.587.9062

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*“You don’t know what you don’t know”*

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