

BlackBerry Web Desktop Manager

Log in to the BlackBerry Web Desktop Manager

To perform this task, your administrator must provide you with a user name, a password, and, if necessary, a domain name.

1. Type your user name and password.
2. If necessary, type a domain name.
3. Click Log in.

Set your activation password

You must set an activation password to activate your BlackBerry device over the wireless network.

1. On the **Advanced Settings** tab, click **Device Setup**.
2. Type an activation password.
3. Click **Set the enterprise activation password**.

Email settings

Stop forwarding email messages to your device

1. On the Email Settings tab, clear the Redirect incoming email messages to the device check box.
2. Click Save.

Add a signature

1. On the Email Settings tab, in the Signature box, type a signature.
2. Click Save.

Add contacts to your device from your email message folders

You can add private or corporate contact folders that appear in the email application on your computer to the contact list on your BlackBerry device. The corporate, or public, contact folders are published by your administrator.

1. On the **Email Settings** tab, click **Contact Folders** or **Published Contact Databases**.
2. If you are using a Microsoft Outlook email account, perform any of the following actions:
 - In the **Published public contact folders** section, select the check box beside one or more corporate contact folders that you want to add to the contact list on your device.
 - In the **Private contact folders** section, select the check box beside one or more personal contact folders that you want to add to the contact list on your device.
 - In the **Default private contact folder** section, in the **Default contact folder** drop-down list, click a personal folder to synchronize with your device. When you add a new contact on your device, it is added to this folder.
3. Click **Save**.

Forward messages from a specific email message folder to your device

1. On the **Email Settings** tab, click **Redirection Folders**.
2. Perform one of the following actions:
 - If your BlackBerry device is associated with a Microsoft Outlook email account, to receive email messages from your inbox to your device, click **Inbox**.
 - To receive email messages from your inbox and sent items folder to your device, click **Inbox and Sent Items only**.
 - To specify additional email message folders, including your inbox and sent items folder, click **Selected folders**. Select the check box beside one or more folders.
3. Click **Save**.

Create an email message filter

1. On the **Email Settings** tab, click **Email Filter Settings**.
2. Click **Add new email message filter**.
3. Set the email message filter options.
4. To select contacts or distribution lists from your organization's contact list, click the **Import list** icon beside the **From** or **Sent to** fields.
5. Click **Add New Filter**.
6. Click **Save**.

Backup and restore

Back up device data

1. Connect your BlackBerry device to your computer.
2. On the **Backup and Restore** tab, perform one of the following actions:
 - To back up all your device data, click **Back up**.
 - To back up specific device data, click **Advanced**. In the **Device Databases** section, click a database. Click the **Left Arrow** icon. On the **File** menu, click **Save As**.
 - If your device contains on-board device memory, to back up files that you saved to your device, verify that mass storage mode is turned on. Click **Configure Backup Options**. Select the **Back up on-board device memory** check box. Click **Save**. Click **Back Up and Restore Now** to continue backing up device data.

Restore device data

1. Connect your BlackBerry device to your computer.
2. On the **Backup and Restore** tab, perform one of the following actions:
 - To restore all the device data in a backup file, click **Restore**. Double-click a backup (.ipd) file.
 - To restore specific device data from a backup file, click **Advanced**. On the **File** menu, click **Open**. Double-click a backup (.ipd) file. In the **Desktop File Databases** section, click a database. Click the **Right Arrow** icon.

Device switch wizard

Switching devices

You can use the switch device wizard to transfer data and services from your current BlackBerry device to a new BlackBerry device.

The switch device wizard is designed to transfer supported organizer data, messages, third-party applications, and BlackBerry Enterprise Server connection options from your current device to your new device. The switch device wizard also starts the activation process for your new device. During the activation process, BlackBerry services, such as email reconciliation, are transferred to your new device.

1. Connect your new BlackBerry device to your computer.
2. Click **Yes - Switch my BlackBerry services to this device.**
3. Click **Yes - Transfer the data.**
4. Complete the instructions on the screen.

Do not disconnect your device from your computer until the activation process on your device is complete.