

Managing your individual BlackBerry Work calendar views, responding to events, contacting organizer/attendees, scheduling events and editing events from your mobile device. Events and new mail alerts can be set as a notification, sound or both.

**Calendar Notification:** Tap the BlackBerry Work Launcher  to go to the application screen, Tap settings , Under Notification and Sounds, Tap Calendar, slide the Notification indicator to **on** and choose a sound.

**Open your BlackBerry Work Calendar** - Tap the BlackBerry Work Launcher  to go to the application screen, tap the .

(Note: Tap to open and close Fields and Tap the back button  to return to the previous screen)

### VIEWING -

**Calendar Views:** Can be displayed by tapping the  Swipe left or right on the dateline to scroll the days or weeks or swipe up and down to scroll the timeline in week and day view. To return to the current day on the calendar tap the .

**Viewing Events:** –A hatched border  suggest a response is required or it is tentative, the solid border  indicates a response has been given. Events that are canceled will show . A white border  for Events will show as “free” on your calendar. If a calendar event was declined, the event placeholder will disappear from your calendar.

### ACCEPTING AN EVENT –

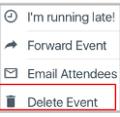
Tap the event. Respond to the event by Tapping one of the choices listed in one of these formats

 or . Once a choice has been tapped, a list of responses  will be available to send to the organizer. The event record contains all the meeting information furnished by the Event organizer.

### OPENING AN EVENT -

**To open a scheduled Event on your calendar’s week or day view: –**

Tap the Event -  will display when the event has been previously accepted.

**To Delete an event:** Tap on the event to open and Tap the  at the top right and choose  and **Delete Event** to confirm.

### CONTACTING EVENT ATTENDEES FROM THE OPEN EVENT -

**To contact the organizer of the Event:** – Tap the Event, Tap the organizer name listed-

**To contact any attendees,** Tap the “Number”  icon to display a list of attendees, example 5 attendees.

A complete profile, Team and History can be displayed for each contact within the Event. In an open even, Tap any icon below to;

 Tap to change contact to VIP (top right)

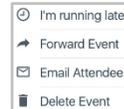
 Tap to Email the Organizer

 Tap to IM the Organizer

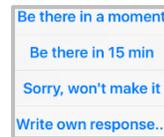
 Tap to Call the Organizer

 Tap to start Event location GPS

 Tap to quickly update the Organizer, Forward Event, Email Attendees, or Delete the event.



Tap  to display a list of quick responses about your status.



### SCHEDULING AN EVENT-

To add a new event with you as the organizer and one or more invitees Tap the  at the top of the calendar screen.

Type the **Subject** and **Location** (not linked to location calendars- see Add Participants... to use Resources).

Slide to choose **All Day**, Tap **Starts** or **Ends** – swipe up or down on each section (date, hour, min. AM/PM) to choose the date and time and to close. *Note: if you scheulde an event your availability will be shown under Participants/Organizer.*

Tap **Repeat** – choose from the list – then Tap **End Repeat** and choose last day to repeat, Never(default) or On Date.



Tap **Show As** to display on your calendar.

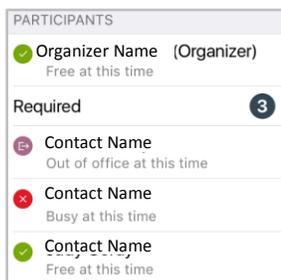
**Private** –Slide the indicator to **on**, will restrict attendance to only invitees.

Under the Participants section - Tap  - Adding Required/Optional Participants and Resources.

Start to type (in the Required, Optional or Resources) text box and your established resources will be listed to choose from.

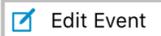
To add a specific room, select it as a participant to email and reserve the room calendar.

For all participants and resources, BlackBerry Work checks the availability displayed below;



**NOTES:** Type any additional informaiton for the participants.

## EDITING AN EVENT –

Tap, to open the Event – Tap the  upper right of the screen and select .

Tap , delete and edit the text in the Required/Optional and Resource areas.



If it is a recurring event, select one of the following options; Edit this Event for a single occurrence or Edit the Series to modify all occurrences.

## SHARED CALENDARS:

**To add a shared Calendar to Blackberry Work:**

1. Tap the  Launcher Icon
2. Tap the  Settings Gear on the Bottom Toolbar
3. Under Application Settings tap Calendar
4. Under Calendar Accounts tap Shared Calendars
5. To add a calendar tap the (+) in the Top Right Corner
6. Search for user by Email Address to Add the users Calendar to your Mobile App

**Change calendar color:** Tap the calendar under shared calendars and choose a color.

**Display shared Calendar:** Tap the  at the top left of the calendar page and tap the shared calendar listed to display.