BlackBerry Client for IBM Lotus Connections

Version: 2.3.0

User Guide

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Contents

Getting started 4
About the BlackBerry Client for IBM Lotus Connections 4
Log in to the BlackBerry Client for IBM Lotus Connections 4

Shortcuts 5
Move around a list 5
Display tags for items in a list 5
Expand an activity entry with a plus sign icon 5

Profiles 6
About profiles 6
View your profile 6
Update a profile photo 6
Search for a person by name or using tags 6
Search for a person using tags and keywords or other criteria 6
View more information about a person 7
Contact a person 7
Add or update a person in your address book 7
Recommend the BlackBerry Client for IBM Lotus Connections to a person 7
Listen to the pronunciation of a person's name 8
View a person's tags 8
View a person's communities, blogs, bookmarks, and activities 8
View a person's report-to chain 8

Communities 9
About communities 9
View your communities 9
View a person's communities 9
Search for communities using tags that are associated with a community 9
Search for communities using tags that are associated with all communities 9
Search for communities using keywords 10
Sort a list of communities 10
View a list of community bookmarks 10
View a list of community members 10
View the profile of a community member 10
Send an email message to a community 11
Send an email message to a community member 11
Recommend the BlackBerry Client for IBM Lotus Connections to a community 11
Recommend the BlackBerry Client for IBM Lotus Connections to a community member 11
View details about a community 12

View the profile of a community author or community contributor 12
Send an email message to a community author or community contributor 12

Blogs 13
About blogs 13
View your blog entries 13
Add an entry to your blog 13
View all blog entries 13
View a person's blog entries 13
Search for blog entries using tags that are associated with a blog entry 14
Search for blog entries using tags that are associated with all blog entries 14
Search for blog entries using keywords 14
View the profile of a blog author 14
Send an email message to a blog author 14
View a list of tags that are associated with a blog entry 15
View details about a blog entry 15

Bookmarks 16
About bookmarks 16
View your bookmarks 16
View your bookmarks from the BlackBerry Browser 16
View a person's bookmarks 16
Search for bookmarks using keywords 16
Sort a list of bookmarks 17
View the profile of a bookmark author 17
Send a bookmark to a person 17
Add a bookmark 17
Add a bookmark from the BlackBerry Browser 18
Delete a bookmark 18

Activities 19
About activities 19
View your activities 19
View a person's activities 19
Search for activities using tags that are associated with an activity 19
Search for activities using tags that are associated with all activities 19
Search for an activity using keywords 20
Sort a list of activities 20
Send an email message to an activity owner 20
View details about an activity 20
View activity members 20
View the profile of an activity member 21

View the activities of an activity member 21
View the activity entries of an activity member 21
View activity entries 21
View a file that is attached to an activity entry 21
Search for activity entries using tags that are associated with an activity entry 22
Search for activity entries using tags that are associated with all activity entries 22
Sort a list of activity entries 22
View details about an activity entry 22
View the profile of an activity entry author 22
Create an activity entry from an email message 23
View a list of to-do items 23
View your to-do items from the tasks application 23
Sort a list of to-do items 23
View details about a to-do item 23
Search for a to-do item using tags that are associated with a to-do item 24
Mark a to-do item as completed 24
View the profile of a to-do item author 24
Create a to-do item from an email message 24

Provide feedback 25

Legal notice 26

Getting started

About the BlackBerry Client for IBM Lotus Connections

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the social networking features and functionality of IBM Lotus Connections on your BlackBerry® device. Using the BlackBerry Client for IBM Lotus Connections, you can build a network of contacts and share your expertise with people in your organization by performing any of the following actions:

- Search for people, communities, blogs, bookmarks, and activities using keywords, tags, or other criteria
- View the profile of a person, community member, blog author, or the person who created a bookmark or activity
- Send an email message to a person, community member, entire community, blog author, or the person who created a bookmark or activity
- View a person's communities, blogs, bookmarks, and activities

Note: Depending on your organization, some features might not be available.

Log in to the BlackBerry Client for IBM Lotus Connections

1. Open the BlackBerry® Client for IBM® Lotus® Connections.
2. Type your login information.
3. If you want the BlackBerry Client for IBM Lotus Connections to remember your user name, click **Remember Username**.
4. Click **Login**.

To log out, press the **Menu** key. Click **Logout**.

Shortcuts

Move around a list

Perform any of the following actions:

- To move to the top of a list, press the **T** key.
- To move to the bottom of a list, press the **B** key.
- To move to the next page, press the **N** key.
- To move to the previous page, press the **P** key.

Display tags for items in a list

1. Highlight an item in a list.
2. Press the **L** key.

The tags associated with the item are displayed.

Expand an activity entry with a plus sign icon

1. In a list of activity entries, highlight an entry with a plus sign icon.
2. Press the **O** key.

Profiles

About profiles

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the profiles feature of IBM® Lotus® Connections. You can search for people in your organization by using personal contact information or tags and keywords. After you find people, you can view background information about them, view their communities, blogs, bookmarks, and activities, and you can contact them by calling them or sending them an email message.

View your profile

Click the **Profiles** icon at the top of the screen.

Update a profile photo

1. In your profile, press the **Menu** key.
2. Click **Update Photo**.
3. Perform any of the following actions:
   - To upload a photo from the media application, click the photo that you want to upload. Click **OK**.
   - To upload a photo using the camera, click **Camera**. Take a picture. Click the photo in the media application. Click **OK**.

Search for a person by name or using tags

Depending on your organization, you might be able to search using a person's last name only.

1. Click the **Home** icon at the top of the screen.
2. In the **Search Profiles** field, type the person's name or the tags associated with the person's profile.
3. Click **Search**.

Search for a person using tags and keywords or other criteria

1. In a person's profile, press the **Menu** key.
2. Click **Search**.
3. Perform any of the following actions:
   - To search using a person's name, click **Name**. Type the person's name. Click **Search**.
   - To search using other criteria, click **Advanced**. In the available fields, type the search criteria. Click **Search**.

- To search using tags or keywords, click **Tags & Keywords**. In the **Keywords** field, type the profile tags or keywords. Click **Search**.

View more information about a person

Depending on your organization, **About me** and **Background** might be labeled differently.

1. In a person's profile, click **More**.
2. Perform any of the following actions:
   - To view information about current activities, click **About Me**.
   - To view background information, click **Background**.

Contact a person

In a person's profile, perform any of the following actions:

- To call the person, click the phone number. Click **Call <*number*>**.
- To send an email message, click an email address. Click **Email <*contact*>**.
- To send an MMS message, click an email address or phone number. Click **MMS <*contact*>**.
- To send an SMS text message, click a phone number. Click **SMS <*number*>**.

Add or update a person in your address book

1. In a person's profile, press the **Menu** key.
2. Click **Update Contact**.
3. Perform any of the following actions:
   - To add a contact, click **Add as New**.
   - To update an existing contact, click the name of a person. Any information about the person that is not in your address book, such as an email address, is added.

Recommend the BlackBerry Client for IBM Lotus Connections to a person

Depending on your organization, this option might not be available.

1. Search for the person to whom you want to recommend the BlackBerry® Client for IBM® Lotus® Connections.
2. In the **Search Results** list, highlight the person's name.
3. Press the **Menu** key.
4. Click **Tell A Friend**.
5. If necessary, type additional information in the email message.
6. Press the **Menu** key.

7. Click **Send**.

Listen to the pronunciation of a person's name

You can hear the pronunciation of a person's name if the person uploaded an audio file.

In a person's profile, click the **pronunciation** icon at the right of the profile photo.

View a person's tags

1. In a person's profile, click **Tags**.
2. Click a tag to view a list of profiles that are associated with the tag.

View a person's communities, blogs, bookmarks, and activities

1. In a person's profile, press the **Menu** key.
2. Click **View**.
3. Click any of the following items:
   - **Communities**
   - **Blog Entries**
   - **Bookmarks**
   - **Activities**

View a person's report-to chain

Depending on your organization, this function might not be available.

1. In a person's profile, press the **Menu** key.
2. Click **View**.
3. Perform any of the following actions:
   - To view the people who report to a person, click **Direct Reports**. Click a person's name in the direct reports list to view the profile.
   - To view who the person reports to, click **Reports To**. Click a person's name in the report-to chain to view the profile.

Communities

About communities

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the communities feature of IBM® Lotus® Connections. You can search for communities in your organization by using tags and keywords. After you find communities, you can view the profiles of community members, add community members to your address book, view a list of community bookmarks, and send email messages to individual community members or the entire community.

View your communities

Click the **Communities** icon at the top of the screen.

View a person's communities

To perform this task, you must have searched for a person by name or using tags and keywords or other criteria.

1. In the person's profile, press the **Menu** key.
2. Click **View**.
3. Click **Communities**.

Search for communities using tags that are associated with a community

1. In a list of communities, highlight a community.
2. Press the **Menu** key.
3. Click **Search Tags**.
4. In the list of tags that are associated with the community, click a tag.
5. Click **Search On Tag**.

Search for communities using tags that are associated with all communities

1. In a list of communities, press the **Menu** key.
2. Click **Search Tags**.
3. In the list of tags that are associated with all the communities, click a tag.
4. Click **Search On Tag**.

Search for communities using keywords

1. In a list of communities, press the **Menu** key.
2. Click **Search Keywords**.
3. Type the community keywords.
4. Click **Search**.

Sort a list of communities

1. In a list of communities, press the **Menu** key.
2. Click **Sort**.
3. Click a sort option.

View a list of community bookmarks

1. In a list of communities, highlight a community.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Community Bookmarks**.

View a list of community members

1. In a list of communities, highlight a community.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Members**.

View the profile of a community member

1. In a list of community members, highlight a member.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Profile**.

Send an email message to a community

1. In a list of community members, press the **Menu** key.
2. Click **Email**.
3. Click **Email Community**.
4. Type the email message.
5. Press the **Menu** key.
6. Click **Send**.

Send an email message to a community member

1. In a list of community members, highlight a member.
2. Press the **Menu** key.
3. Click **Email**.
4. Click **Email Member**.
5. Type the email message.
6. Press the **Menu** key.
7. Click **Send**.

Recommend the BlackBerry Client for IBM Lotus Connections to a community

Depending on your organization, this option might not be available.

1. In a list of community members, press the **Menu** key.
2. Click **Email**.
3. Click **Send Community App Link**.
4. If necessary, type additional information in the email message.
5. Press the **Menu** key.
6. Click **Send**.

Recommend the BlackBerry Client for IBM Lotus Connections to a community member

Depending on your organization, this option might not be available.

1. In a list of community members, highlight a member.

2. Press the **Menu** key.
3. Click **Email**.
4. Click **Send Member App Link**.
5. If necessary, type additional information in the email message.
6. Press the **Menu** key.
7. Click **Send**.

View details about a community

1. In a list of communities, highlight a community.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Community Details**.

View the profile of a community author or community contributor

1. In a community's details, press the **Menu** key.
2. Click **View**.
3. Click **Author's Profile** or **Contributor's Profile**.

Send an email message to a community author or community contributor

1. In a community's details, press the **Menu** key.
2. Click **View**.
3. Click **Email Author** or **Email Contributor**
4. Type the email message.
5. Press the **Menu** key.
6. Click **Send**.

Blogs

About blogs

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the blogs feature of IBM® Lotus® Connections. You can search for blogs using keywords, view the profiles of blog authors, send email messages to blog authors, view the tags that are associated with blogs, and add entries to your blogs.

View your blog entries

1. In your profile, press the **Menu** key.
2. Click **View**.
3. Click **Blog entries**.

Add an entry to your blog

1. In the list of your blog entries, highlight an entry.
2. Press the **Menu** key.
3. Click **Add Blog Entry**.
4. Type the blog entry information.
5. Press the **Menu** key.
6. Click **Add Blog Entry**.

View all blog entries

Click the **Blogs** icon at the top of the screen.

View a person's blog entries

To perform this task, you must have searched for a person by name or using tags and keywords or other criteria.

1. In a person's profile, press the **Menu** key.
2. Click **View**.
3. Click **Blog Entries**.

Search for blog entries using tags that are associated with a blog entry

1. In a list of blog entries, highlight an entry.
2. Press the **Menu** key.
3. Click **Search Tag**.
4. In the list of tags that are associated with the entry, click a tag.
5. Click **Add Tag**.
6. Click **Search**.

Search for blog entries using tags that are associated with all blog entries

1. In a list of blog entries, press the **Menu** key.
2. Click **Search Tag**.
3. In the list of tags that are associated with all the entries, click a tag.
4. Click **Search On Tag**.

Search for blog entries using keywords

1. In a list of blog entries, press the **Menu** key.
2. Click **Search Keywords**.
3. Type the blog keywords.
4. Click **Search**.

View the profile of a blog author

1. In a list of blog entries, highlight an entry.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Author's Profile**.

Send an email message to a blog author

1. In a list of blog entries, highlight an entry.
2. Press the **Menu** key.
3. Click **Email Author**.

4. Type your message.
5. Press the **Menu** key.
6. Click **Send**.

View a list of tags that are associated with a blog entry

1. In a list of blog entries, click an entry.
2. Click **Tags**.

View details about a blog entry

1. In a list of blog entries, highlight an entry.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Blog Details**.

Bookmarks

About bookmarks

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the bookmarks feature of IBM® Lotus® Connections. You can create bookmarks using your BlackBerry® Browser, search for bookmarks using keywords, sort a list of bookmarks, view the profiles of the people who created bookmarks, and send bookmarks to people in your organization.

View your bookmarks

Click the **Bookmarks** icon at the top of the screen.

View your bookmarks from the BlackBerry Browser

1. In the BlackBerry® Browser, on a web page, press the **Menu** key.
2. Click **My Bookmarks**.

View a person's bookmarks

To perform this task, you must have searched for a person by name or using tags and keywords or other criteria.

1. In a person's profile, press the **Menu** key.
2. Click **View**.
3. Click **Bookmarks**.

Search for bookmarks using keywords

1. In a list of bookmarks, press the **Menu** key.
2. Click **View**.
3. Click **Search**.
4. Click **All Bookmarks** or **My Bookmarks**.
5. Type the bookmark keywords.
6. Click **Search**.

Sort a list of bookmarks

1. In a list of bookmarks, press the **Menu** key.
2. Click **View**.
3. Click **Sort**.
4. Click a sort option.

View the profile of a bookmark author

1. In a list of bookmarks, highlight a bookmark.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Author's Profile**.

Send a bookmark to a person

1. In a list of bookmarks, click the bookmark that you want to send.
2. Press the **Menu** key.
3. Click **Email Link**.
4. Type the recipient information.
5. If necessary, type a message.
6. Press the **Menu** key.
7. Click **Send**.

Add a bookmark

1. In a list of bookmarks, press the **Menu** key.
2. Click **View**.
3. Click **Add Bookmark**.
4. Type or paste the link.
5. Click **Next**.
6. Type the bookmark information.
7. Press the **Menu** key.
8. Click **Save Bookmark**.

The bookmark is added to your bookmarks in the BlackBerry® Client for IBM® Lotus® Connections.

Add a bookmark from the BlackBerry Browser

1. In the BlackBerry® Browser, on a web page, press the **Menu** key.
2. Click **Bookmark This!**
3. Type the bookmark information.
4. To prevent another person from viewing the bookmark, click **Private**.
5. Click **Add**.
6. Click **OK**.

   The bookmark is added to your bookmarks in the BlackBerry® Client for IBM® Lotus® Connections.

Delete a bookmark

1. In a list of bookmarks, highlight a bookmark.
2. Press the **Menu** key.
3. Click **Delete Bookmark**.

Activities

About activities

You can use the BlackBerry® Client for IBM® Lotus® Connections to access the activities feature of IBM® Lotus® Connections. You can search for activities using tags and keywords. After you find activities, you can sort activities, view details about activities, view activity members, send an email message to an activity owner, and create an activity from an email message.

View your activities

Click the **Activities** icon at the top of the screen.

View a person's activities

To perform this task, you must have searched for a person by name or using tags and keywords or other criteria.

You can only view a person's public activities.

1. In the person's profile, press the **Menu** key.
2. Click **View**.
3. Click **Activities**.

Search for activities using tags that are associated with an activity

1. In a list of activities, highlight an activity.
2. Press the **Menu** key.
3. Click **Search Tag**.
4. In the list of tags that are associated with the activity, click a tag.
5. Click **Search On Tag**.

Search for activities using tags that are associated with all activities

1. In a list of activities, press the **Menu** key.
2. Click **Search Tag**.
3. In the list of tags that are associated with all activities, click a tag.
4. Click **Search On Tag**.

Search for an activity using keywords

1. In a list of activities, press the **Menu** key.
2. Click **Search Keywords**.
3. Type the activity keywords
4. Click **Search**.

Sort a list of activities

1. In a list of activities, press the **Menu** key.
2. Click a sort option.

Send an email message to an activity owner

1. In a list of activities, highlight an activity.
2. Press the **Menu** key.
3. Click **Email Activity Owner**.
4. Type the email message.
5. Press the **Menu** key.
6. Click **Send**.

View details about an activity

1. In a list of activities, highlight an activity.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Activity Details**.

View activity members

1. In a list of activities, highlight an activity.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Activity Members**.

View the profile of an activity member

1. In a list of activity members, highlight a member.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Member's Profile**.

View the activities of an activity member

1. In a list of activity members, highlight a member.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Member's Activities**.

View the activity entries of an activity member

1. In a list of activity members, highlight a member.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Member's Entries**.

View activity entries

1. In a list of activities, highlight an activity.
2. Press the **Menu** key
3. Click **View**.
4. Click **Activity Entries**.

View a file that is attached to an activity entry

1. In a list of activity entries, highlight an entry with a plus sign icon.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Entry Details**.
5. Scroll to **Files**.

6. Click the file name.

Search for activity entries using tags that are associated with an activity entry

1. In a list of activity entries, highlight an entry.
2. Press the **Menu** key.
3. Click **Search Tag**.
4. In the list of tags that are associated with the entry, click a tag.
5. Click **Search On Tag**.

Search for activity entries using tags that are associated with all activity entries

1. In a list of activity entries, press the **Menu** key.
2. Click **Search Tag**.
3. In the list of tags that are associated with all entries, click a tag.
4. Click **Search On Tag**.

Sort a list of activity entries

1. In a list of activity entries, press the **Menu** key.
2. Click a sort option.

View details about an activity entry

1. In a list of activity entries, highlight an entry.
2. Press the **Menu** key.
3. Click **View**.
4. Click **Entry Details**.

View the profile of an activity entry author

1. In an activity entry's details, press the **Menu** key.

2. Click **View**.
3. Click **Author's Profile**.

Create an activity entry from an email message

1. Open an email message.
2. Press the **Menu** key.
3. Click **Add To Activity**.
4. Click the activity in which you want to create the activity entry.
5. Type the entry information.
6. To prevent another person from viewing the entry, click **Private Entry**.
7. In the **Tags** field, type the tags that you want to associate with the entry.
8. Click **Submit**.

View a list of to-do items

1. In a list of activities, press the **Menu** key.
2. Click **View**.
3. Click **Completed To Do's**, **Incomplete To Do's** or **My To Do's**.

View your to-do items from the tasks application

1. Open the tasks application.
2. Press the **Menu** key.
3. Click **View My To Do's**

Your to-do items are displayed in the BlackBerry® Client for IBM® Lotus® Connections.

Sort a list of to-do items

1. In a list of to-do items, press the **Menu** key.
2. Click a sort option.

View details about a to-do item

1. In a list of to-do items, highlight an item.

2. Press the **Menu** key.
3. Click **View**.
4. Click **To Do Details**.

Search for a to-do item using tags that are associated with a to-do item

1. In a to do-item's details, click **Tags**.
2. Click a tag.

Mark a to-do item as completed

1. In a list of incomplete to-do items, highlight an item.
2. Press the **Menu** key.
3. Click **Mark To Do Complete**.
4. Click **OK**.

The to-do item is moved to the list of completed to-do items and a check mark appears in the check box for the item.

View the profile of a to-do item author

1. In a to-do item's details, press the **Menu** key.
2. Click **View**.
3. Click **Author's Profile**.

Create a to-do item from an email message

1. Open an email message.
2. Press the **Menu** key.
3. Click **Add To Activity**.
4. Click the activity in which you want to create the activity entry.
5. Type the entry information.
6. To prevent another person from viewing the entry, click **Private Entry**.
7. Click **Save as To-Do**.
8. In the **Due Date** field, type a date.
9. In the **Tags** field, type the tags that you want to associate with the entry.
10. Click **Submit**.

Provide feedback

To provide feedback on this deliverable, visit www.blackberry.com/docsfeedback.

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