

## **BlackBerry Preparations GroupWise to Outlook (G2O) e-mail system change**

The GroupWise to Outlook (G2O) e-mail system change will affect your BlackBerry as well as your work computer. Please prepare your BlackBerry for migration via the steps below.

### **1 Verify BlackBerry synchronization with your mailbox**

Do this by checking that your mail, contacts and calendar are up to date on your BlackBerry device (i.e. they match what you see on your work computer). If they are not up to date, call the GETS Consolidated Service Desk (877-GTA-3233) for assistance.

### **2 Consider transferring data\* to another location**

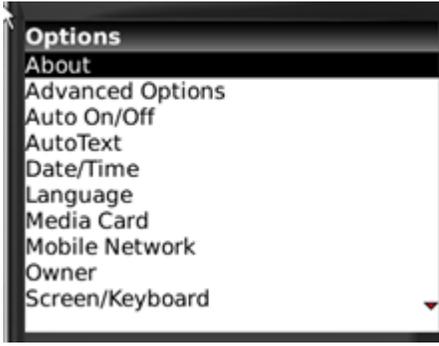
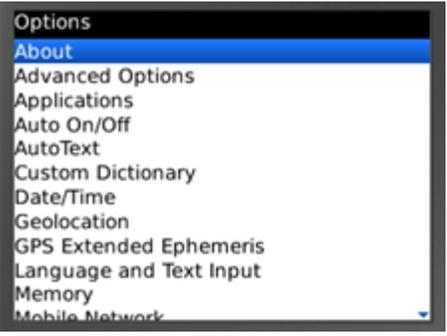
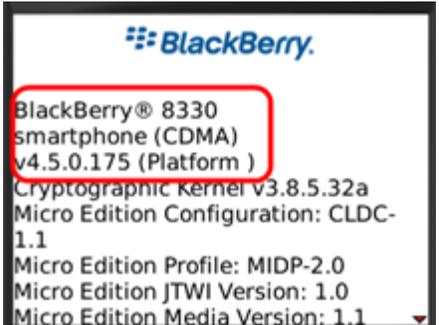
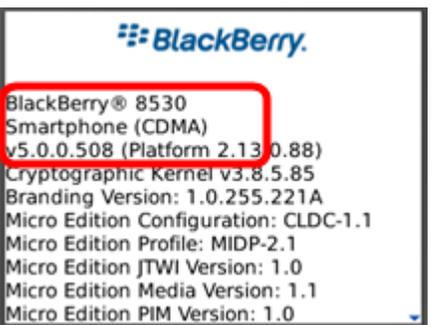
\*Data other than your mail, calendar and contacts.

All data on your BlackBerry will be deleted during the migration process. Your mail, calendar and contacts will be restored to your device from your mailbox following the e-mail system change. Other types of data (e.g. photos, audio files) will not be restored. To ensure that such data is not lost, you would need to save it to another location.

#### **2a) Determine the operating system of your BlackBerry**

Follow the instructions on the next page, based on the image that matches what is displayed on your BlackBerry.

***If none of the images reflects what you see, skip to step 2c.***

<b>BlackBerry Version 4.5</b>	<b>BlackBerry Version 5.0</b>	<b>BlackBerry Versions 6.x &amp; 7.x</b>
<p>Select Options</p> 	<p>Select Options</p> 	<p>Select Options</p> 
<p>Select About</p> 	<p>Select About</p> 	<p>Select Device</p> 
<p>The version is shown</p> 	<p>The version is shown</p> 	<p>Select About Device Versions</p> 
		<p>The Version is shown</p>

		<p>BlackBerry® 9850  smartphone (3G, CDMA, Wi-Fi)  7.1 Bundle 457 (v7.1.0.163,  Platform 5.1.0.137)  3G Bands 1  Cryptographic Kernel v3.8.7.1  Branding Version: 1.0.105.222B  Micro Edition Configuration:</p>
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## 2b) Use Mass Storage Mode to transfer files

Most GETS BlackBerry devices run on an operating system version 4.5 or higher, and have an operating mode known as “Mass Storage Mode.” This allows your computer to use your BlackBerry as if it were a USB-connected hard drive.

Follow these steps to transfer data from your BlackBerry to another location, if necessary:

- 1) Connect your BlackBerry to your computer using the USB sync cable that came with your BlackBerry.
- 2) Make sure your BlackBerry is unlocked.
- 3) Depending on your device type and operating system version, you may be prompted with a screen similar to this:

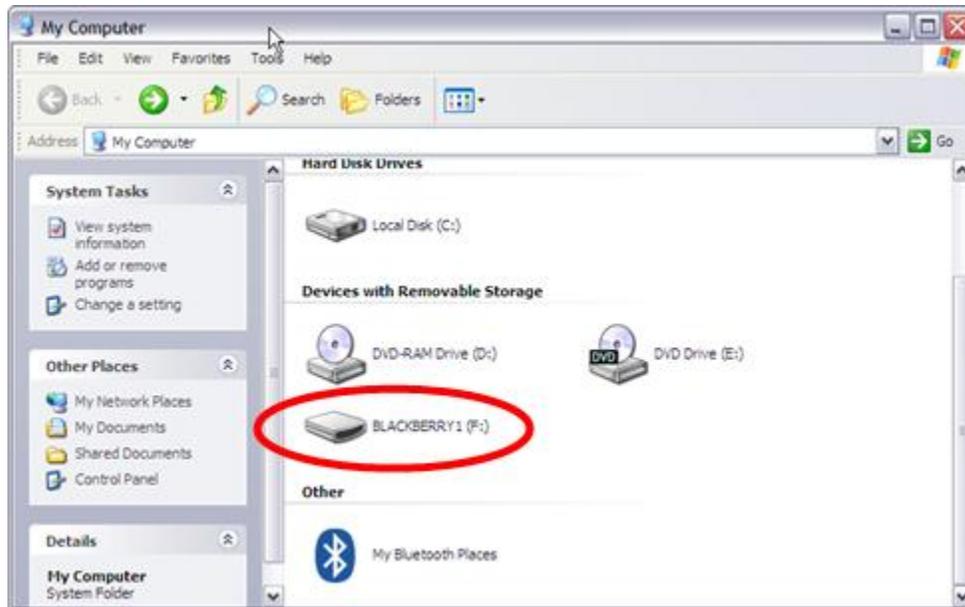


Select **USB Drive** and continue with the instructions in step 4 below.

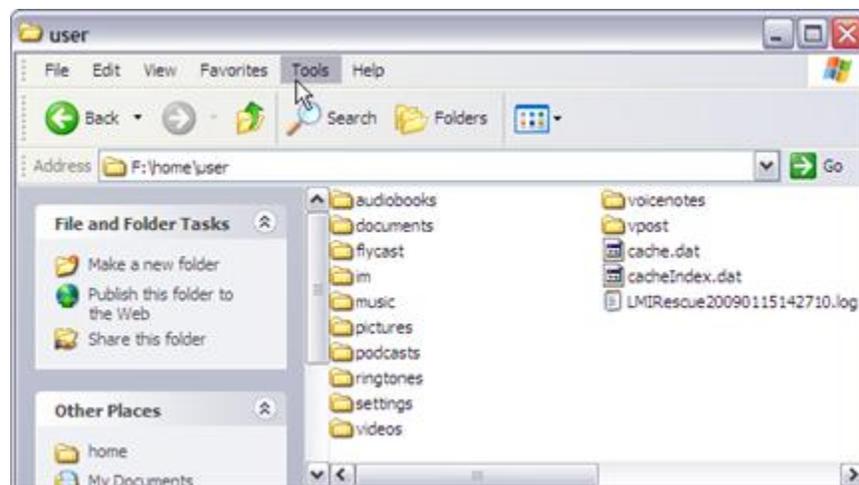
If you have an older device, you may instead be prompted to enable mass storage mode on your BlackBerry. Select “Yes.” (You may be prompted for your BlackBerry password again if you have one.)

Note: For some devices (devices running version 4.6 or below), you may not see either of these prompts. In that event, refer to section **2c** below.

- 4) Once mass storage mode is enabled, you'll be able to access the files on your BlackBerry by opening the My Computer icon on your computer desktop.



- 5) From the screen above, open the BlackBerry drive and select the **home\user** folder.



- 6) Your files will be located in various folders here. Move or copy them to another location. (If successful, disregard step 2c.)

## **2c) Use another method for transferring data\***

\*Data other than your mail, calendar and contacts.

If mass storage mode is not available for your BlackBerry, you could use BlackBerry Desktop Manager (see materials that came with your BlackBerry) to transfer data. You can also e-mail photos from your BlackBerry to an e-mail account by following the instructions below.

- a) Launch the BlackBerry's camera
- b) Press the BlackBerry key and select "View Pictures"
- c) Select the file you want to e-mail
- d) Press the BlackBerry key and select "Send as Email"
- e) Type the e-mail address you want to send the file to
- f) Press the BlackBerry key and select "Send"

You can then save the files from the recipient e-mail account to a desired location.