Email Like a Pro

BlackBerry smartphones are known for their email capabilities. You will truly be amazed at how easy it is to get started with email on your BlackBerry.

As you’ll see, there is so much you can do with the email application on the device. In this chapter, we’ll show you how to compose, send, and reply to email messages, and how to work with email attachments.

Then we’ll show you how to use the search commands and features to find and organize your messages.

Getting Started with Email

The BlackBerry Bold, though small and stylish, is a BlackBerry to the core—a powerful email tool. This chapter will get you and your email up and running. In just minutes, you’ll be an emailing pro!

Email Inbox (Messages) Hotkeys

You can find a complete set of email hotkeys (one-key shortcuts) in Part 4 of this book on page 539, along with all the other hotkey lists. The hotkeys will really help you speed up your emailing.

Composing Email

This BlackBerry, like all BlackBerry smartphones, gives you the freedom to email on the go. With the cellular network, email is available to you at all times almost anywhere in the world.
Option #1: Emailing from the Messages App (Hotkey: M)

This first option is perhaps easiest for learning how to initially send an email.

1. Click on the Messages icon on the Home screen or press the M hotkey from the Home screen.

2. Start composing the new message in any of these ways:
   a. Highlight a date row separator; it will say the day of the week, followed by the date such as Sat, Jun 19, 2010 shown here:
      
      ![Image](image1)

      and press the Enter key.
   b. Press the hotkey letter C (for Compose).
   c. Press the Menu key and select Compose Email.

3. Type in the recipient’s email address in the To: field. If your BlackBerry finds a match between what you’re typing and any Address Book entries, those are shown in a selectable drop-down list. You can just select the correct name by clicking on it.

4. Repeat this to add additional To: and Cc: addressees.

5. If you need to add a Blind Carbon Copy (Bcc:), press the Menu key and select Add Bcc, as shown in Figure 12-1.