Advanced Email Topics

Given the email power of the BlackBerry, there might be some things you want to do right from your handheld that you used to do only from your computer. You can write emails in other languages, select any of your integrated email accounts to send from, and easily create and select various email signatures and auto-signatures.

Switching Input Language for Email and More

Let’s say you have a client in Latin America and you wish to compose your email messages in Spanish. Because of the spell checking feature and special characters and accents, you will want to change your typing or input language selection to the one in which you are composing the email message.
NOTE: Don’t see the Switch Input Language option or it does not do anything when you select it?

During the setup wizard process, the BlackBerry will remove unused input languages based on your selections.

If you removed all languages except your display language, then the Switch Input Language menu item won’t be visible or it will not do anything when you select it.

If you are a Windows PC user, you can use the application loader inside Desktop Manager to add back languages you have previously removed (see page 89). If you are a Mac user, please contact your service provider and ask them how to put languages back on your BlackBerry.

1. Start composing a new email message.
2. Press the Menu key and select Switch Input Language.
3. Scroll down to the input language you want, e.g., Español, and click.
4. When you begin typing, you will now have the Spanish language dictionary loaded and you can type your email message in the new language.

Inbox Housecleaning

After a while, you may have so many messages that your mailbox gets a little unwieldy. Here’s how to get rid of older messages.