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

There is so much you can do, however, with the e-mail application on the device. In this chapter, we will show you how to compose, send and reply to e-mail messages as well as how to work with e-mail attachments.

Finally, we will show you how to use the search commands and features to find and organize your messages.

**Getting Started with E-mail**

The BlackBerry, even though small and stylish, is a BlackBerry to the core—a powerful e-mail tool. This chapter will get you up and running with your e-mail. In minutes, you will be an e-mailing pro!

**E-mail Inbox (Messages) Shortcut Hotkeys**

You can find a complete set of e-mail hotkeys (one-key shortcuts) to help you really speed up your e-mailing at the beginning of this book on page 169, with all the other hotkey lists.

**Composing E-mail Messages**

The BlackBerry, like all BlackBerry smartphones, gives you the freedom to e-mail on the go. With the cellular network, e-mail is available to you at all times almost anywhere in the world.
CHAPTER 12: E-mail Like a Pro

Option #1: E-mailing from the Messages Icon (Hotkey: M)

This first option is perhaps easiest for learning how to initially send an e-mail message.

Select your Messages icon on the Home screen and click. (Or press the M Home screen hotkey.)

A fast way to start writing a new e-mail message is to click a date row separator and click the trackpad to select Compose E-mail. (Shortcut: from the same Date Row separator line, just press the Enter key.)

You may also press the Menu key and scroll down to Compose E-mail and click.

Type the recipient’s e-mail address in the To field. If your BlackBerry finds a match between what you are typing and any Address Book entries, those are shown in a selectable drop-down list. Then you may select the correct name by clicking it.

Repeat this to add additional To and Cc addressees.

If you need to add a blind carbon copy (Bcc), then press the Menu key and select Add Bcc (Figure 12-1).