

# Password Protect your Blackberry



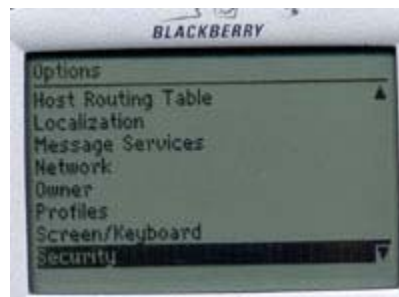
Division of Instructional and Information Technology  
Office of E-mail Services

## Password Protect your Blackberry Handheld

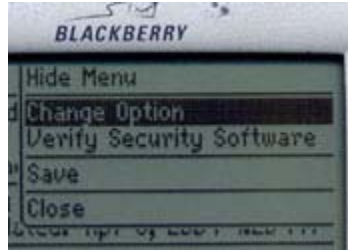
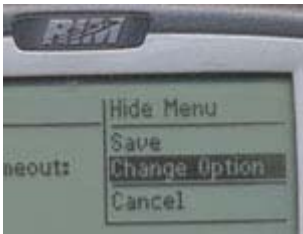
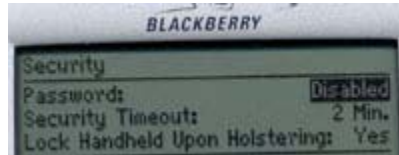
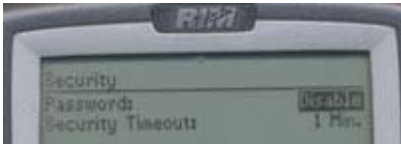
Your Blackberry device can contain sensitive emails that are for your eyes only. If you lose your Blackberry or leave it unattended, anyone can read your emails. You can protect yourself by password protecting your Blackberry. If you lose your Blackberry device please contact the help desk as soon as possible at (718) 935-5100.



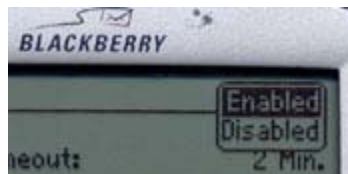
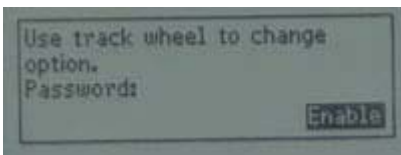
Using your track wheel, select the Options icon on your Blackberry.



Scroll down to the Security option



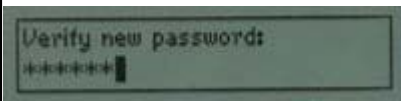
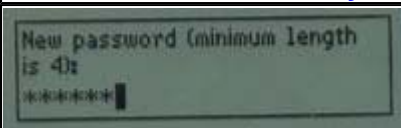
Press the track wheel to change options. (note: the default time out for the Blackberry and the "Blue"berry is 1 and 2 minutes respectively. When you set the password protection to enabled, your Blackberry device will automatically lock after you leave your Blackberry unattended for the timeout period. You can change the time out by selecting it with the track wheel and then select Change Options.)



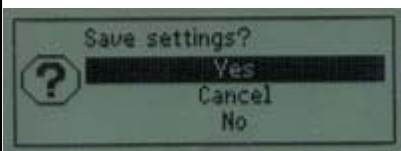
Use the track wheel to scroll to Enable and then press the track wheel

From this point on, the instructions vary slightly between the stand alone Blackberry and the "Blueberry" device. The left column is for the standalone Blackberry and the right column is for the phone enabled Blackberry ("Blueberry").

**Stand Alone Blackberry**

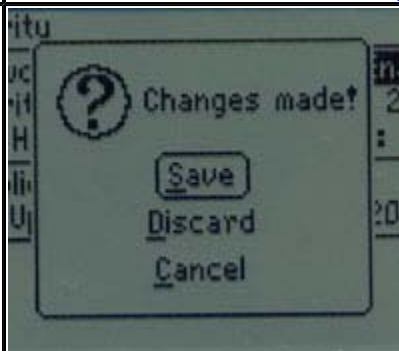


Enter your password and then again to verify

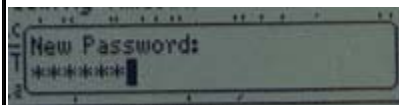


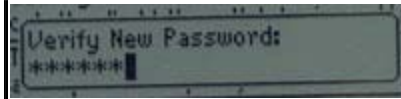
After you click the menu button, make sure to save the settings.

**Phone Enabled Blackberry ("Blueberry")**



Press the menu button located below the track wheel and select Save.





Enter your password and then again to verify

If you need further assistance, please call the DOE Help Desk at (718)935-5100