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## how to Sync your **BlackBerry** to your Desktop

Before you can use the features of the BlackBerry® Desktop Software, you must add your BlackBerry device to the BlackBerry Desktop Software.

- 1 On your computer, open the BlackBerry Desktop Software.
- 2 Connect your device to your computer. If prompted, click Yes to make this device the active device.
- 3 Do one of the following:
  - To start using this device, click Get started with this device.
  - To switch from an existing device, click Copy data and settings from another device. Follow the instructions on the screen to move your data to your new device.
- 4 If your device is associated with a BlackBerry® Enterprise Server, do one of the following:
  - To use your corporate email account and email address, click Add my enterprise email account. Follow the instructions on the screen to associate your device with your corporate email account that is on your computer.
  - To use a different email account, click Don't add the account.
- 5 Type a name for your device. This name is displayed on the home screen of the BlackBerry Desktop Software and in the Device menu.
- 6 To start certain tasks automatically each time that you connect your device, do any of the following:
  - To back up your device data and settings, select the Back up my device check box. In the drop-down list, select how often you want to back up your device data and settings.
  - To synchronize your calendar entries, contacts, memos, and tasks, select the Organizer data check box.
  - To synchronize your songs, pictures, and videos, select the Media files check box.
  - To keep your device time synchronized with your computer, select the My computer's date and time with my device check box.
- 7 If your device includes built-in media storage and you want to save your media files to this storage location instead of a media card, in the Store media on drop-down list, click Device memory.
- 8 To delete existing media files from the storage location that is selected in the Store media on drop-down list, click Delete all media.
- 9 Click Finish. After your device is added, you can keep your device connected to your computer so that the BlackBerry Desktop Software can check for updated software that might be available for your device.