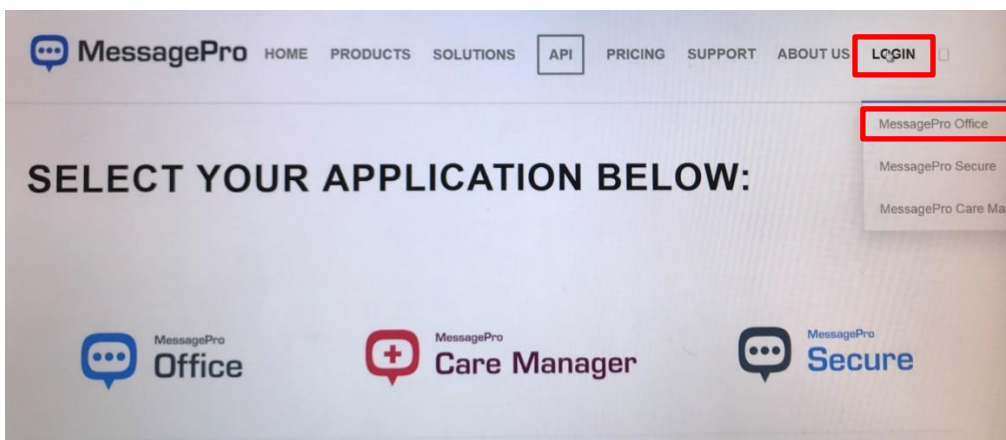


Installing and Using MessagePro Office (Desktop)

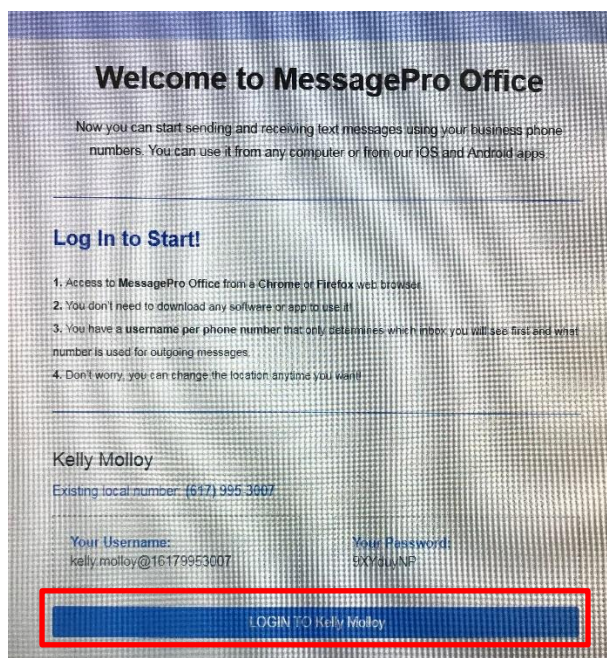
1. Access the Internet
 - a. You must use **Chrome or Firefox**, software will not work with Internet Explorer



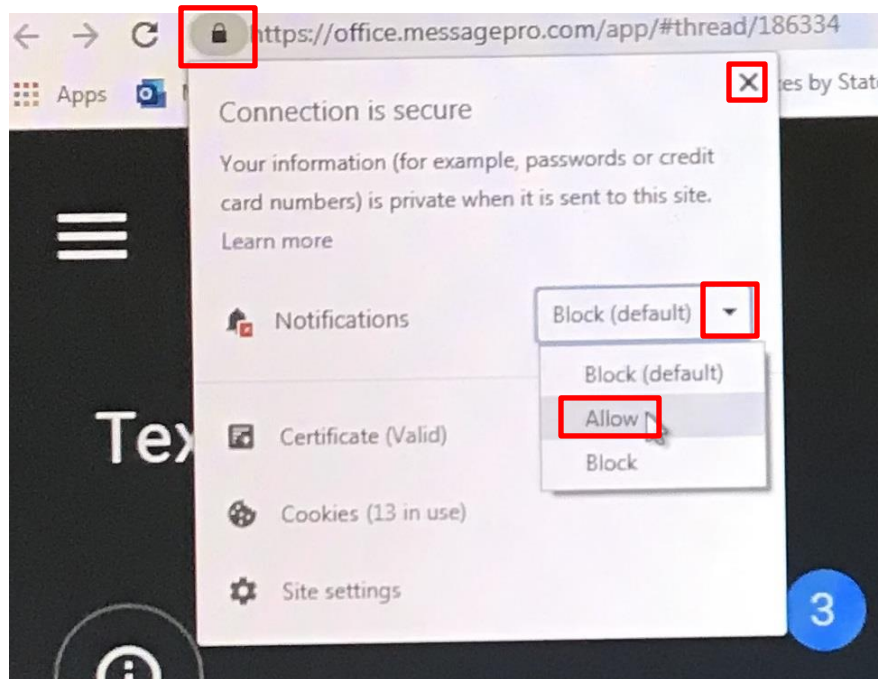
2. Click on Login and Choose MessagePro Office



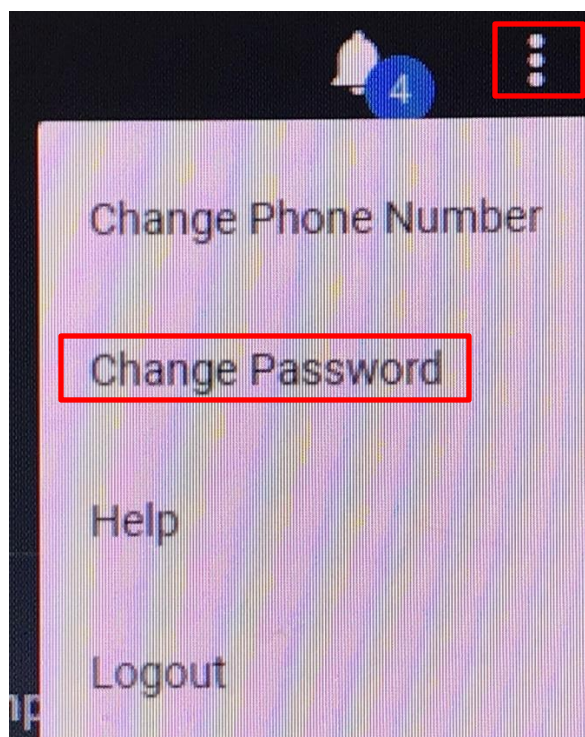
3. Go to your email and find the message from customerservice@messagepro.com, click on the blue bar LOGIN TO your First and Last Name



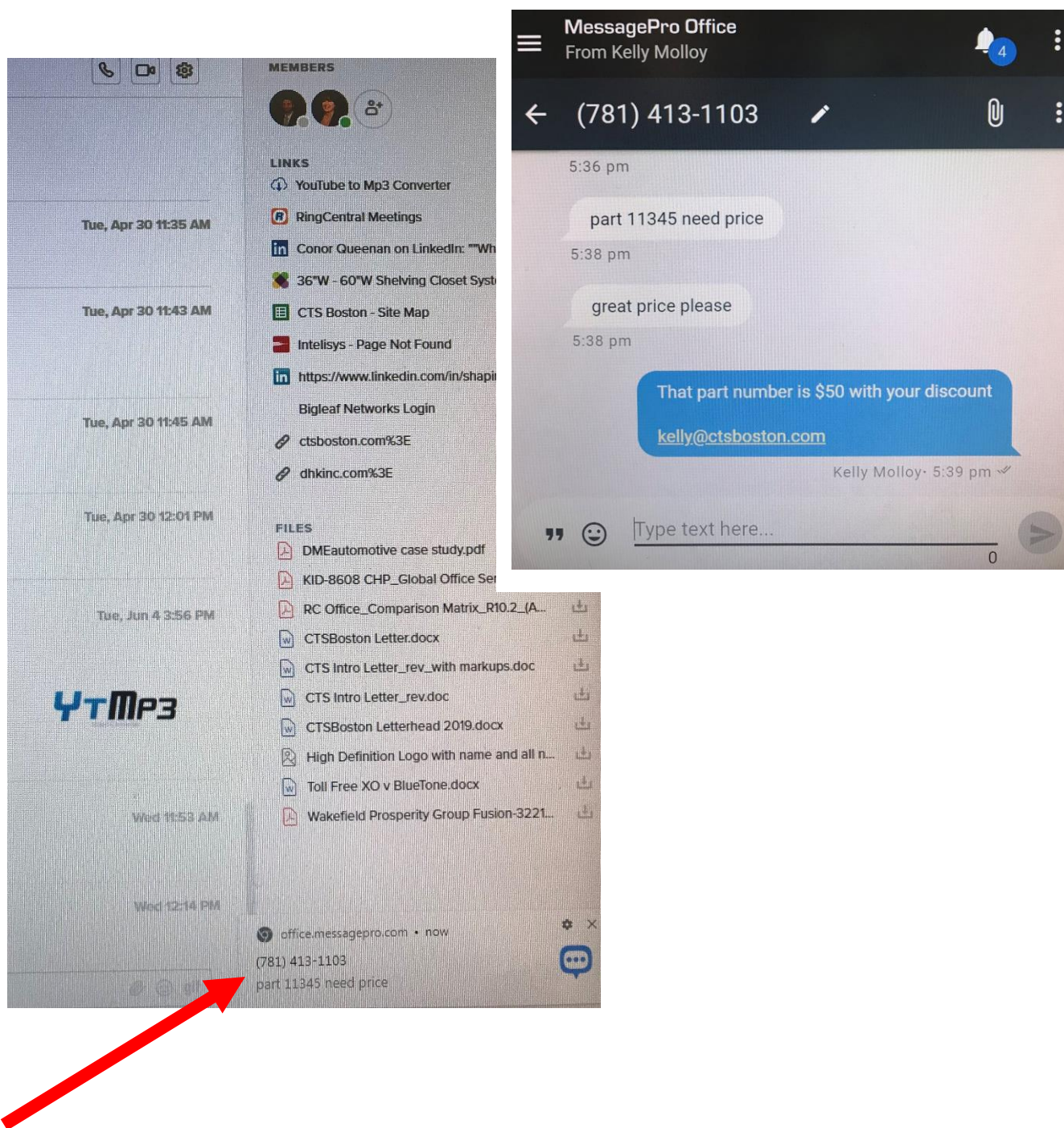
4. You will be brought to your home page. **First**, allow notifications. Click on the lock at top of the webpage. This brings up the notifications box, click on the arrow and choose Allow, press the X in top right of box to close it



5. Change your password for security, click the 3 dots in the top right, choose change password and save



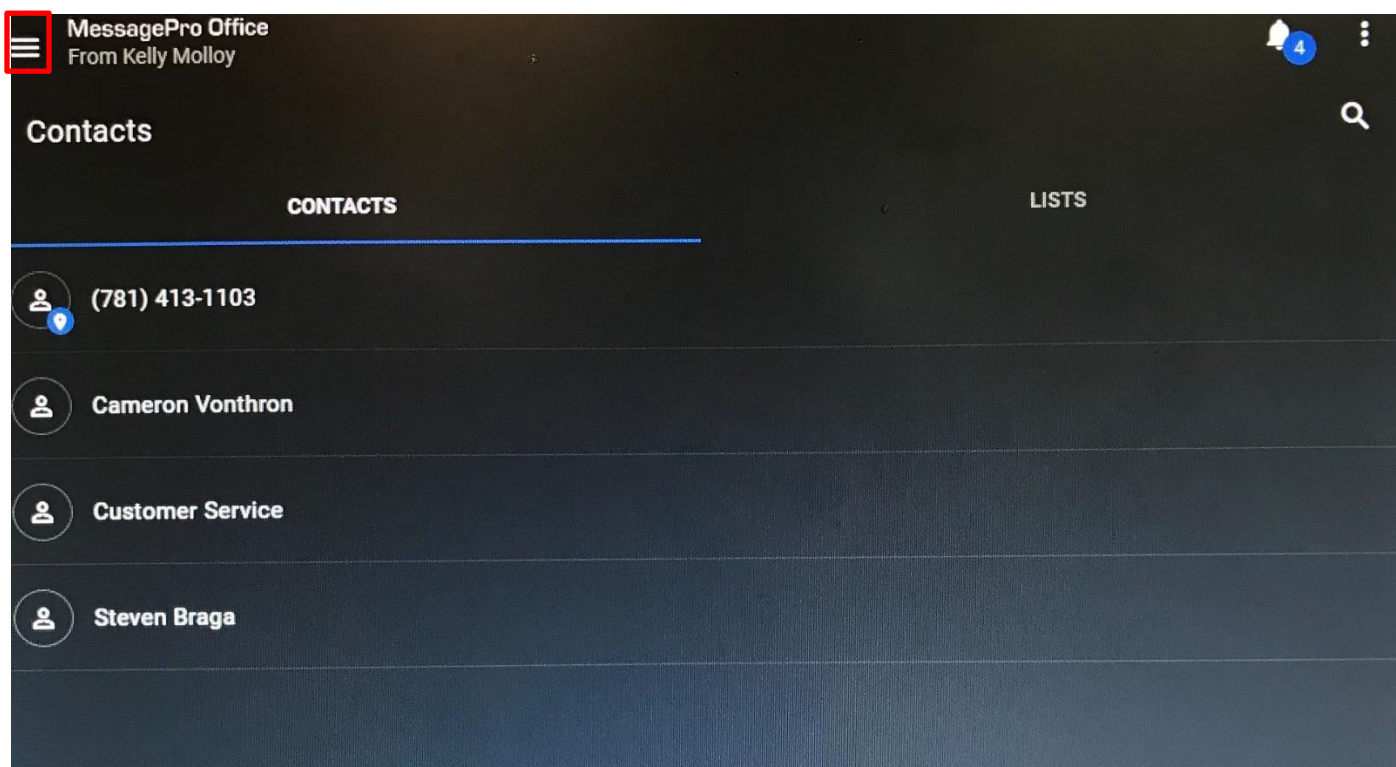
- Your MessagePro page **Must Remain Up and Active** as one of your Internet tabs. This allows new text notifications to pop while you are working in any program.



7. Clients can text pictures. You can add attachments, pictures etc. to text by clicking the Attachment button



8. You can add contacts for your clients, including importing. Click 3 lines in top left of screen



You can import lists, create your own list and add contacts individually

