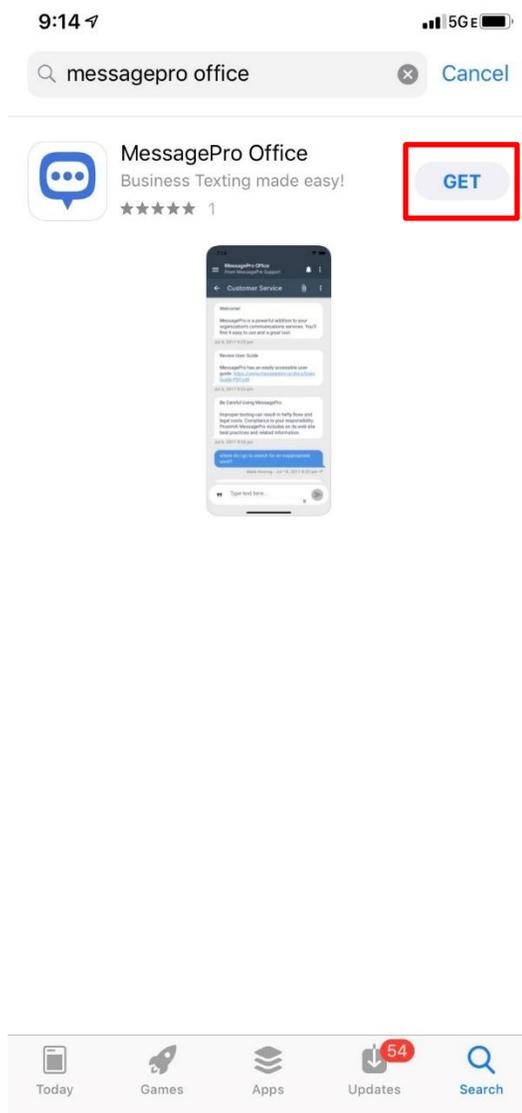


Installing and Using MessagePro Office (Mobile)

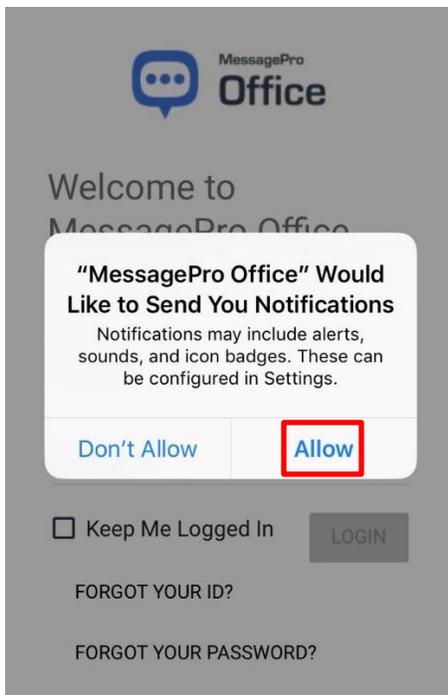
1. Access App store on your Mobile Device and download **MessagePro Office**



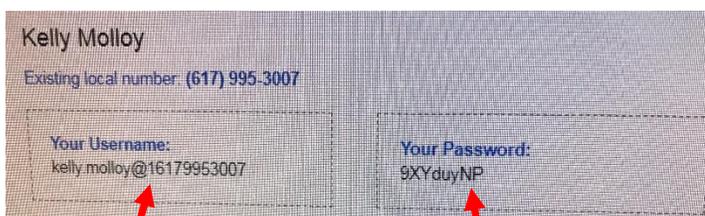
2. Click on GET application and it will download



- Once the MessagePro Office app downloads, click on the app on your screen, click on Allow MessagePro Office Notifications



- Go to your email and find the message from customerservice@messagepro.com, enter your credentials: login is your first.lastname@1+telephonenumber and place a **Check** mark in **Keep Me Logged In**, click LOGIN



Welcome to MessagePro Office

Enter your credentials to sign in to your account

kelly.molloy@16179953007

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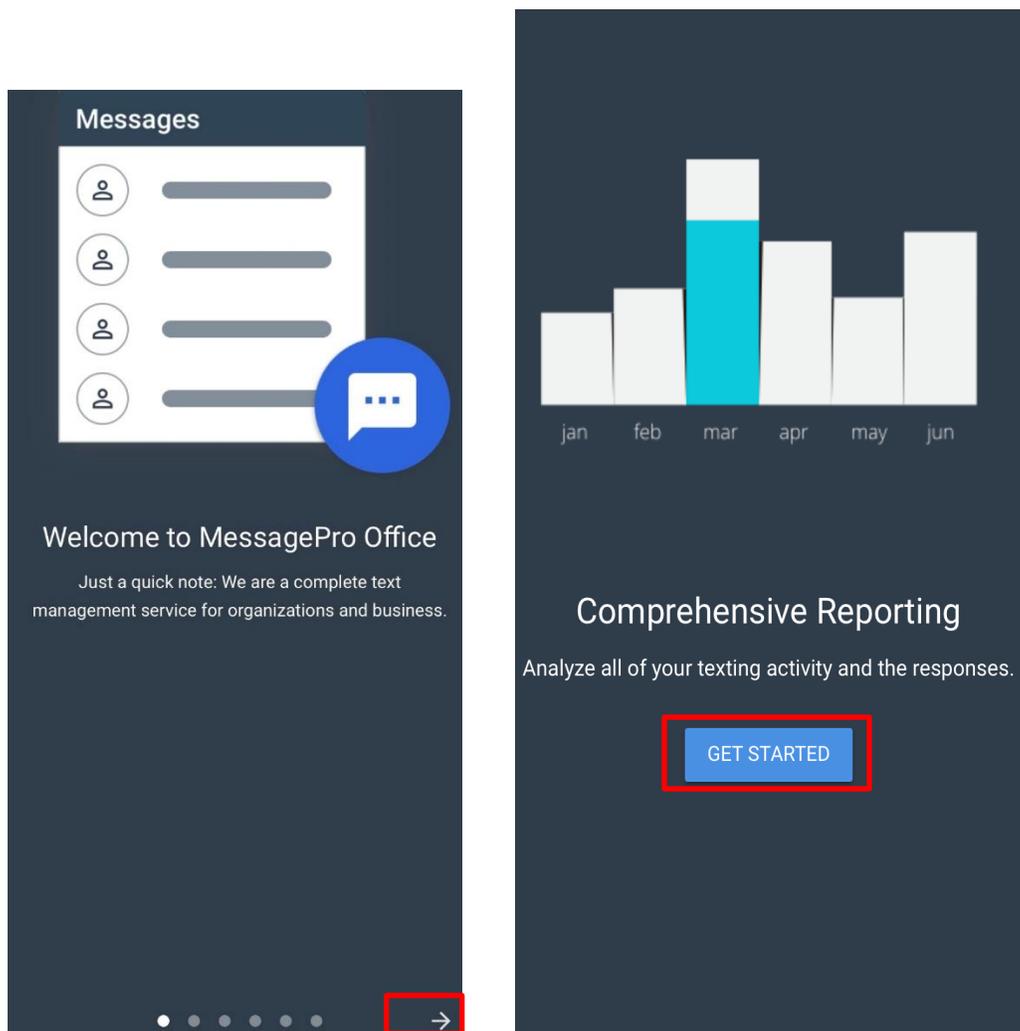
Keep Me Logged In

LOGIN

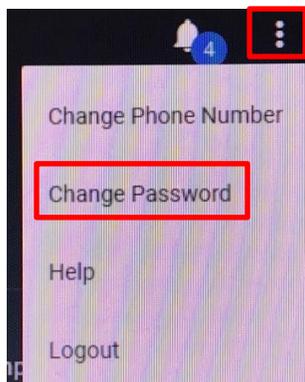
FORGOT YOUR ID?

FORGOT YOUR PASSWORD?

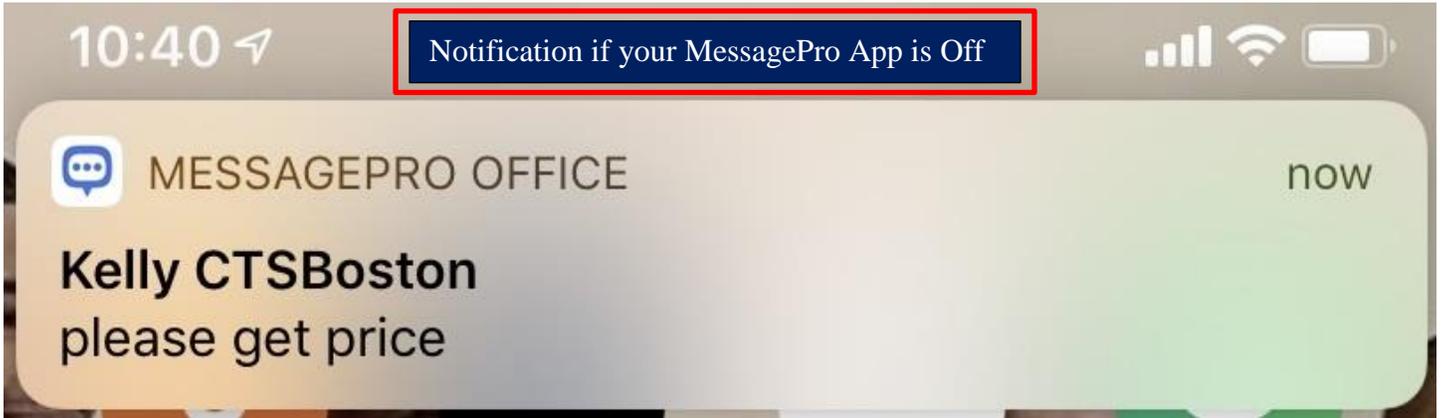
- At the “Welcome to MessagePro Office,” you must arrow through 6 screens by touching the arrow at bottom right of your screen. You will see the features of the system including: Powerful Messages, Easy Administration, Integrated with Contacts, Keyword & Auto Reply, Comprehensive Reports. Press Get Started



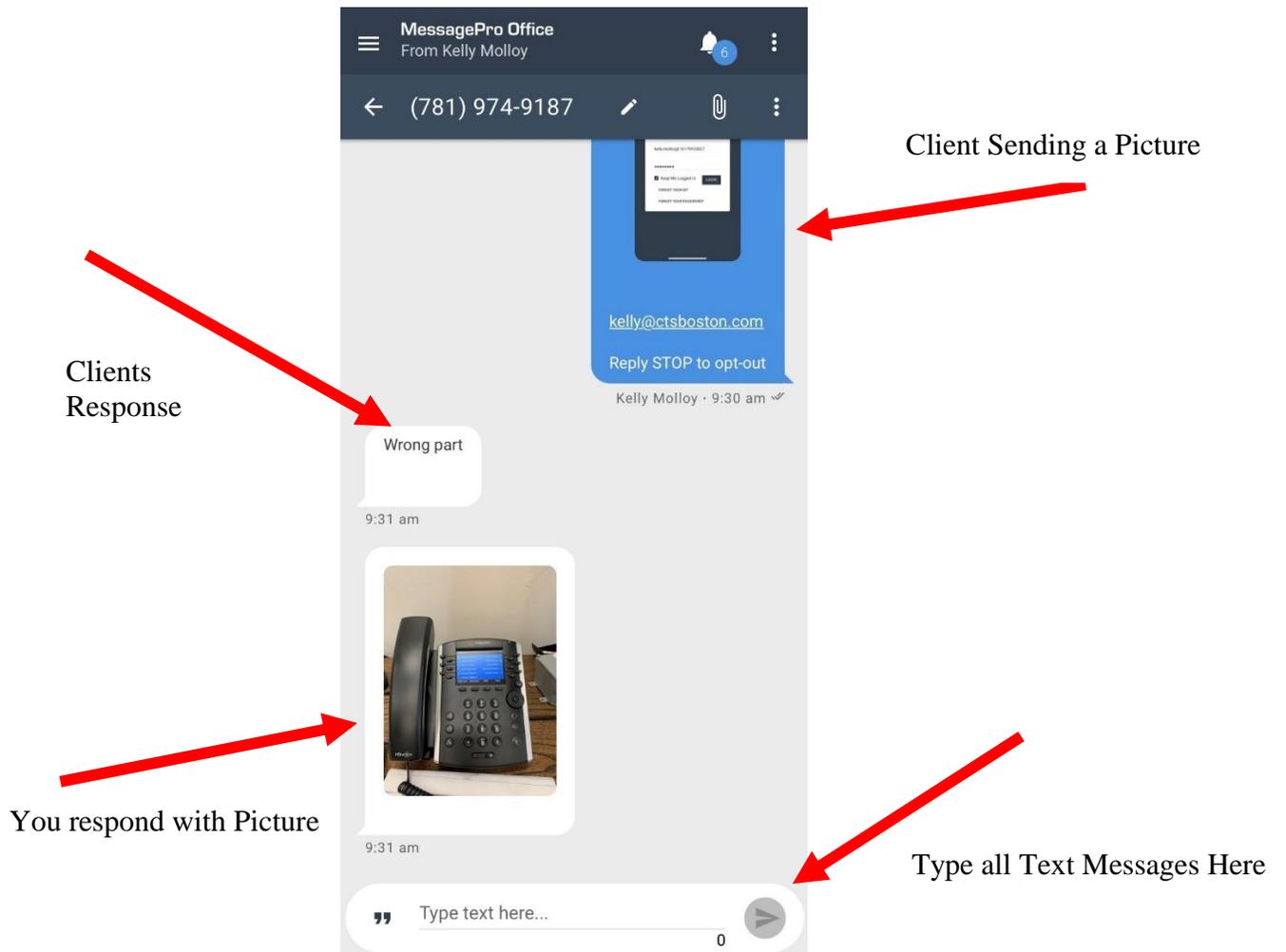
- Change your password for security, click the 3 dots top right, choose change password and Save



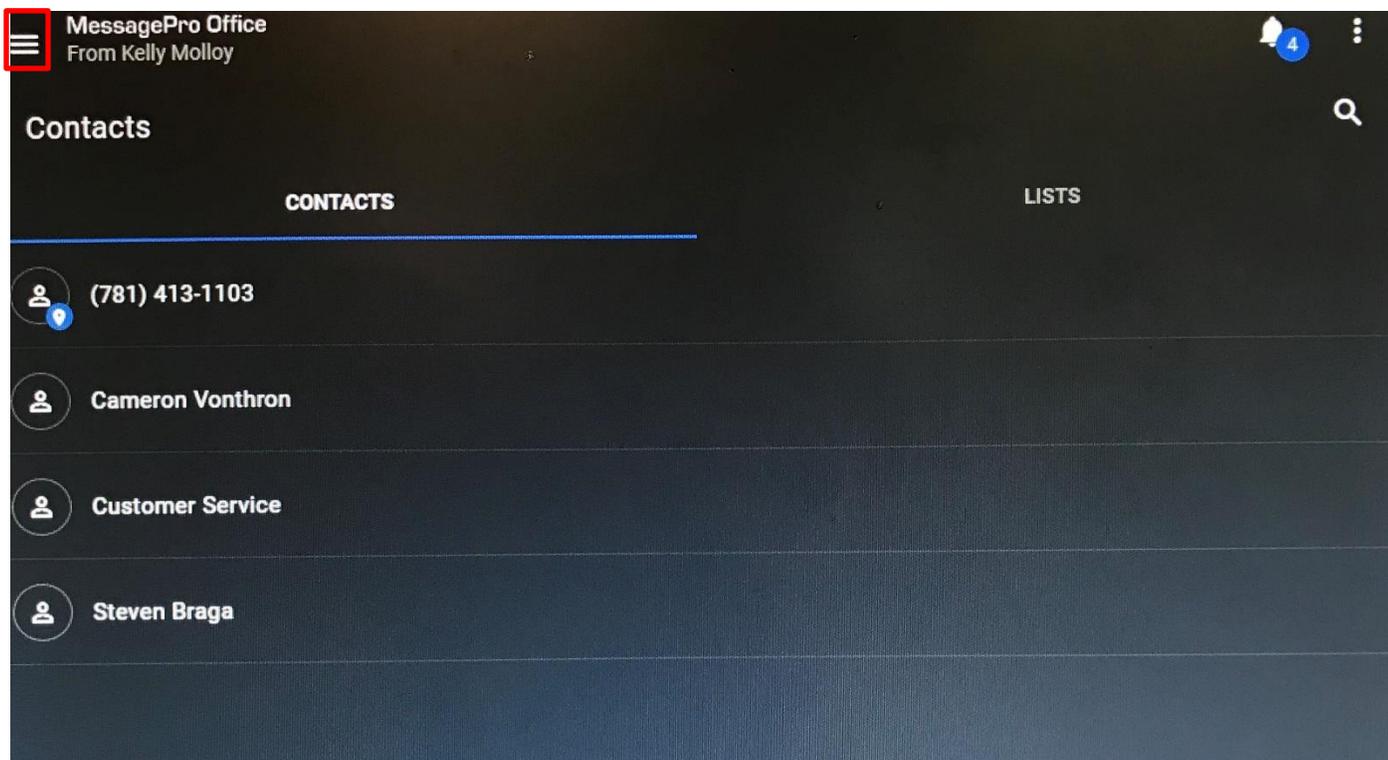
- If the application is open on your phone you will see the new texts like all other texts. If you have closed the application, you will receive a notification, click on it and press Login and you will be brought to text message



- Clients can text pictures. You can add attachments, pictures etc. to text



9. 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

