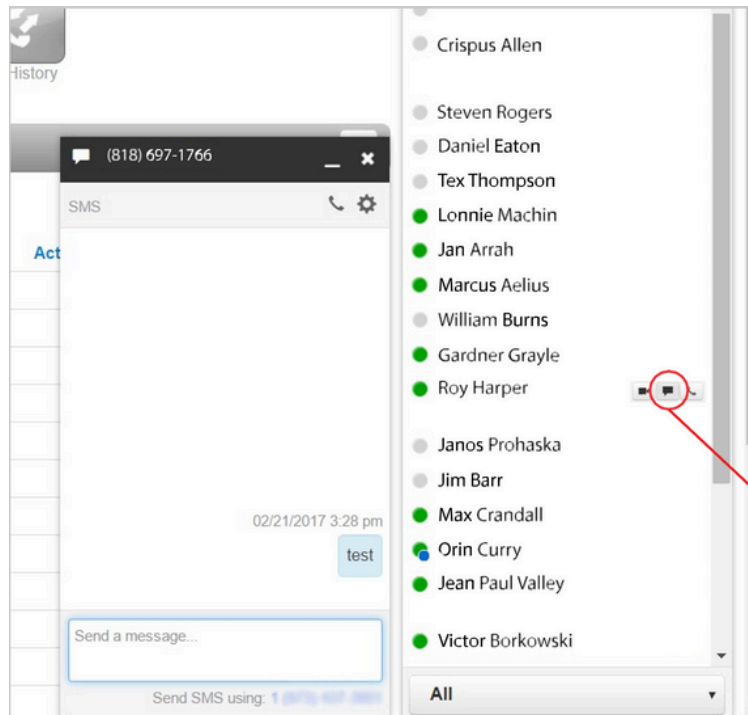




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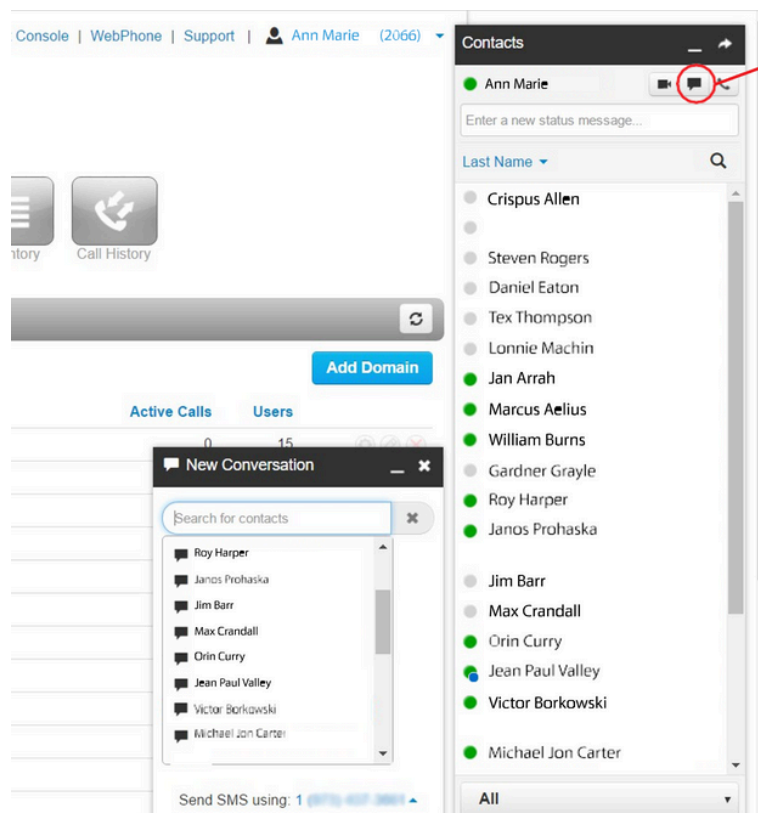
## **SMS/Chat User Guide**

To SMS an outside number, You can click the message icon at the top of your contact list. You can then enter the outside number, and choose which SMS number to send the message from.



At the moment only TEXT can be used via SMS/Chat, No Media or Images.

To use the SMS feature, please contact your Sales Rep or Account Admin. You can access the SMS/Chat feature using the contact pop-up in your portal.



When you are selecting a contact to SMS/Chat you will select the message icon next to their name.