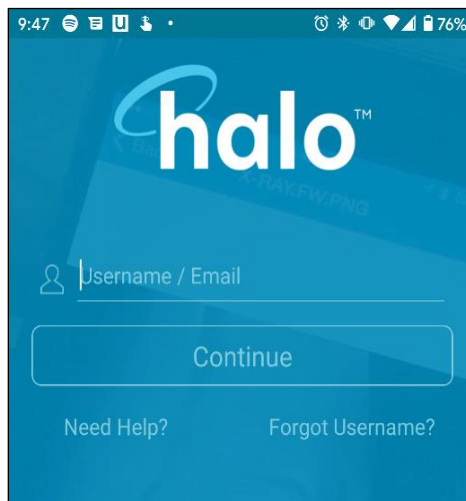
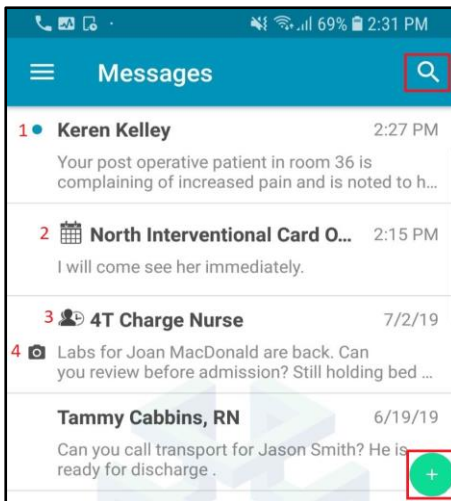


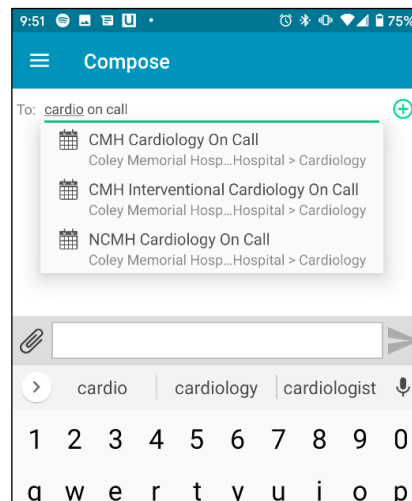
ANDROID QUICK START GUIDE



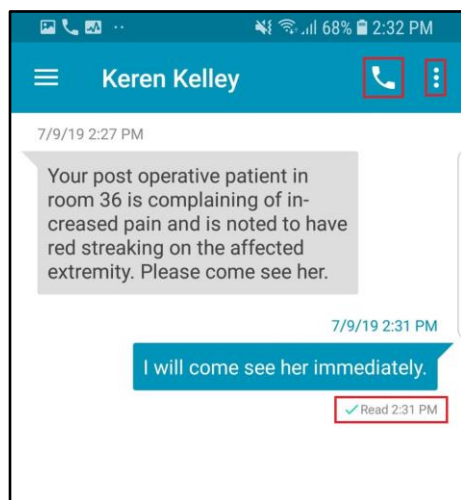
- **Login** using the credentials utilized by your organization
- Enter your professional suffix + call back number (if desired)



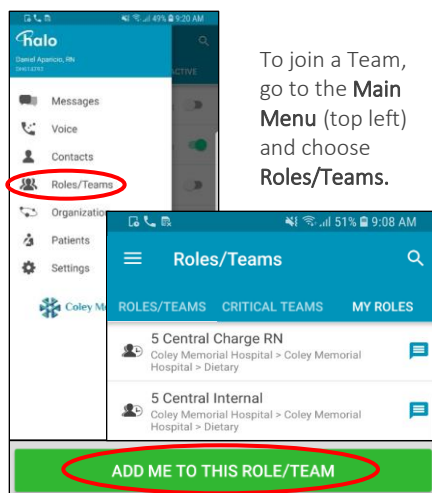
- **New message** > tap the plus icon
- To refer to a specific message, search with the **magnifying glass** in the top right corner
- See footnotes below for details on icons



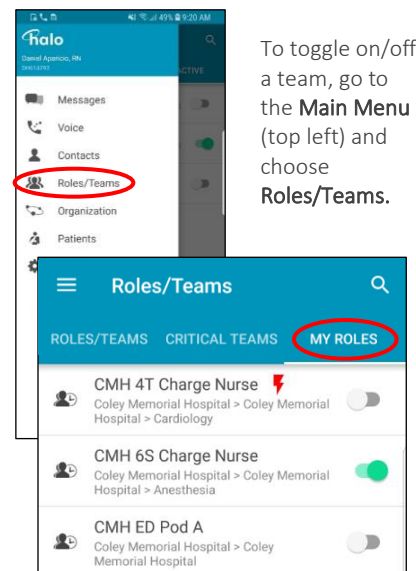
- Start typing the name of a **person** or **Role** in the 'To:' field
- Use the **Paperclip** to customize message (Add photos, mark urgent, etc.)
- Tap **arrow** to send message



- **Message Status:** Sent, Delivered, Read
- **Call Back Icon:** Tap the **phone** icon to call the recipient from within a message thread
- **Mute Thread:** Tap the ellipsis within a thread to silence further notifications



Locate the Team you wish to join, **tap** on its name to open it, and tap the green **Add Me To This Role/Team** button.

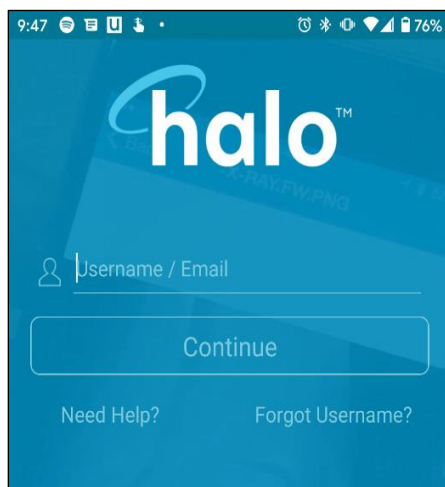


Go to the **My Roles** tab, and use the switches at right to toggle on/off coverage.

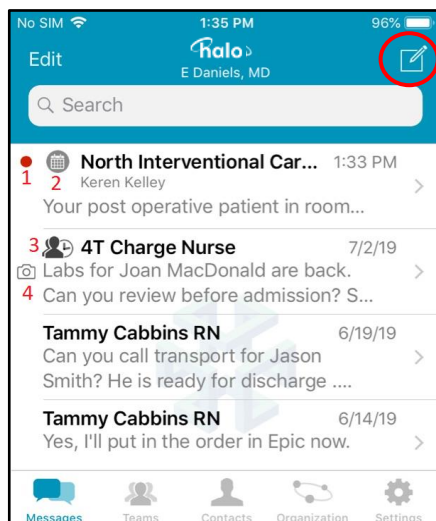
FOR ADDITIONAL SUPPORT,
PLEASE LOG IN TO [HTTPS://SECURE.DOCHALO.COM](https://secure.dochalo.com) > SUPPORT > HALO KNOWLEDGE CENTER,
OR CONTACT YOUR ORGANIZATION'S HELP DESK OR HALO ADMIN TEAM

1. **New Messages** are indicated by the blue dot next to the message.
2. **Camera icon** indicates the message contains a photo or video

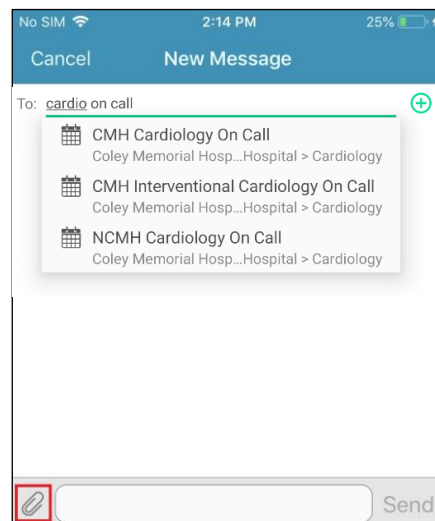
APPLE QUICK START GUIDE



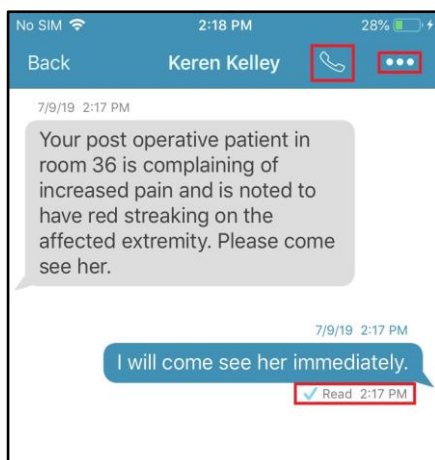
- **Login** using the credentials utilized by your organization
- Enter your professional suffix + call back number (if desired)



- **New message** > tap the new message icon
- To refer to a specific message, utilize 'Search' bar at top of screen
- See footnotes below for details on icons



- Start typing the name of a **person** or **Role** in the 'To:' field
- Use the **Paperclip** to customize message (Add photos, mark urgent, etc.)

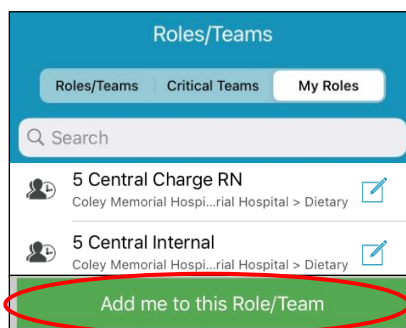


- **Message Status:** Sent, Delivered, Read
- **Call Back Icon:** Tap the **phone** icon to call the recipient from within a message thread
- **Mute Thread:** Tap the ellipsis within a thread to silence further notifications

To join a team, first, tap **Roles/Teams** on the main toolbar (bottom of screen)



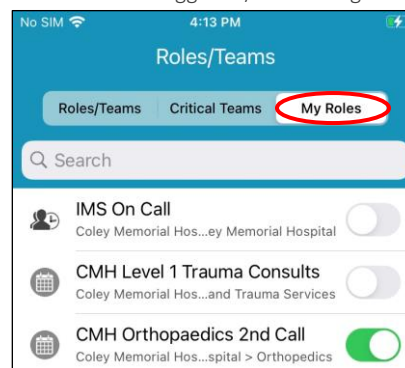
Locate the team you wish to join, tap on its name to open it, and tap **Add me to this Role/Team** to join.



To toggle on/off team coverage, first, tap **Roles/Teams** on the main toolbar (bottom of screen)



Navigate to the **My Roles** tab, and use the toggle switches on the right side of the screen to toggle on/off coverage.



**FOR ADDITIONAL SUPPORT,
PLEASE LOG IN TO [HTTPS://SECURE.DOCHALO.COM](https://secure.dochalo.com) > SUPPORT > HALO KNOWLEDGE CENTER,
OR CONTACT YOUR ORGANIZATION'S HELP DESK OR HALO ADMIN TEAM**

1. **New Urgent Messages** are indicated by the red dot next to the message.
2. **Camera icon** indicates the message contains a photo or video