

Invite Staff to Text on Your Behalf



STRENGTH IN NUMBERS

If you are a workspace owner and wish to invite your staff to manage your Hearsay Relate conversations, or if you are a staff member and need access to your owner's account, we've got you covered. Please follow these simple steps to get started.

Steps for the Workspace Owner:

1. Click the user-panel in the top-right corner of your workspace, and from the drop-down menu, choose Workspace Settings.
2. To invite members into a Workspace, type the person's email address into the Email text box, add a message (if necessary), and select Save.
3. The user will receive an email invitation with a link to accept your invitation.

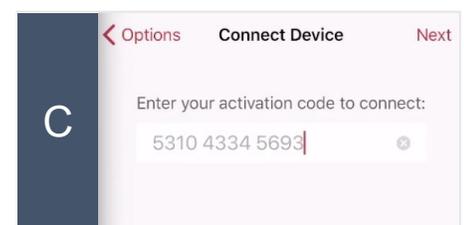
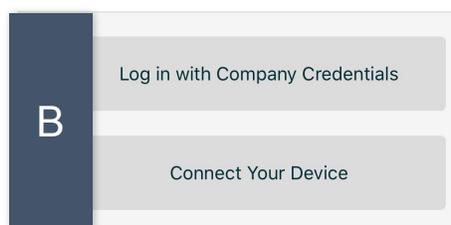
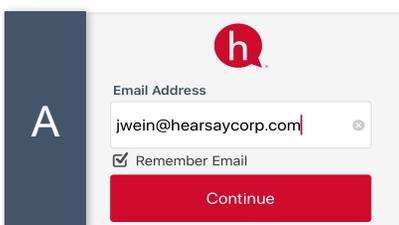
- Connect Accounts
- Workspace Settings
- User Settings
- Mobile Settings
- Log Out

Steps for the Workspace Member:

1. Once you've received the invitation and gained access to the workspace, click your user-panel in the top-right corner of the workspace and choose Mobile Settings.
 - o Note: You may be prompted to re-login with your credentials for security purposes.
2. Click Connect New Device.
3. You will be presented with instructions, including:
 - o Downloading the app from the Apple App Store or Google Play Store.

iOS (Apple)	Android
<ol style="list-style-type: none"> 1. Tap on the App Store application on your iPhone. 2. Search for Hearsay Relate. 3. Tap on the Hearsay Relate app from the search results. 4. Tap Get. 5. Tap Install. 6. Type in your Apple ID password and select OK. 	<ol style="list-style-type: none"> 1. Tap on the Google Play Store app on your phone. 2. Search for Hearsay Relate. 3. Tap on the Hearsay Relate app from the list of search results. 4. Tap Install. 5. Tap Accept.

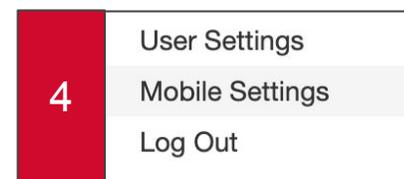
- o Opening the app and entering in your email address.
- o Choosing Connect Your Device.
- o Entering in your activation code.



Get Set up with Relate

SET UP THE WEB APPLICATION AND NEW PHONE NUMBER

1. Open the email from Hearsay Social and click the link - Accept Invitation - to log into your Hearsay workspace.
2. On the next window that appears, click **Sign up with your company's login**. Then check the box to accept the EULA.
3. You will be prompted to create your Relate account via an onboarding wizard. Choose **Get New Phone Number** to receive a free, dedicated texting and calling number from Hearsay.
4. Once you have completed the onboarding wizard, click the User Panel in the top right corner of your workspace and choose **Mobile Settings**.
5. On the Mobile Settings screen, click **Connect Your Device to Hearsay**.
6. You will be presented with instructions on the next page, highlighting your email address and activation code. Keep this information open while you download and install the Hearsay Relate App onto your phone.



DOWNLOAD THE HEARSAY RELATE MOBILE APP

iOS (Apple)	Android
1. Tap on the App Store application on your iPhone.	1. Tap on the Google Play Store app on your phone.
2. Search for Hearsay Relate.	2. Search for Hearsay Relate.
3. Tap on the Hearsay Relate app from the search results.	3. Tap on the Hearsay Relate app from the list of search results.
4. Tap Get.	4. Tap Install.
5. Tap Install.	5. Tap Accept.
6. Type in your Apple ID password and select OK.	

CONNECT YOUR MOBILE DEVICE TO THE WORKSPACE NUMBER

When the Hearsay Relate application opens for the first time on your phone, you may be presented with several permission notifications. Accept them to continue.

Once you've allowed the above permissions, you will be brought to a login screen.

A) Enter your workspace email address and click Continue. *Pro Tip:* Checkmark Remember Email for easy access.

B) Click **Connect Your Device**.

C) Enter in the activation number you were presented from Step 5 of web app setup to complete the process.

