# voxer 101

Step 1: Download the Voxer app to your phone. You can also use it through the [Internet](Internet) if you prefer. I use the phone version so I can listen in the gym or in the car.

Step 2: Create a log in.

Step 3: Use the menu in the upper left corner and select your name to view your profile. Write down your user name, which is below your full name. (e.g. mine is jvince9309)

Step 4: From the menu, select contacts. Click on the magnifying glass to search for me either by adding my name or by typing in my user name. When I appear on the list, select my name (be sure it is jvince9309 with my picture). On the screen that appears, click add. Then click Vox (that is the term for sending a message similar to a tweet on Twitter).

Step 5: On the bottom of the screen there is a walkie talkie button in the center of the screen. Hold it down to talk. Use that feature to send me a verbal message. You can also send me a text message by hitting the pencil. Use one of these features to send me a message that includes your user name. Once I receive that message I will add you to the MESPA chat open to all Principals in MA PK-8.

Step 6: From the menu, select your profile. Above your name is a large letter. Inside it is a camera. Click on the camera to add a profile picture.

Step 7: Looking for other chats to join? Click [here](here) for a comprehensive list of Voxer chats. Once at this page, you will find a lot of resources. Click on the voxer groups doc to find other chats.

Step 8: If you want more information about Voxer with some good how-tos, click [here](here) for a great blog post with video clips.

Step 9: From the menu, select settings and select preferences. Turn off hold and talk. This will allow you to vox by just hitting the walkie talkie button instead of having to hold it down.

Step 10: From the menu, select settings and select account settings. Turn off share location so that your location is not added to your messages. Also select notifications and turn them off as they are VERY loud ☺

If you have *ANY* questions, just ask ☺