Sending text messages to Skyslope

Android Users:

Please download the free app called "SMS Backup & Restore".

- Open the app and tap "Get Started." Allow all permission requests, then tap "Set up a backup."
- Make sure "Messages" is checked. Uncheck "Call logs," unless you want to back those up at the same time. Tap "Next."
- 3. Choose where to store your messages and tap "Next." We recommend you select a cloud storage option like Google Drive; while you can save the backup locally on your device, you'll lose it if your phone breaks, just as you'd lose the messages themselves. If you select a cloud service, log in and tap "Allow" when SMS Backup & Restore asks for access.
- 4. Choose a file to store your backup. The app should default to a usable folder, such as "My Drive" if you're using Google Drive. If you want to change the location, tap on the default folder name, then tap on the three-dot symbol in the top-right corner. Tap "Create folder," name it, tap "OK" and finally tap "Use this folder" at the bottom.
- 5. Tap "Save," followed by "Next." Optionally, you can schedule automatic recurring backups, but if you don't want to then deselect "Schedule recurring backups" and tap "Back up now."
- 6. Wait for your backup to complete. Now, it's available to restore. If you're restoring a backup to a brand new phone, **install SMS Backup & Restore** and open it on the new device.

To access your client's text messages:

- 1. Go to "view backups". Click on the most recent and wait for it to download.
- 2. A list of your text conversations auto-populates. Find your client's conversation and click the "3 verticle dots" on the right side of the messages.
- 3. Choose "print conversation".
- 4. At the top, tap where it says to save as a PDF. Save as a PDF to your phone.
- 5. Email the PDF as an attachment into the Skyslope address associated with the client's transaction.
- 6. In Skyslope, assigned text message PDF to correspondence.