

User Getting Started Kit

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Using the credentials provided by your employer, log in to Synkato. Complete the following steps to start using Synkato right away.

Step 1: Explore Dashboard View & User Panel

Familiarize yourself with the [Dashboard](#) where the majority of activity occurs. The Dashboard provides a snapshot view of the major components of Synkato.

Step 2: Personalize Settings & Options

Record custom [Voicemail](#) greetings and enable Find Me from the Dashboard. Bookmark our [Voicemail Quick Reference Guide](#).

Step 3: Check out Chat+

Click Chat+ to see where chat and SMS messages are managed. Send your first Chat+ message! [Learn more about using SMS](#).

Step 4: Customize Presence Dashboards

Access Presence to sign into corresponding Ring Groups, manage calls, and [customize Dashboards](#) to streamline your daily activities.