#### **Overview**

The Microsoft Power App allows access to Leads! This reference guide shows:

- How to set up the app for the first time
- How to access Campaigns from within the app

#### Accessing from the Desktop

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- 1. From the desktop, navigate to <u>home.dynamics.com</u>.
- 2. When prompted to **Pick an account**, select **Use another account**, and input your Cellular Sales email.
- 3. You will then be prompted to login with your Cellular Sales email and password.
- 4. Locate and select the Leads app under in-house apps.
- 5. When connecting for the first time, you will be prompted to connect to a SQL Server. Select **Allow**.

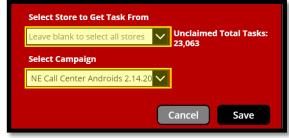


6. Select **Your Tasks** to get your new leads or to contact any current leads you have.



## Accessing from the Desktop (continued)

7. When prompted, select your **Store** from the drop-down menu and the applicable **Campaign**.



8. To change locations or campaigns, select **Change** at the top of the screen.

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9. To obtain a new lead, select **Get New Lead** in the top, right corner of the screen.

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Note that **Get New Lead** will be greyed out if no leads are available. Change stores or locations to obtain more leads.

### Accessing from the Power Apps App (mobile)

- 1. Search and download the **Power Apps** App.
- 2. When prompted, input your email address.
- 3. When prompted, sign in with your **Cellular Sales email** address and password.
- 4. Select **Your Tasks**, and follow Steps 7 9 from Accessing from the Desktop.

# Power App - Leads Quick Reference Guide