

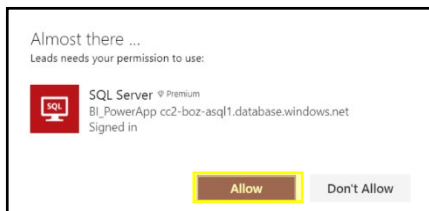
## Overview

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

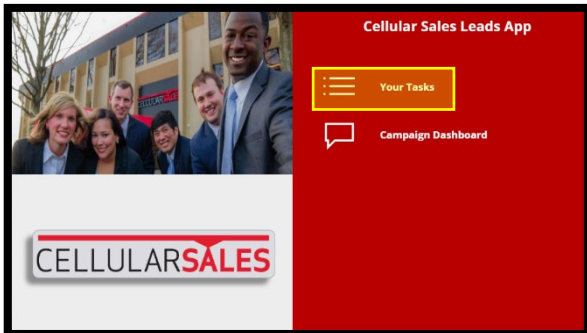
- How to set up the app for the first time
- How to access Campaigns from within the app

## Accessing from the Desktop

1. From the desktop, navigate to [home.dynamics.com](http://home.dynamics.com).
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**.

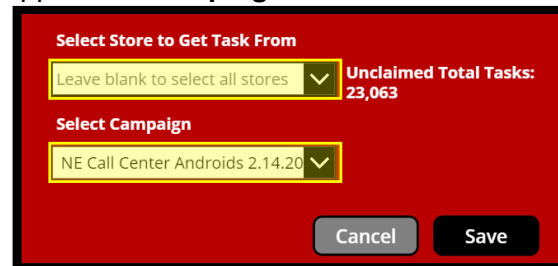


6. Select **Your Tasks** to get your new leads or to contact any current leads you have.

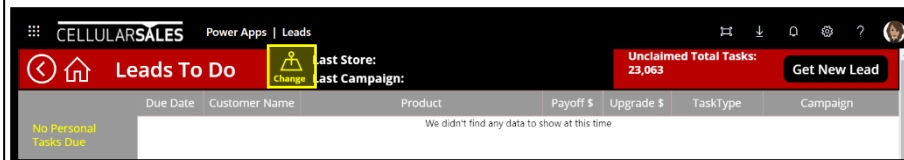


## Accessing from the Desktop (continued)

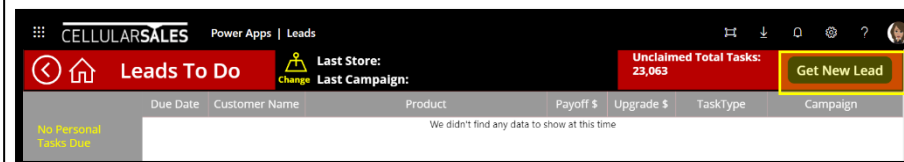
7. When prompted, select your **Store** from the drop-down menu and the applicable **Campaign**.



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




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



*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.