

## **ATTACHMENT C**

### **Android Phone**

**Below are instructions and screenshots for customers with Android phones to use memo as an option to forward pictures of documentation/information to counselors.**

1. Search for Memo. (screenshot 1)
2. Bottom right hand click on the + sign. (scroll down on screenshot 2 picture)
3. You have the option to type in your job search activities/or message; or take a picture of the document to email or text (screenshot 3)
4. If customer wants to take a picture. Click on image option and the camera will automatically appear (screenshot 3)
5. Customer takes the picture. (scroll down on screenshot 4)
6. Customer has the option to save the picture before sharing. If they choose to save, it will be on the top right side. Click on save (screenshot 4a)
7. Once picture is saved, on the top right side click on the 3 dots. Select share option (screenshot 5)
8. Customer can then share via email or text message. For email option, it works best if customer has access to their email account via their phone. (screenshot 6)
9. Select email or text message option. The document is automatically attached and customer types in the email address or phone number of the recipient. (scroll down on screenshot 7)
10. Scroll screenshot 7 to select the desired method of sharing.

