



CONVERSATIONS

Set Up Checklist

CONVERSATIONS™ CHECKLIST

Steps Everyone Should Take:

- ❑ Login to **Conversations** on desktop / or on the Dealer Inspire Conversations™ Mobile App on Google Chrome
- ❑ Install the Dealer Inspire Conversations **Chrome Extension**
 - ❑ Once the Chrome Web Store Button says, **Remove from Chrome**, go to the Conversations tab and refresh
- ❑ Flip back to the Chat Screen by clicking Your Name (in the top right corner) then Chat
- ❑ Set Yourself to **Available**
- ❑ Set hours on Mobile by clicking **Me** > **Set my hours**

Steps Admins Should Take:

- ❑ Make sure you're a user in Conversations™
- ❑ Make sure you are added to a Team to get incoming chats
- ❑ Set Team hours on desktop
- ❑ Make sure Managed Chat rules allow you to receive chats, if desired

Have a question or looking for additional resources or training?

Reach out to a Trainer! Email us at trainers@dealerinspire.com.