Setting Up Your Portal Chat is as Easy 1, 2, 3

1. Navigate to **portal.clarityvoice.com**, you should see the login page:
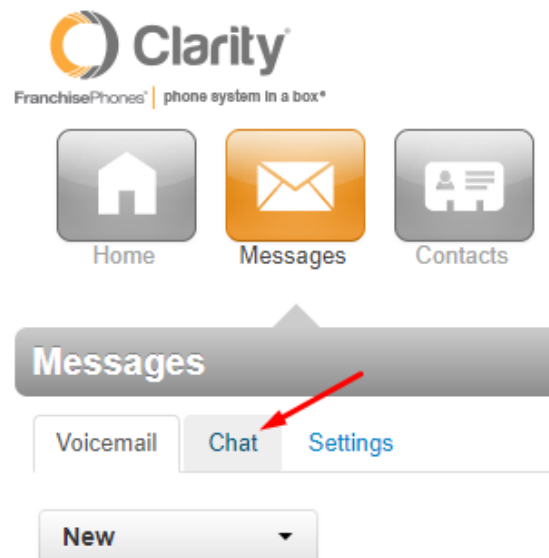

2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login**.
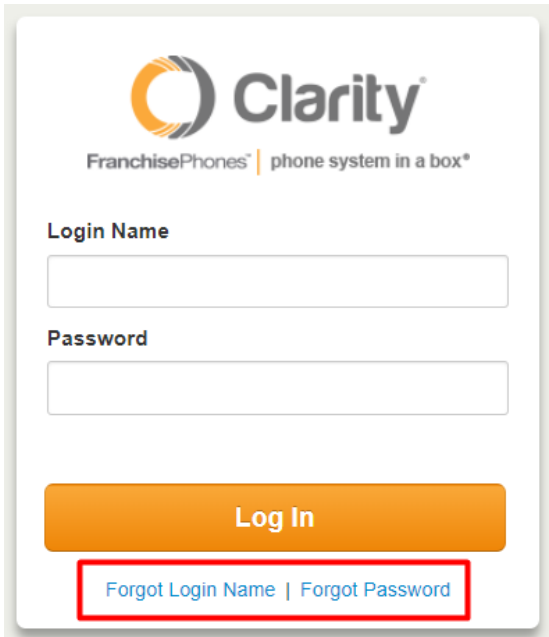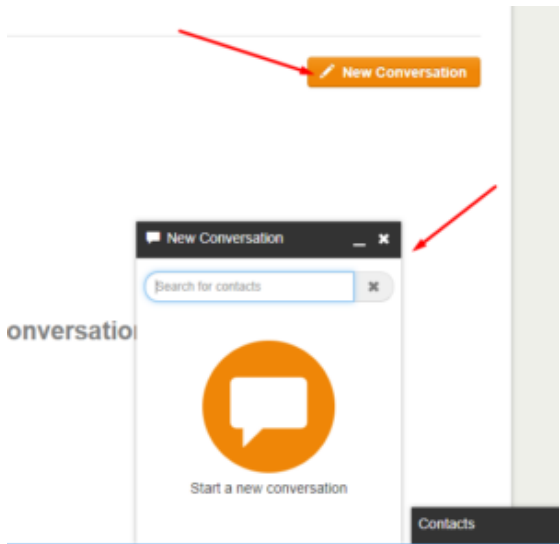
3. The main landing page has several tabs, click your **User Name** in the top right corner, then choose **Messages** in the drop down.
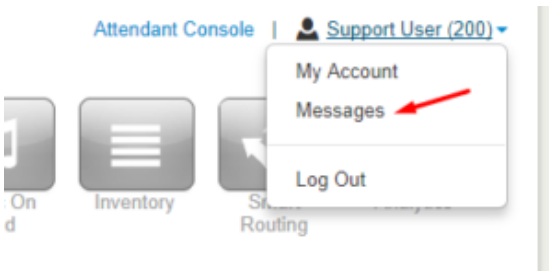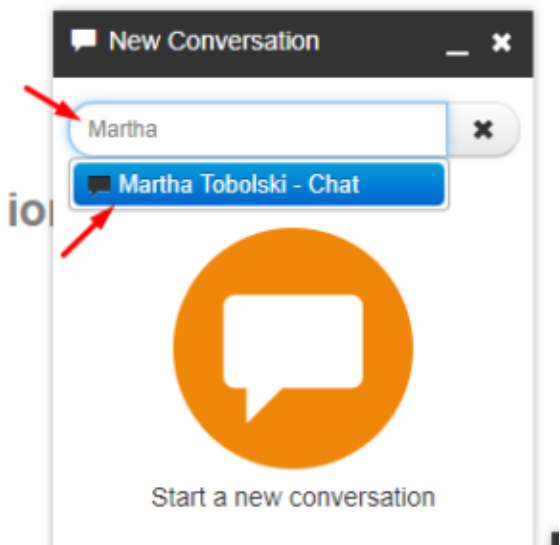

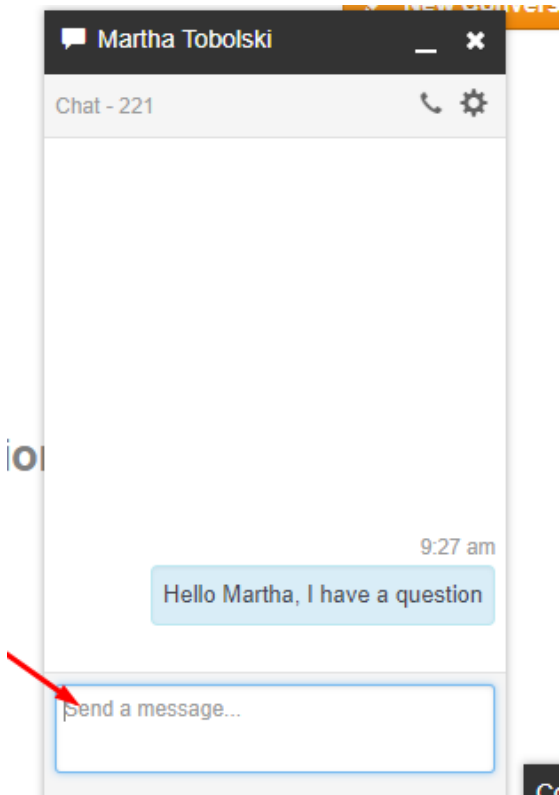4. Under the **Messages** button, choose the **Chat** tab.

5. Click **New Conversation** to start a new chat. A new chat window will appear.
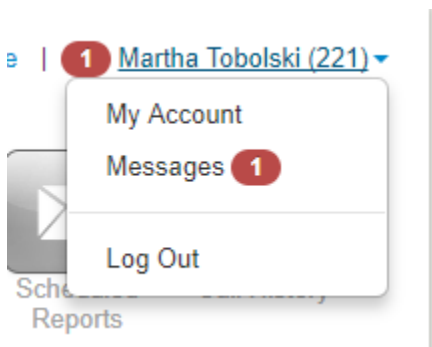

6. Type the name of the contact you would like to chat with. Then choose their name from the drop down. ***NOTE**: The person whom you would like to chat MUST appear in your contacts.
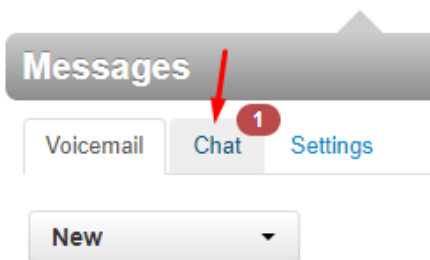

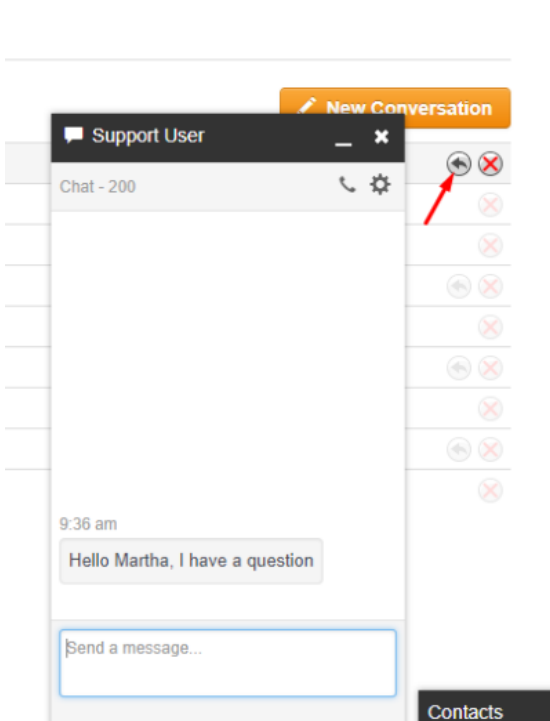7. Type your message and press <**Enter**>.

8. When you have a new Voicemail or Chat Message, the number of new messages will appear in **RED** next to your User Name in your Clarity Portal.
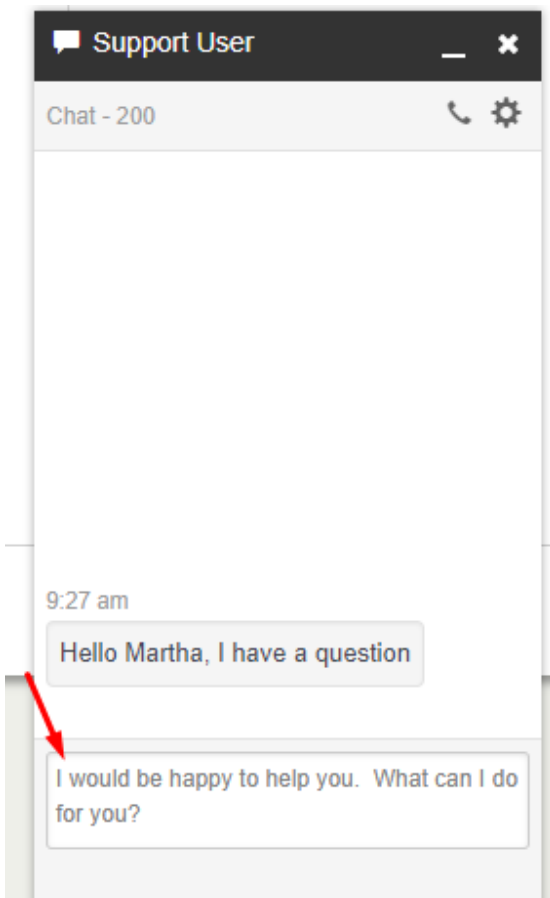

9. Click the **Messages** button, then click the **Chat** tab to view your new chat.
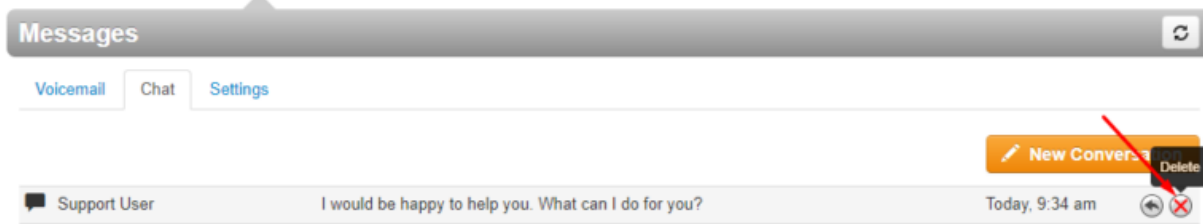
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10. Next to the chat, click the **Reply** button to respond to the chat.

11. A new **Chat** window will appear and you can type your message.

12. Click the **RED 'X'** to delete the chat.

If you have any additional questions or require additional assistance, please contact Support at 800.676.3995. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: https://clarityvoice.com/support/

CLICK HERE FOR MORE CLARITY QUICK TIPS!

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