Description

We really shouldn't call our smartphone a phone – it is, in actuality, a small, handheld computer. Smartphones are mighty, yet we often don't explore much beyond making phone calls, texting, and emailing. This workshop inspires agents to do more with their incredible (and expensive!) smartphones.

Workshop Deliverables

Agents immediately apply four smartphone tools relating to lost phone recovery, privacy, emergencies, and document scanning. Instructions are provided for iPhone and Android.
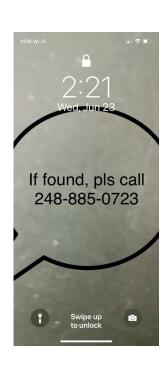
Preparation

- Instruct your agents to bring their smartphones to the workshop.

- Set up a dry erase board or flip chart at the front of the room for instructions or questions.

- Have a TV or projector available for showing videos. TIP: create a YouTube playlist of the videos you intend to share.

- If possible, connect a smartphone to a monitor for live demonstrations.

- Provide each attendee with the step-by-step smartphone instructions (last page of this document).

Workshop Instructions

Lost Phone Recovery

Every agent should make sure that if they accidentally lose their phone, whoever finds it has a way to contact them. When Today Show correspondent Jeff Rossen made the simple change of adding an "if found, please call" number to the lock screen, it dramatically increased the odds of getting a lost phone back.

1. Share the Rossen Reports: The 1 simple trick to help you find your lost cell phone episode (6 minutes) to see his experiment and step-by-step instructions for changing the lock screen.

2. Walk through the instructions for adding an "if found, please call" number to the lock screen.

3. Have your agents create a new lock screen.

Workshop Instructions (continued)

Protect Your Privacy

Staying safe online helps protect your information and your clients' information from risks such as theft, wire fraud, and identity fraud. Being aware of and turning off smartphone apps that track you is one way to help protect your privacy.

1. Walk through the instructions for turning off app tracking.

2. Have your agents turn off tracking if they so choose.

Emergency SOS

Real estate agents put their safety on the line every day when they meet new clients, drive clients to homes for sale, conduct open houses, and show vacant properties. According to a National Association of REALTORS report, nearly 40% of Realtors have been in a situation on the job that made them afraid for their safety. Learning how to trigger the Emergency SOS on your phone is a great way to be prepared for a bad situation.

1. Walk through the instructions for turning on Emergency SOS and view these how-to videos for Apple (4 min) and Android (3 min) devices.

2. Have your agents turn on Emergency SOS on their smartphones.

Document Scanning

Work smarter, not harder. Using your smartphone to scan and convert documents and photos into PDFs is a huge time-saver and an efficient way to communicate information.

1. Walk through the instructions for using the Notes app and Microsoft Lens app to scan and save documents.

2. Watch How to Scan Documents with Microsoft Lens on iPhone & Android (8 min).

3. Have agents practice scanning documents.

4. Watch 10+ Useful iPhone Tips N' Trick for 2021 (10 min) for additional ways to leverage a smartphone.

Workshop: Smartphone Tips & Tricks

Follow these instructions during the Smartphone Tips & Tricks workshop to improve lost phone recovery, increase privacy, prepare for emergencies, and scan documents.

iPhone: Lost Phone Lock Screen	**Android:** Lost Phone Lock Screen
1. Select a picture from your photos. If you want to keep an unmarked copy, tap the box with arrow located in the bottom right corner. Select *Duplicate.* 2. Select *Edit* and tap the three dots in upper right corner to select *Markup.* 3. Using *Text* (if not visible, tap the +), add "If found, call (insert a friend's or family member's phone number)." Tap *Done*. 4. Tap the box with arrow in the bottom right corner and select *Use as Wallpaper.* *5.* Tap *Set* and select *Set Lock Screen.*	1. Select a picture from your photos. 2. Tap *Edit* and select *Text.* 3. Add the text "If found, call (insert a friend's or family member's phone number)." Tap *Done.* 4. To save a copy of the photo with your edits tap *Save as Copy* at the bottom right. 5. Tap the three dots on the top right corner and select *Use as Photos Wallpaper.* 6. Tap *Set Wallpaper*. 7. Tap *Lock Screen.*
iPhone: Turn Off App Tracking	**Android:** Turn Off App Tracking
1. Open *Settings* and select *Privacy.* 2. Select *Tracking.* 3. Toggle off.	1. Open *Settings* and select *Accounts*. Tap on your Google email account. 2. Scroll down and select *Manage Your Data & Personalization.* 3. Under *Activity Controls,* turn off or pause the monitoring of various activities.
iPhone: Emergency SOS	**Android:** Emergency SOS
1. Open *Settings* and select *Emergency SOS.* 2. Toggle on one or both options: Call with Side Button or Auto Call. 3. To set your emergency contact, tap *Edit Emergency Contacts in Health*. Tap *Edit* in upper right hand corner.	1. Open *Settings*. 2. Select *Advanced Features*. 3. Tap *SOS Messages* tab.
iPhone: Document Scanning	**Android:** Document Scanning
1. Press and hold the Notes app icon. 2. Tap *Scan Document* from the popup menu. 3. Use the app to capture an image of the document. 4. Tap *Save*. Tap the three dots in the upper right corner to share or send a copy of the scanned pages.	*Microsoft Lens is also available for iPhone* 1. Download and open the Microsoft Lens app. 2. Use the app to capture an image of the document. 3. Adjust cropping and tap *Confirm.* 4. Tap *Done* and export or save as needed.