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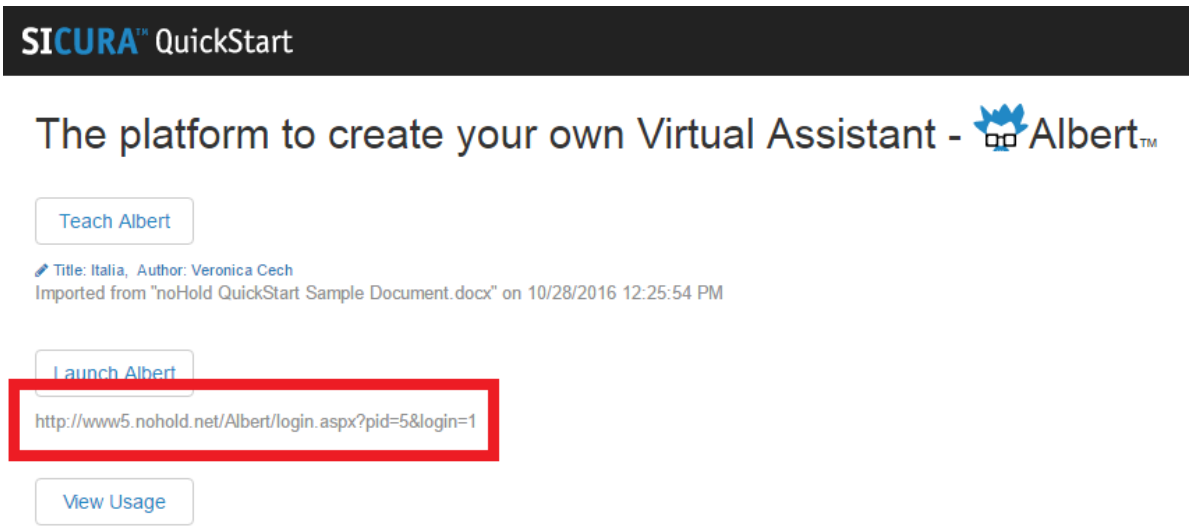
Add Albert to Facebook

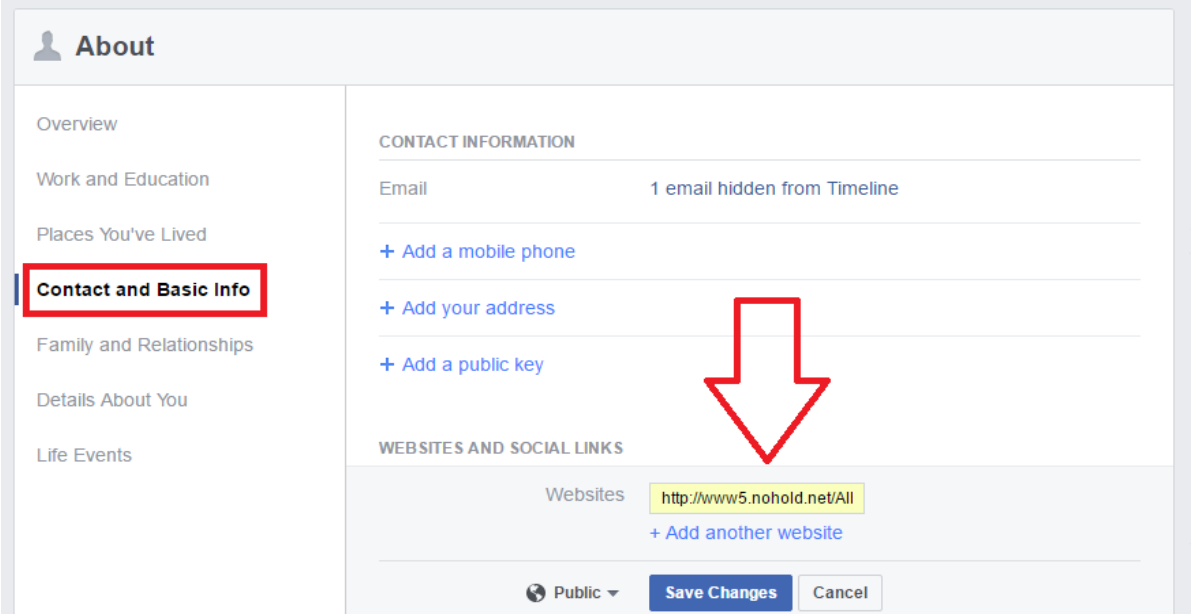
Personal Facebook Profile

1. Login to your SICURA™ QuickStart account, and copy the URL located under the **Launch Albert** button.

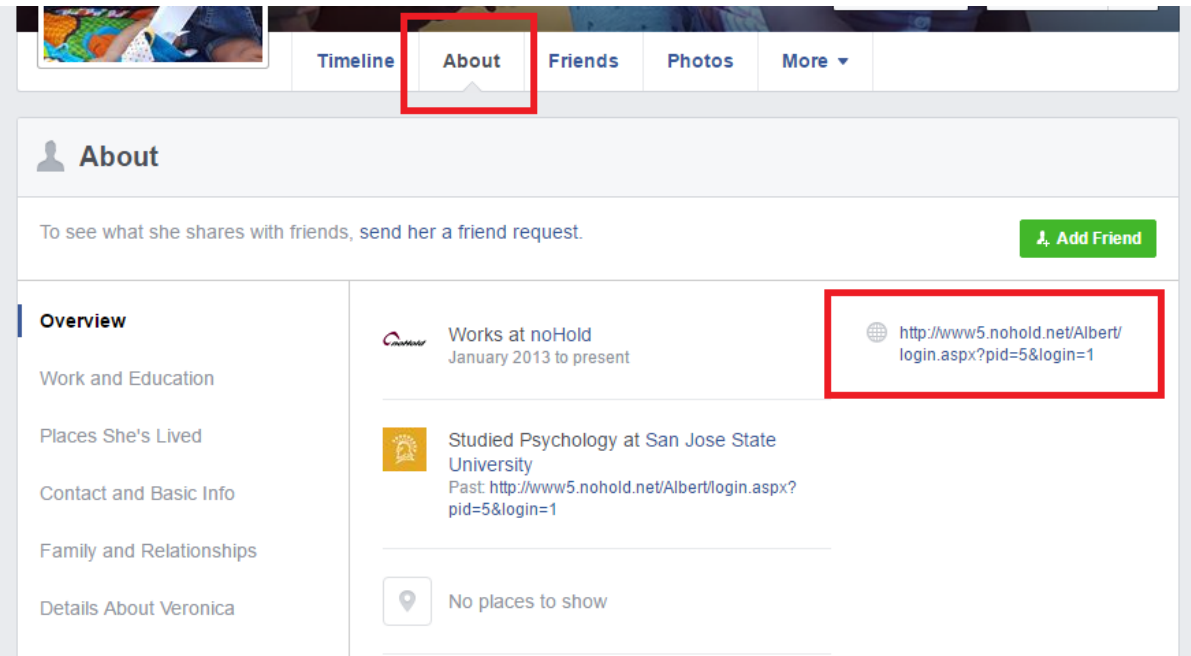


2. Login to your personal Facebook account, and click **Edit Profile** located in the left tool bar.

3. Next, click on **Contact and Basic Info**. Paste the link to Albert in the website field and click **save changes**. **Note: Don't worry about picking and choosing between links, you can add multiple websites.*

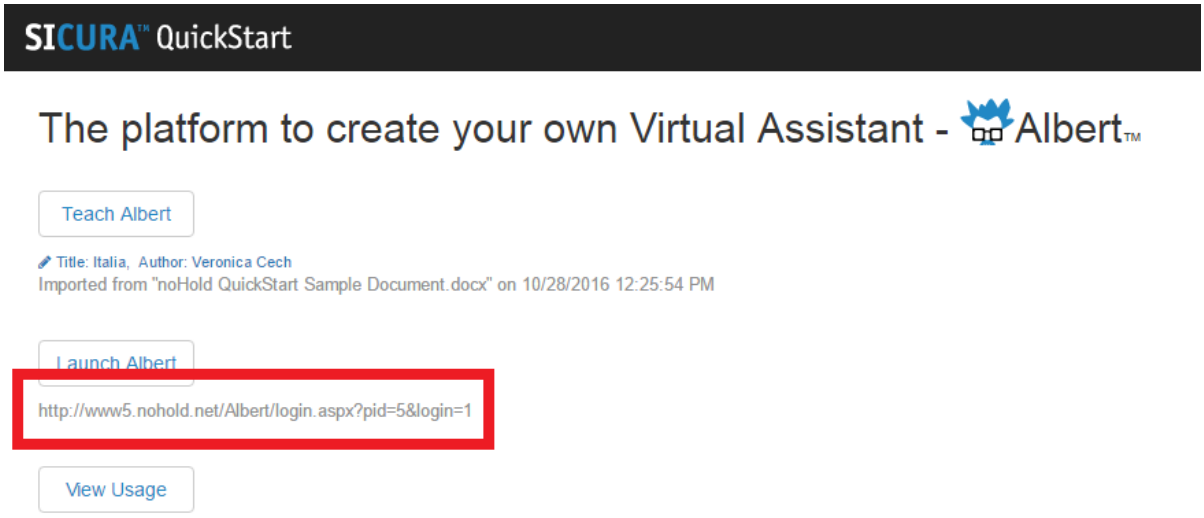


4. Direct people to find your Virtual Assistant (Albert) under **About** on your personal profile.



Business or Fan Pages

1. Copy URL from SICURA QuickStart



2. Login to the page you would like to share your Virtual Assistant with. **Note: This does not work on personal FB profiles.*

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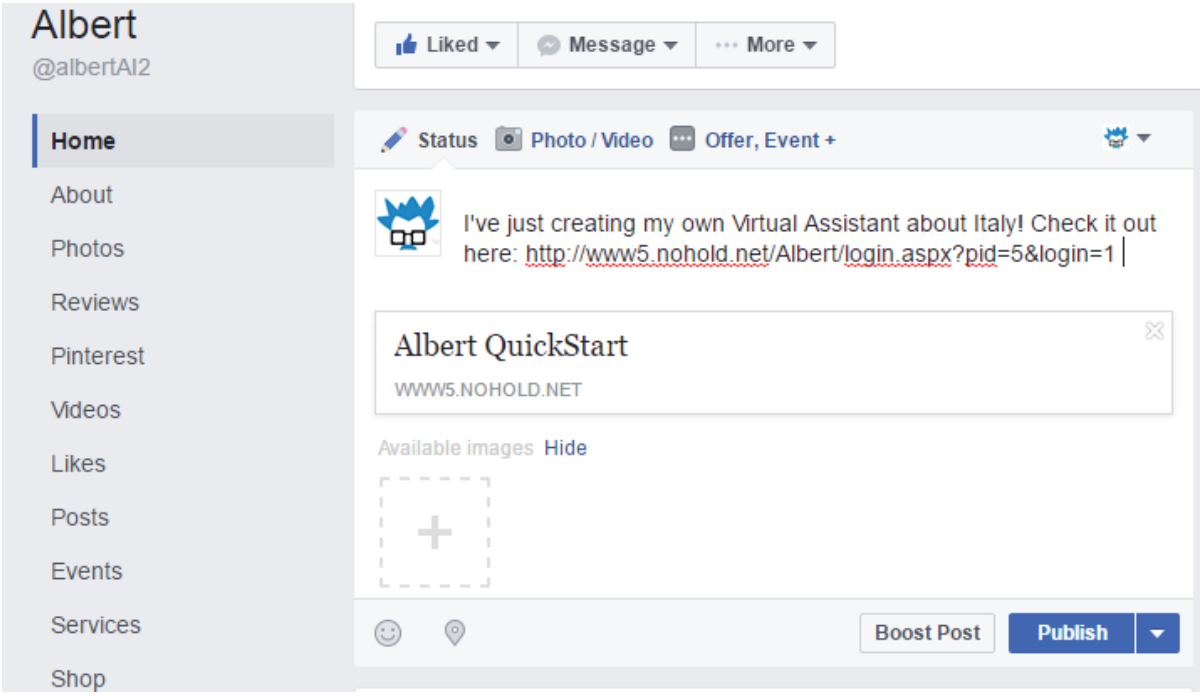
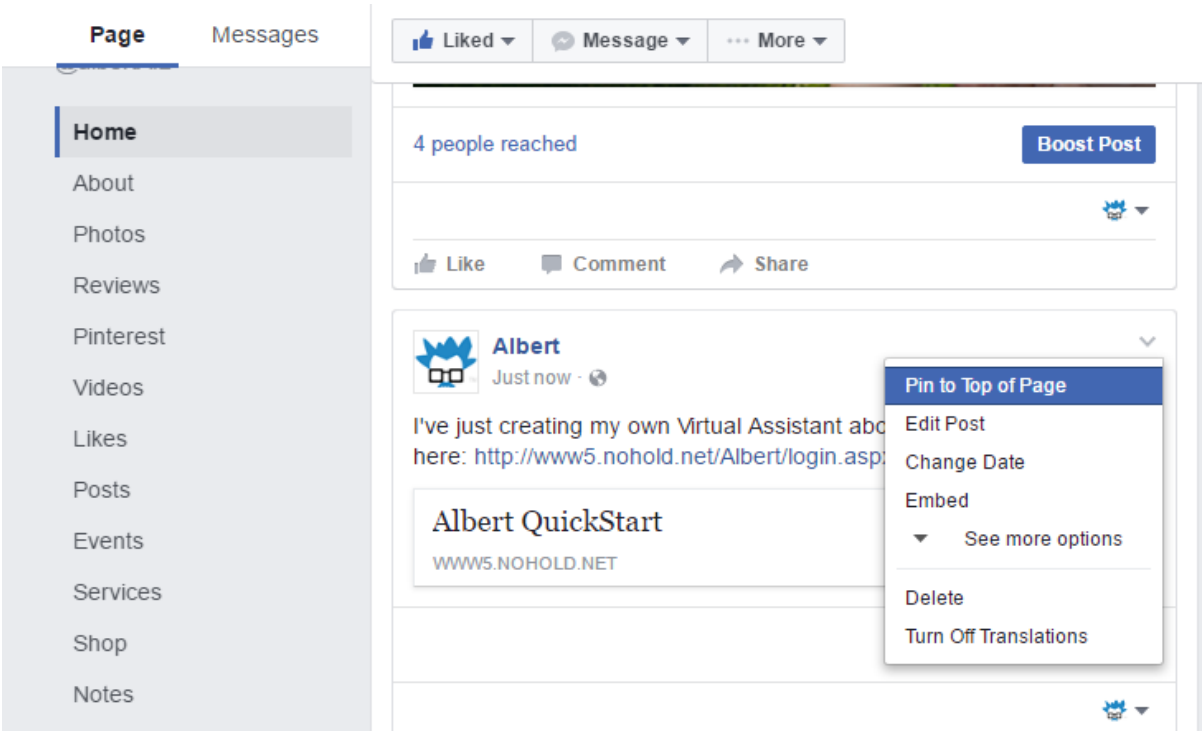
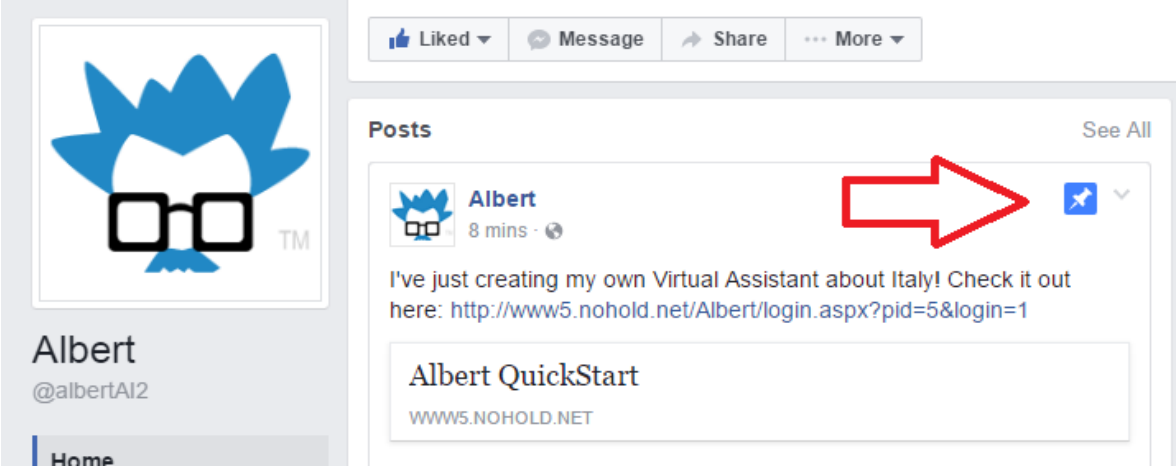
3. Within the Sharing text box, paste the URL to your Albert and publish.



4. After publishing, go back to the post on your timeline and click on the **v** in the right corner of the post. Select **Pin to Top of Page.**



5. A thumbtack in the upper right corner will confirm your post was successfully pinned to the top of your page.

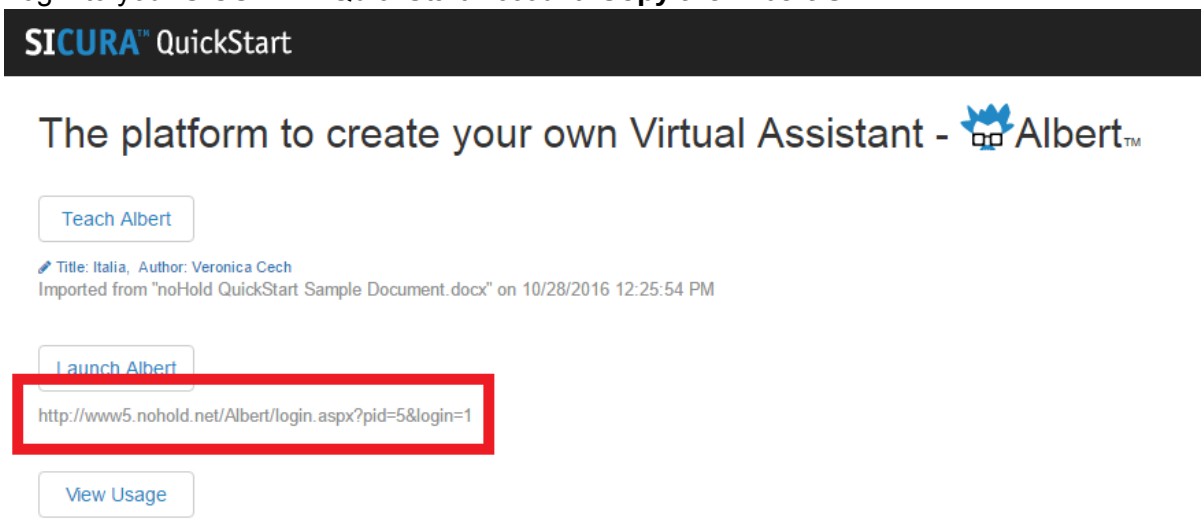


Add Albert to Instagram

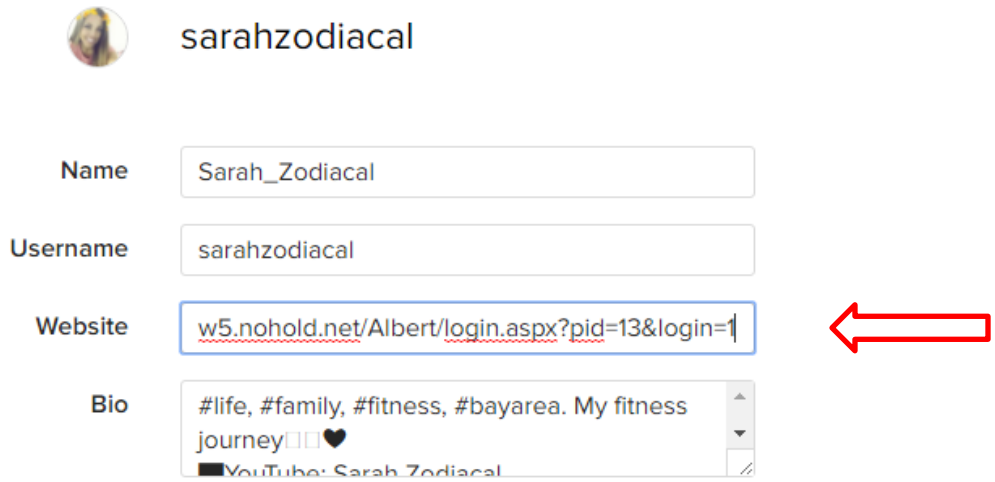
1. Login to your Instagram account

2. Click **Edit Profile**

3. Login to your SICURA™ QuickStart Account. **Copy the Albert URL**.



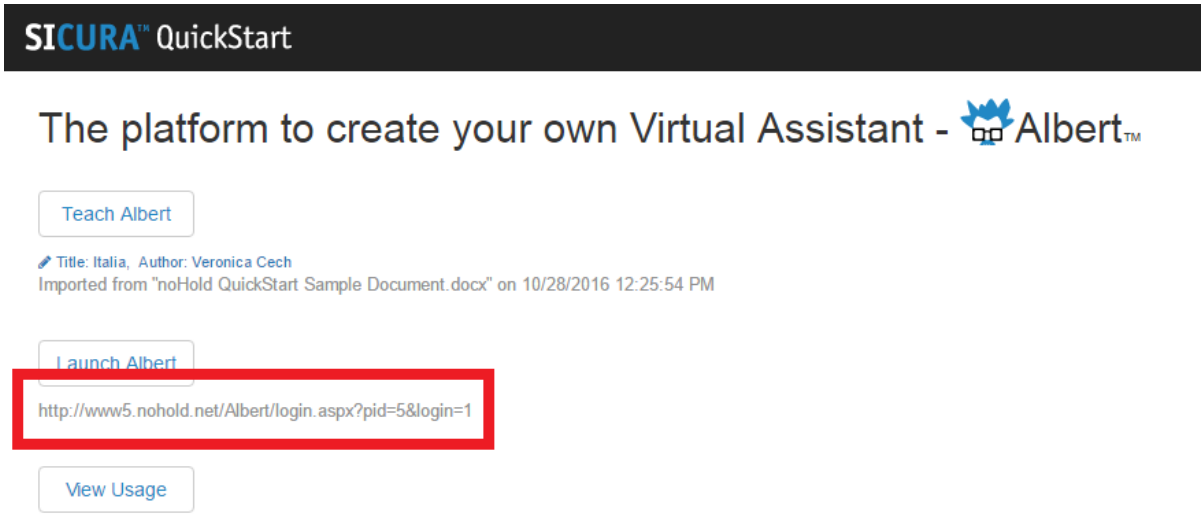
4. Return to your Instagram **Edit Profile** page, and paste the Albert URL into the **Website** edit field. **Click the submit button** to save your changes.



5. Click on the **Profile Icon** → to view your profile, and your albert link should be the clickable link in your bio section.

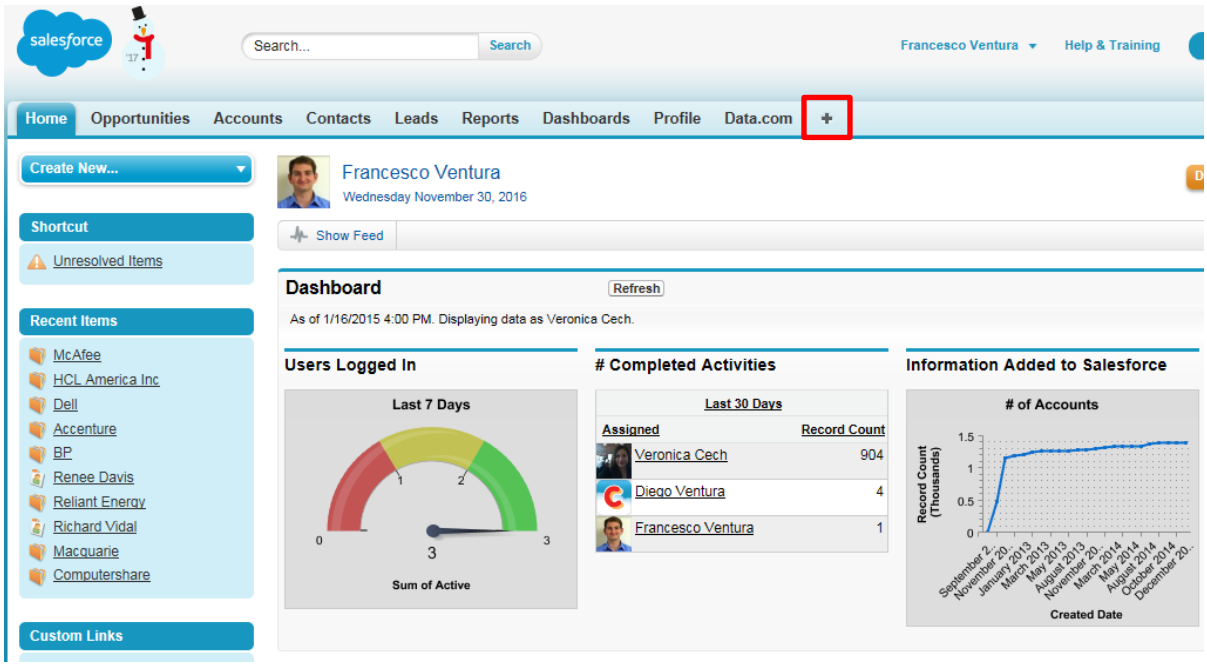
Adding Albert to Salesforce

1. Copy URL from SICURA QuickStart

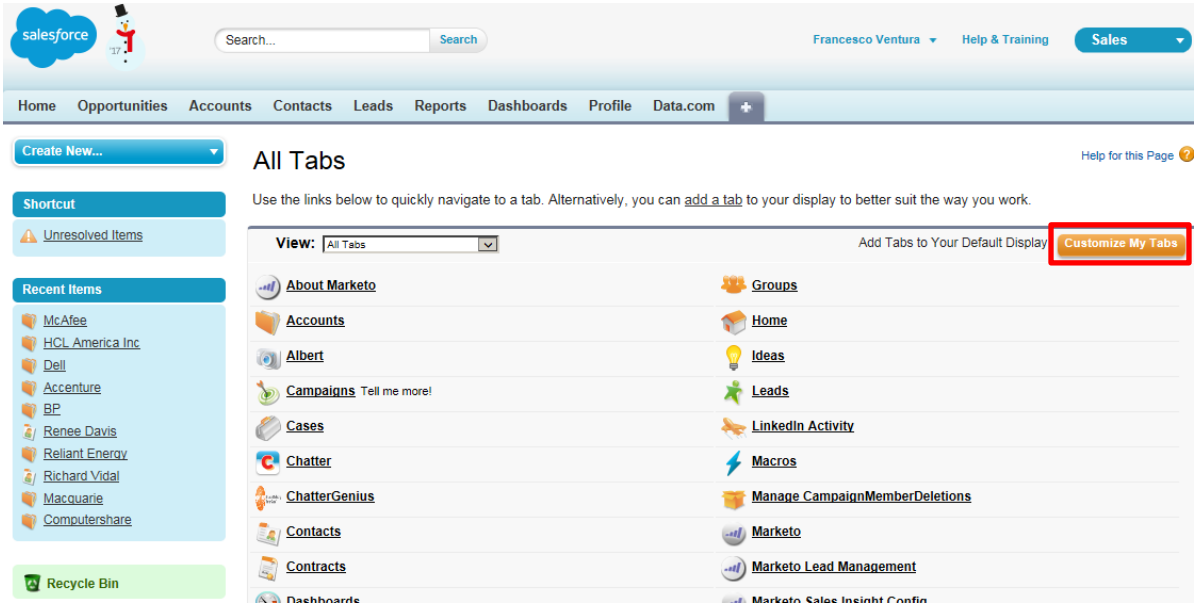


2. Sign into Salesforce

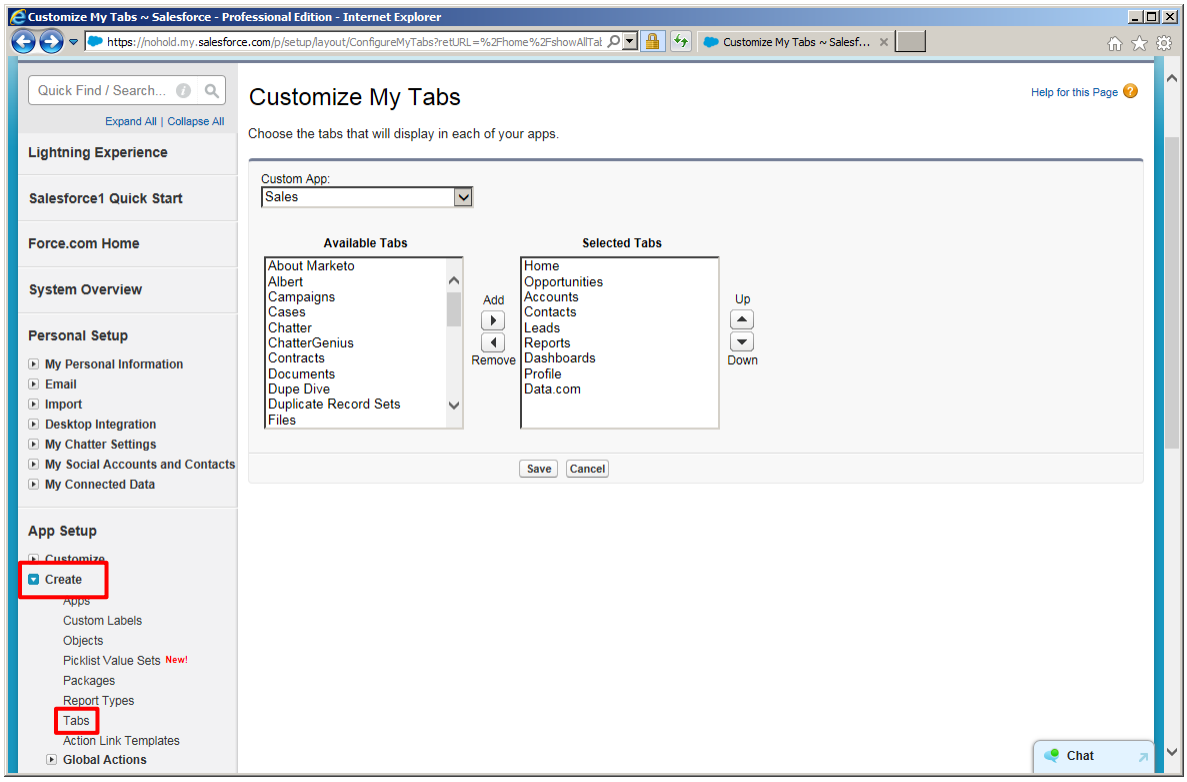
3. Click **+** sign to open **All Tabs** page



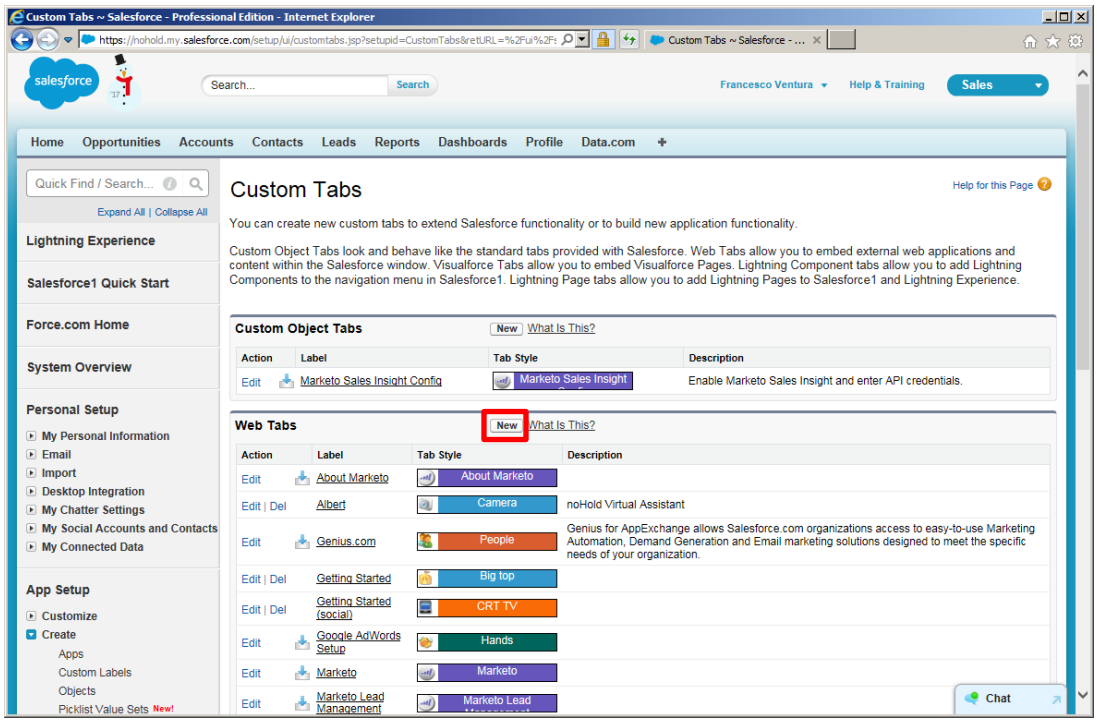
4. Click **Customize My Tabs**



5. Expand **Create** and click **Tabs** in left menu

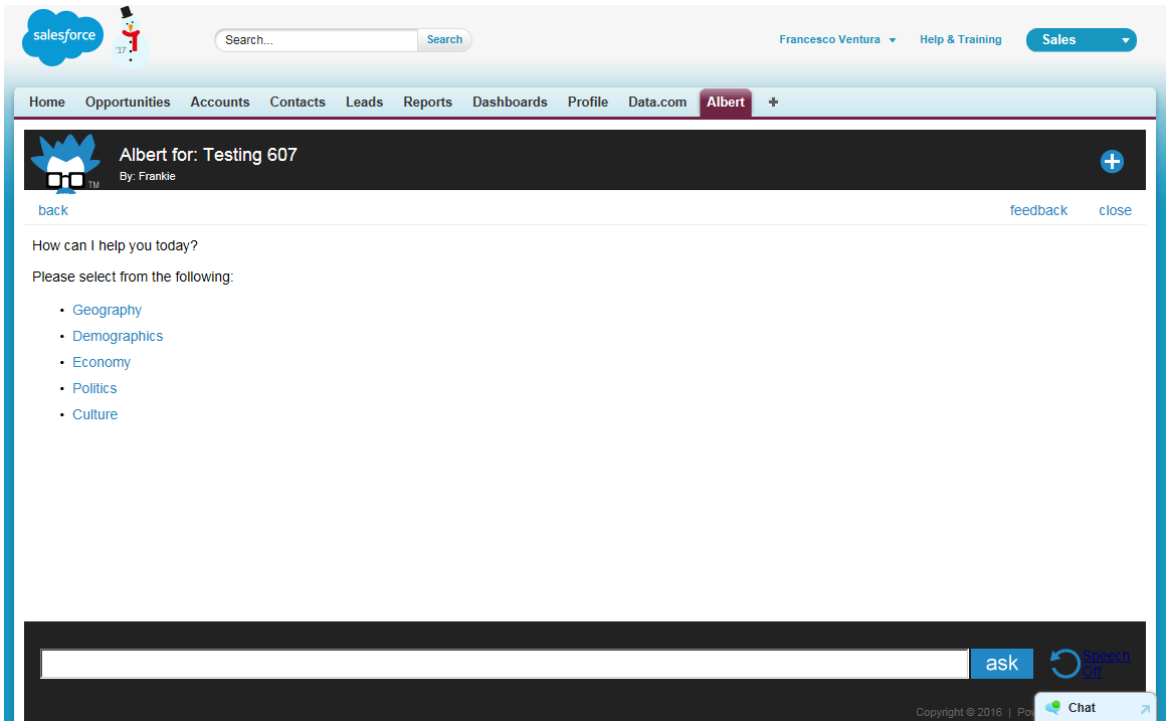


6. Under **Web Tabs** click **New**



7. Follow prompts
    a. Choose window size, we recommend **Full page width**
    b. Choose **URL** as **Tab Type**, enter a **Tab Label and Name** and set **Content Frame Height** to 600
    c. Under **Button or Link URL** paste your Virtual Assistant link **Make sure to use https instead of just http*
    d. Enable visibility to **Default On**
    e. Use checkboxes to **Add to Custom Apps** and **Save**

8. Confirm your new tab works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Leads
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Dashboards
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