Ask My Buddy

Personal Alert ⊕ Network
www.askmybuddy.net

There are 2 parts to setting up Ask My Buddy.

- Enable and Link Accounts in the Cortana application.
- Registering, and Adding or Editing Contacts at the AskMyBuddy.net website.

If you need any help please send email to support@askmybuddy.net

This Guide will get you started using Ask My Buddy. Please note the differences for website menus when using a large screen / desktop style computer and the menu selection on a mobile or tablet device. To open the menu on a mobile device, click the three stacked lines in the upper left corner.

Register

Registration may also be completed within the device management application, but it may be easier to do so at our website, www.AskMyBuddy.net.

1. In your internet browser, go to www.askmybuddy.net
2. Click on the Register menu item (if you are on a mobile device, tap on the 3 lines in the upper left corner).

3. Enter your information using your desired email and a new password,
4. Then **press Register button.**

Registration is complete.
You may now Log in to continue set up.

5. You should then be on the Login screen, but if not, click on the **Login menu** item (if you are on a mobile device, tap on the 3 lines in the upper left corner).
6. Enter the login information that you used when you registered (email and password) then **press Login button**.
7. Once logged in you will be at the Settings page.
8. Enter any additional information about yourself, press Save Changes, then continue to **Contacts**
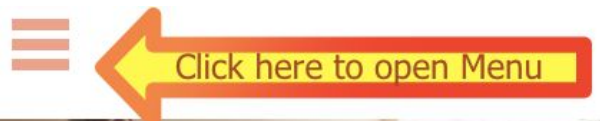
Add or Edit Contacts

1. In your internet browser, go to www.askmybuddy.net
2. Click on the **Login** menu item (if you are on a mobile device, tap on the 3 lines in the upper left corner).
3. Enter the login information that you used when you registered (email and password) then **press Login button**.
4. Once logged in you will be at the Settings page.
5. Select menu item **Contacts** from the menu at the top (mobile device, tap the 3 lines in the upper left corner) *See pictures above.*

6. Fill in each field for a contact then click the **Save Changes** button at the bottom. Always press Save Changes after each new contact is entered. If there are any errors you will see them in the blue title bar area.

For phone numbers, please do not enter dashes or parenthesis, only the numbers. If the telephone number is not a USA number, please look in the blue area for an example of how to format the telephone number. You may also read more in our Help topic Formatting International phone numbers for Contacts by clicking here.

To read more and access videos about adding Contacts, view our Help topic Contacts by clicking here.

Initiating and Linking in the Cortana application

1. Open the Cortana application on your tablet / phone
2. Initiate Ask My Buddy by saying one of the commands such as 'Ask My Buddy to alert yourContactFirstName'
3. Cortana will reply, 'First, sign in with Ask My Buddy'
4. Enter your Microsoft associated email address that you used to create your Ask My Buddy account with.
5. When prompted, enter your password.
6. Then when prompted, tap Agree to give your permission to share information.
7. Cortana will pass the command to Ask My Buddy, and the alert will be sent.
8. Now Cortana and Ask My Buddy are linked.

Remember, the easiest command to remember is 'Ask My Buddy to Send Help'
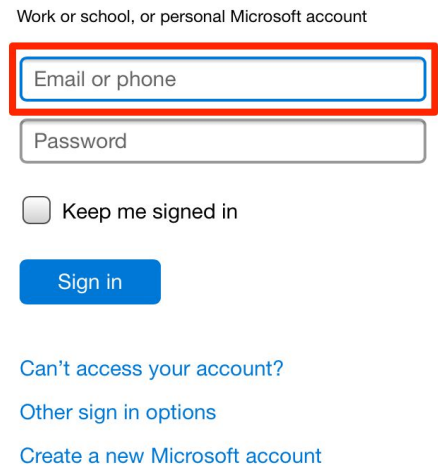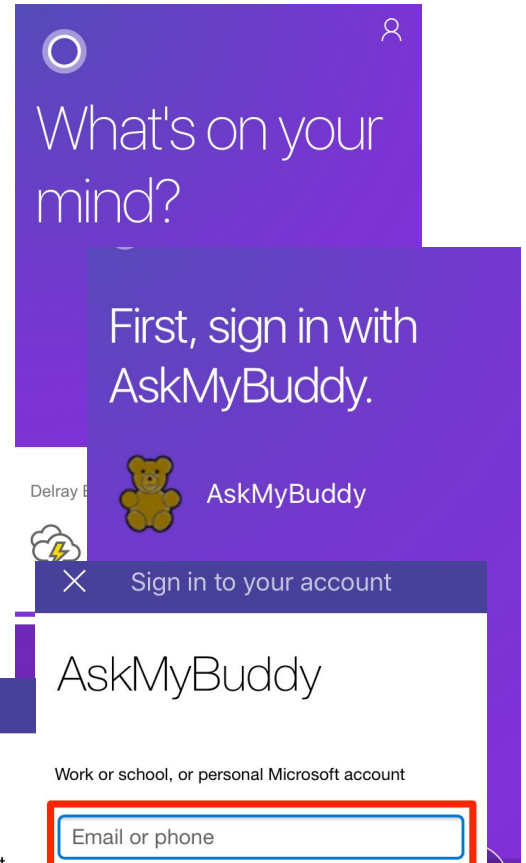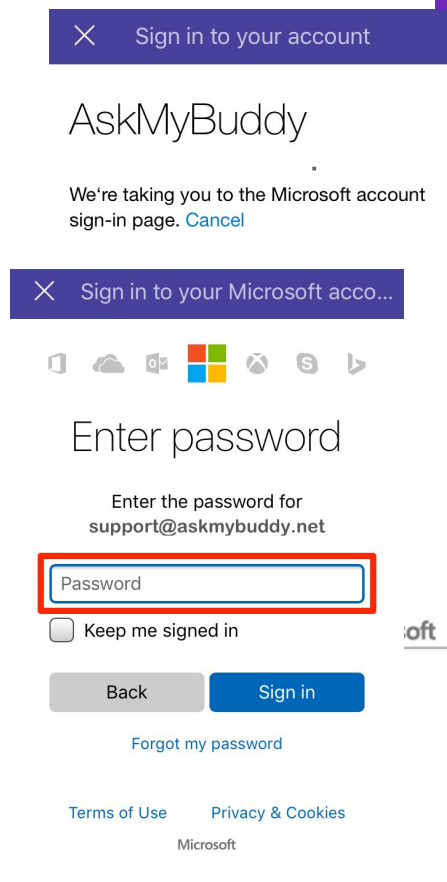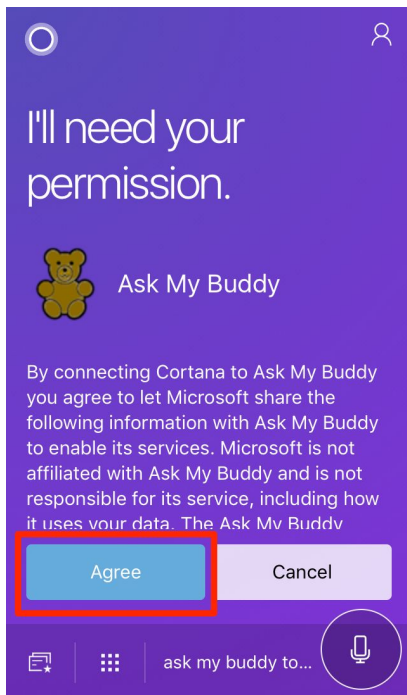
Once complete you are ready to use Ask My Buddy. Talk to your Cortana device and say, 'Hey Cortana, Ask My Buddy to Alert Bob' (instead of Bob use the first name of the contact you added). Ask My Buddy will alert that person and let you know that it was sent.

To alert all of your contacts at once say:

- Hey Cortana Ask My Buddy to Alert All
- Hey Cortana Ask My Buddy to Alert Everyone
- Hey Cortana Ask My Buddy to Alert Everybody
- Hey Cortana Ask My Buddy to Alert My Family
- Hey Cortana Ask My Buddy to Alert My Kids

- Hey Cortana Ask My Buddy to Send Help

To alert only one contact say: Hey Cortana Ask My Buddy to Alert {yourContactFirstName}

Note on Contact Names and Spelling

If Ask My Buddy is having difficulty with a specific contact name, the Cortana voice platform may not be hearing the name, or the name is heard differently than how it is entered in your Contacts list. For example, your contact may be Kristie, but the voice platform spells it Christy. We do try to accommodate similar sounding names, but there are always some that do not quite match up. Interactions with each voice platform may be reviewed in the Cortana application, My Activity page. You should see a 'card' that states what was heard, and what was passed to Ask My Buddy. Please say Hey Cortana, Ask My Buddy to alert xxxxx, then please look to see what word was heard and how it was spelled. Try asking Cortana how to spell the names of your contacts, so you can see the answer in the cards. Say, 'Hey Cortana, how do you spell xxxxx?' Then change the spelling in your contact list to be the same. That way, the voice service will always pass the correct name. Don't worry, your contacts will never see how you spelled their name.

Personalized Quick Reference
You may be interested to know about our new Personalized Quick Reference cards that can be printed out. The Quick Reference will have the login ID, a place to write a hint for the password, and it will add each Contact's name with the proper command to say.

To get a personalized copy, go to www.AskMyBuddy.net, then LOGIN to the account. Tap on menu item CONTACTS, then scroll to the bottom of the Contacts page. Tap on 'Personalized for Cortana. ** Please give it a minute or so while we customize it. We recommend hanging this somewhere that it may be seen frequently, such as a refrigerator, to help remember what to say when needed!

Ask My Buddy is a free service that leverages both the Alexa Voice Platform and the Cortana platform to connect a user to their Personal Alert Network using only their voice. Please ask your family, friends, a caregiver, or a neighbor to be part of your network, and make a plan with them for what it means if you send them an alert.

Ask My Buddy is not a substitute for 911/999/112, but rather an additional tool offering the security of knowing help is just a shout away. 'Hey Cortana, Ask My Buddy to Send Help'