## Video Visitation Scheduling

To schedule a video visitation with an inmate:

- Download the application for VendEngine by searching JailFunds by VendEngine or go to the website <u>www.jailfunds.com</u>
- Step one choose Mississippi
- Step two choose Harrison County
- Step three choose "schedule video visitation"
- From there, you will be prompted to either login to your account or to register
  - O In order to register and conduct video visitation you are required to have a valid state ID or driver's license
- Once you register, you will be prompted to click on the first letter of the inmate's last name and then you can select your date and time you'd like to have a visitation
- Please be sure to put in a valid email address so that you can receive the code you will need to have visitation
  - O On-site video visitation (suspended during the COVID-19 pandemic) you are not required to have a code for that visit
  - O Off-site video visitation you are required to have the code provided in order to connect with the inmate (please be sure to check your junk folder/spam folder in your email if you do not see it in your inbox)

## Text Messaging

To send an inmate a message through the system:

- Download the application for VendEngine by searching JailFunds by VendEngine or go to the website <u>www.jailfunds.com</u>
- Step one choose Mississippi
- Step two choose Harrison County
- Step three choose "send message"
- You will be prompted to put in a phone number or an email (this will choose which way the inmate responds to you and how you receive the response text or email)
- Type your message and hit "send message" and you will receive a message stating that the message was created successfully and that means the it was sent through the system
- If you'd like to attach an image you will select "add image"
- **Please note:** if you attach an image in a message, that message must be approved by jail staff before it is delivered to the inmate