ActivSMS for Outlook

Table of Contents

Getting Started……

ActivSMSs lets you send SMS text messages straight from your desktop and can read your address book from outlook 2013.

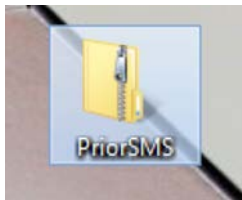The use of text messages in business is now an important method of communicating with customers and prospects.

Unlike email, the SMS or Text Message has immediacy and urgency that ensures your message gets instantly noticed by the right person

Businesses can send targeted Texts to tell customers of new services, product update information, renewal reminders, etc. Make sure you have 'opt-in' permission before you send your texts so that you comply with data protection standards.
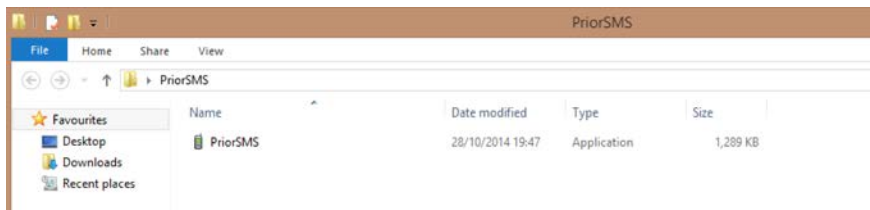
Text messaging can also alert staff members. For example informing a member of staff they need to call the office right away, or to let staff members the date of a company meeting.
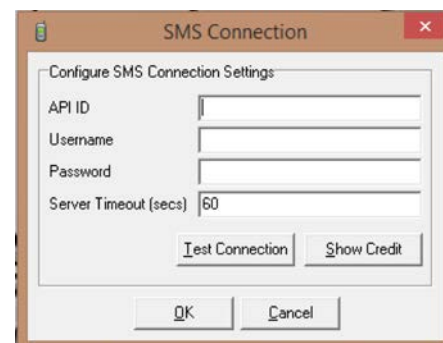
Installing the Text App

- Download the zip file

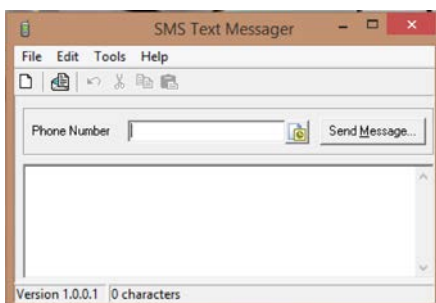- Extract to any location – e.g. your Desktop….

Configure the connection

- Double click to start up the App. Choose the **Tools** Menu…..

- Enter the settings supplied by your vendor on your 'Welcome' Email…..
- Click on Test Connection to check it's communicating with the text engine.
- Show Credit shows how many text credits are loaded.
- Please contact your vendor to purchase more texts.

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Configure the message options

To set the Number or Name you would like the message to appear to come from select the **Send from Number or Send from Name** option and type in the number or name.

Select **Check network coverage…** ActivSMS will check that there is adequate network coverage before attempting to send messages.
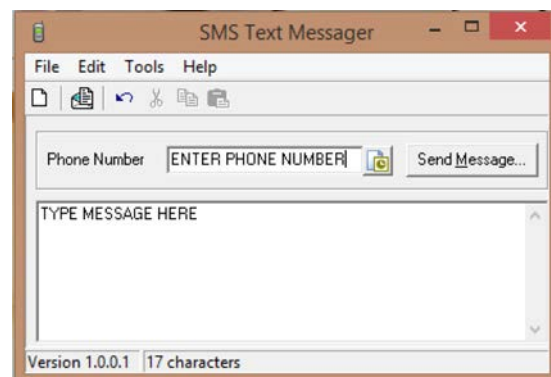
Maximum Message Concatenation allows you to specify the maximum number of messages to split the text into and send.

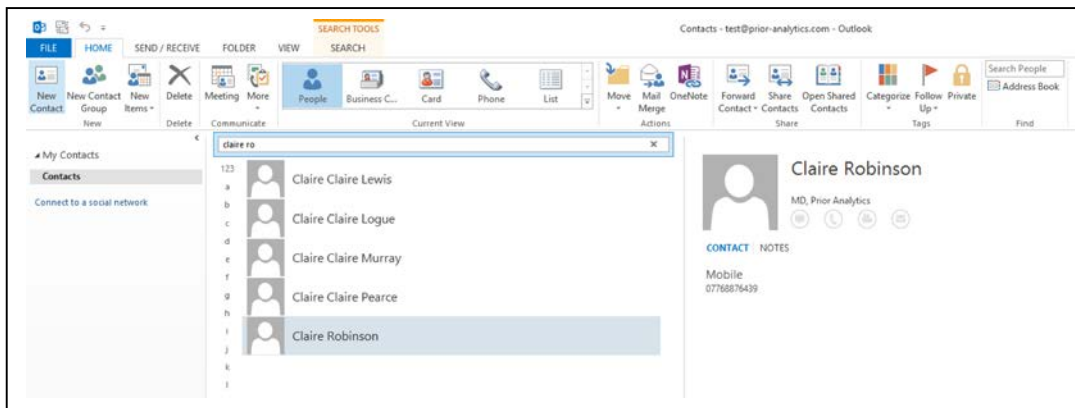Enter the Country Code in the **Default International Code.**

Screen basics

You can, simply, manually enter the phone number you'd like to send to and the message you'd like to send.

Click **Send Message** and it will go right away…..

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Sending using Outlook Address book

You can read in Contact's phone numbers from your Outlook address book and use their details to send SMS messages so you don't have to type them in….

Simply locate the contact in Outlook from the address book (as shown)… then click the button to read in the phone number from Outlook….