How To Send SMS

<u>Step 1:</u>

- A) Select your "Campaign ID" (Optional), sending message record will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record. User also can edit Campaign ID.
- B) Select your "**Sender ID**" (Optional), this Sender ID will auto display in front of the message. User also can edit "Sender ID".

| Schedule SMS Report SMS | S Delivery Report | | |
|---------------------------|-------------------|---|-----------------------|
| Step 1 | | | |
| Credit Balance | 161251 | | |
| Campaign | Select Campaign | • | Add / Edit Campaign 子 |
| Sender ID | (Blank) | | Add / Edit Sender ID |

<u>Step 2:</u>

- A) Click "Select Phone Book"



- B) Choose your desire "Phone book",
- C) User also can "Choose the hand phone number" from phone book

- D) Click "**Insert to SMS**", the **SELECTED** phone book OR Hand phone number will auto add to sending list.

| Pho | ne Book to Sending Li | st Chos D | | |
|-----|--------------------------|-------------|----------------------|------------------|
| | 3 | | | Search |
| | NAME | _ | | NO. OF MOBILE |
| | LOI FRIEND | <u> </u> | В | 3 |
| | <u>1PP</u> | ABC | 60123232766 | 3 |
| | | DEF | 60134356555 C | |
| | | XYY | 60145656999 | |

<u>Step 3:</u>

- A) Key in your sending Hand phone Number,
- B) Click "Add" the hand phone number will add to sending list

| Personalised 🧾 | Select Phone Book | | | |
|------------------|-----------------------|----|----------------|--|
| Handphone No. | M (1) 60123232766 ABC | ×. | | |
| | Total Mobile No. 1 | | | |
| Enter Mobile No. | MALAYSIA 60 T 60 | | Add Mobile No. | |

<u>Step 4:</u>

A) Key in your message in the message box, the message also can be keep in message template for future use

| Step 3 | | | |
|---------|---|---------------|--|
| Message | testing message } A | [SMS Samples] | |
| | English / Malay Chinese Language Save As Template | SMS Template | |
| | Each [ENTER] counted as 2 characters 138 character(s) left 1 SMS(s) | _ | |

<u>Step 5</u>

Once complete key in message, click "Preview"

- A) Users can double check to confirm the message content and total SMS sending. Once confirm, click **"Send"** or
- B) User also can "Schedule the message in advance".
- C) If user want to change the message content, please click "Back"

| Current Credit Balance | : | 161249 | | |
|--------------------------------|----|-----------|-------------|-------------|
| Total SMS | 27 | 1 | | |
| Total Credit | | 1 | | |
| Balance | | 161248 | | |
| | | Send Nov. | Schedule It | Back |
| | | } [| ך B | }L Ľ |
| To: | | | | |
| 60123232766, | | | | |
| Message (for Malaysia Mobile): | | | | |
| RM0.00 testing message 101 | | | | |