

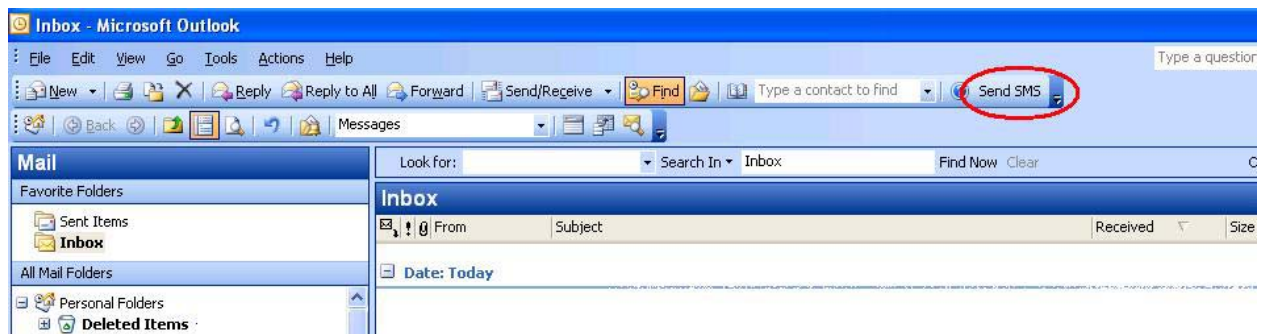
# Outlook SMS Configuration

## Background

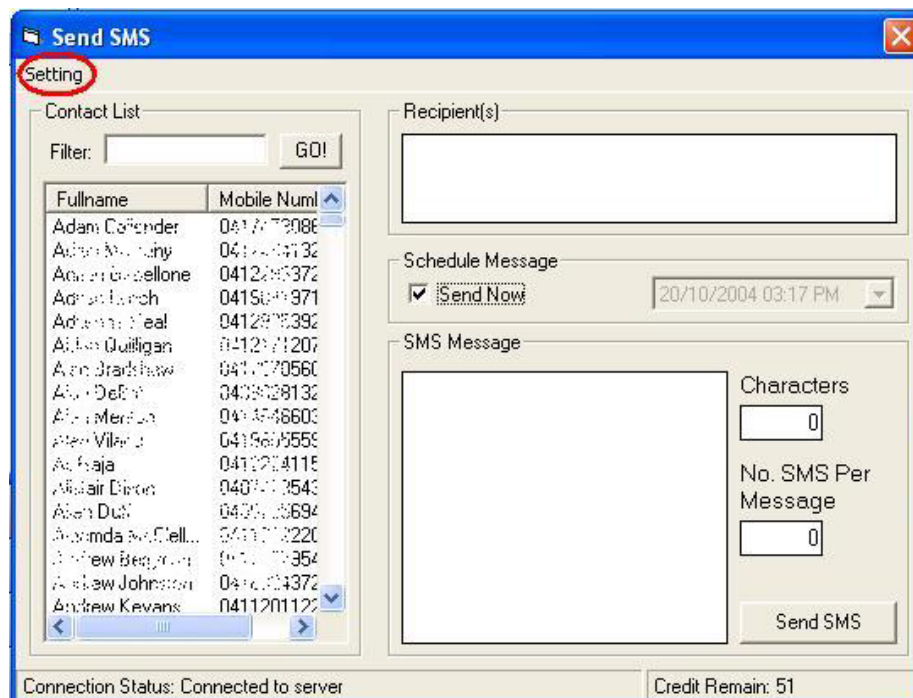
This document is intended for Simtex clients wishing to install the MS Outlook plug-in in order to send SMS using Outlook mobile phone numbers. It is assumed that the plug-in has already been installed as this document covers configuration and use only.

## Configuration

1. Click the Send SMS icon to start the application as per the diagram below:



2. The following box will appear – Click the “settings” button as per the image.





3. The following box will appear (without any text)

A screenshot of the 'Account Setup' dialog box. It has a blue title bar with the text 'Account Setup' and standard window controls. The dialog contains four text input fields: 'Company Name' with 'simtex', 'User ID' with '90282679', 'Password' with 'xxxx', and 'Mobile Number' with '0417989686'. At the bottom are 'Save' and 'Cancel' buttons.

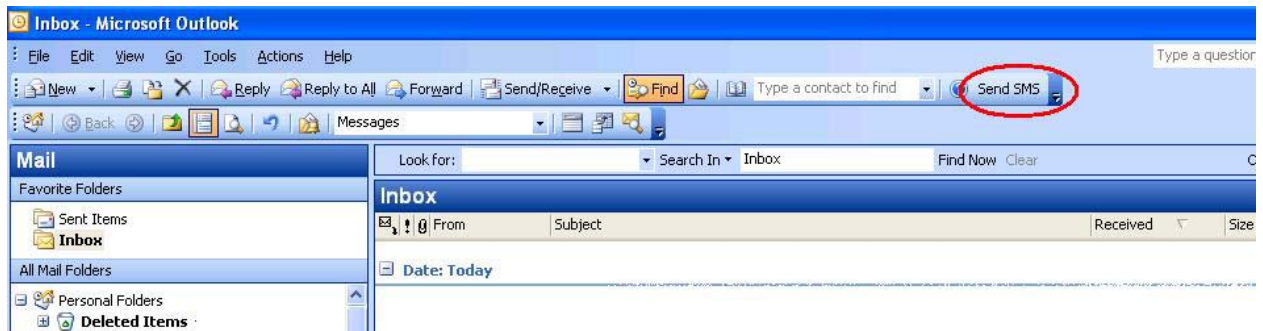
4. Enter the following settings:

Company Name	simtex
User ID	Your Simtex account number
Password	Your Simtex PIN
Mobile Number	Your mobile number

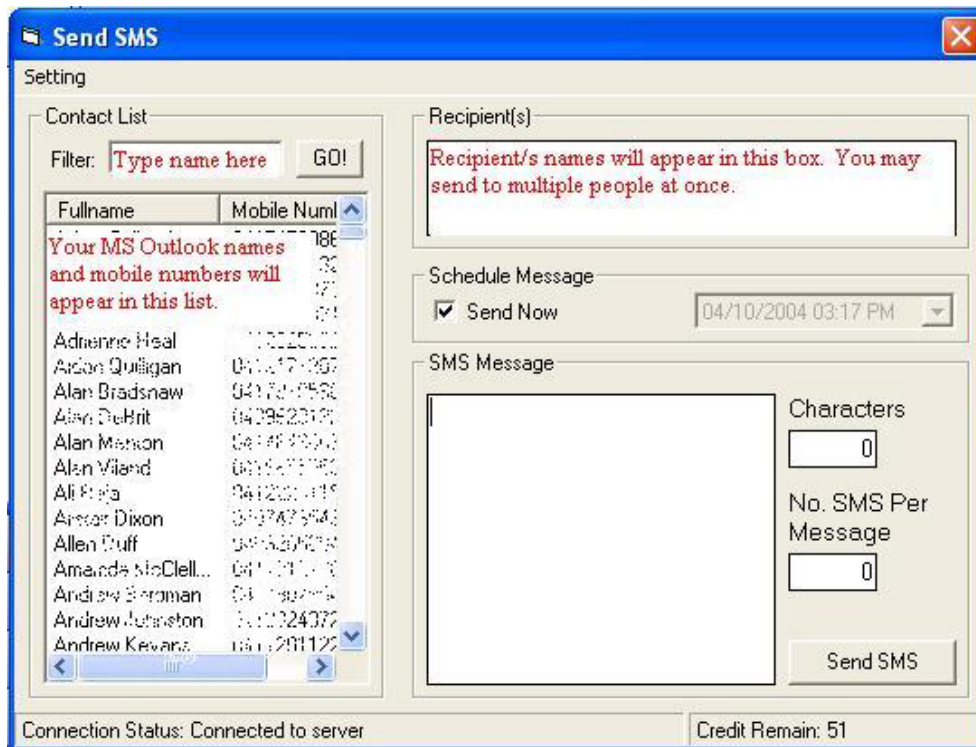
Now click “Save”. You are ready to use the application.

### Instructions for use

1. Click the Send SMS icon to start the application as per the diagram below:



2. The following box will appear



From this screen you are able to

- (i) Type the name of one or more persons into the filter. By pressing “go” the name will appear in the recipient list.
- (ii) Type the SMS message you wish to send. If you go above 160 characters, the SMS will be split in multiple parts for sending to the recipients.
- (iii) You may choose to schedule the SMS messages to be sent at some time in the future by un-checking the “Send Now” button.

The number of SMS credits you have remaining is shown in the bottom right hand corner of the application.