



sms2email.com

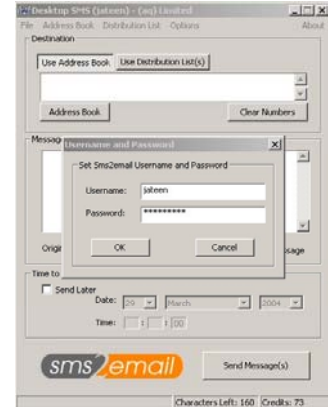
Using Desktop SMS 1.2.2

Desktop SMS 1.2.2 can be run via
 'Start -> Programs -> (aq) -> Desktop SMS'

User Details

The first time the program is run, it will ask you for your user details. After this it will remember them.

If you need to change the details after this, then choose the 'Set Username and Password' from 'Options' on the toolbar.



Entering Username and password

Please Note

Because this application remembers your username and password, it should not be installed on publicly accessible or shared computers, as this may allow other users to send messages from your account.

Sending a Message

Enter the phone numbers (in international form, i.e. 447766404142) you want to send the message to in the relevant box, separated by commas.

Enter the message you want to send, and the Originator (see Misc.)
 The originator field should either be:

- 11 alphanumeric characters (avoid dashes, symbols, etc)
- 16 numeric characters

(to imitate your mobile - use the country code + number without leading zero)

There are two other options: 'Use Address Book' and 'Use Destination List (s)'.

Once one of the buttons is clicked, the list is populated with the contacts and distribution lists in the database. To find out how to add, edit or delete contacts or distribution lists, see '**Managing the Address Book**' and '**Managing Distribution Lists**'.

Overview

- ➔ After installation, run Desktop SMS
- ➔ Set username and password
- ➔ Enter destination phone numbers (in international format), message and originator
- ➔ Enter message, choose sending options (flash message, delayed sending, etc) and send!

If you need more help log into our online support system at www.aqcorporate.com

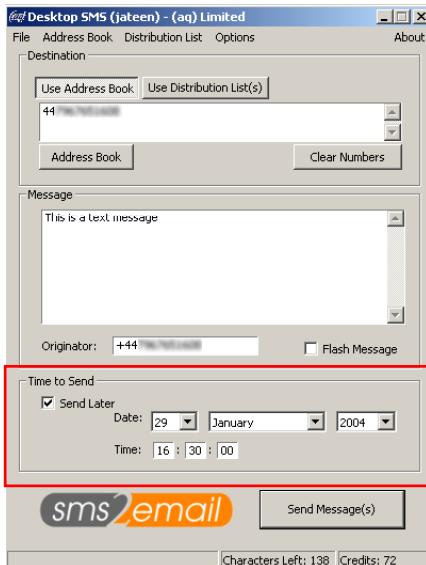
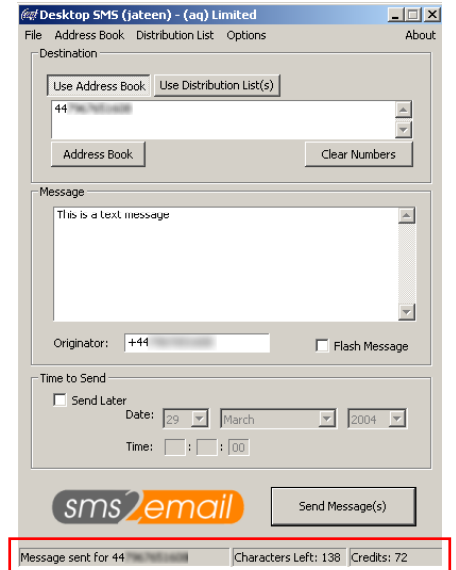
When the 'Send Message' button is pressed, the program will pause while the message is being sent to our server.

When the message has sent, confirmation will appear in the bottom left of the screen. The number of credits remaining will be updated.

Message Sending Options

It is possible to set the message to deliver at a later date/time. This option can be found at the bottom of the messaging screen:

Once the 'Send Later' option is checked, further options become available, and the date and time of delivery can be selected.



The 'Flash Message' option sends the SMS message in a slightly different format. The message, when received on the phone, will immediately appear on the screen, rather than telling the user to check their SMS mailbox.

On some phones, these Flash messages cannot be saved. Hence, these may be useful for sending reminders, etc.

Managing Distribution Lists

If you commonly send out messages to a group of numbers, this option may be useful.

Prepare your Distribution List

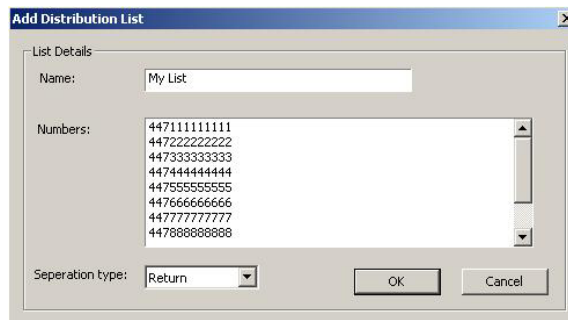
If you have a large number of mobile numbers already collected – for example - in a spreadsheet or database, then you can import them into your

sms2email customer account.

See the [Bulk SMS FAQ](#) for details on how to do this.

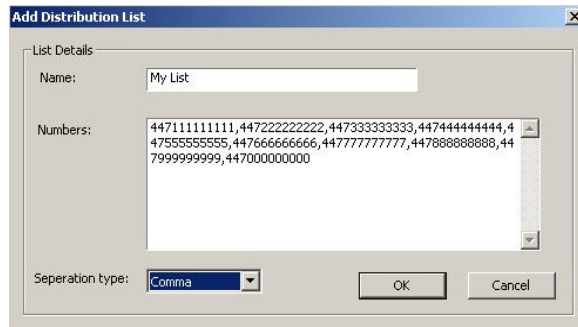
Preparing the Distribution List in Desktop SMS

To create a new list in Desktop SMS, go to **Distribution list** → **Add List**.



Adding a return separated distribution list in Desktop SMS

In the first field enter a short descriptive name for your list. In the second field (labelled Numbers) enter a list of all the mobile numbers. There needs to be either a comma (,) or a return after each number. This is so Desktop SMS knows where one number ends and the next number begins. Finally, the third field tells Desktop SMS which number separation method you have actually used – either a comma or a return.

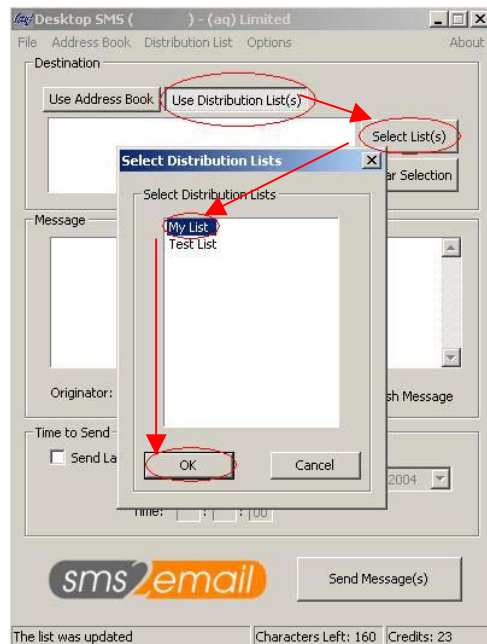


Adding a comma separated distribution list in Desktop SMS

Check the details of the list are correct and click **OK**.

Sending a Message to your Distribution List

When you have set up you distribution list, choose the list you want to use by clicking on **Use Distribution List(s)**, **Select List**, and choosing your list from the pop-up box. To choose more than 1 list hold down the control (Ctrl) key while you select.



Choosing a distribution list to send a message to

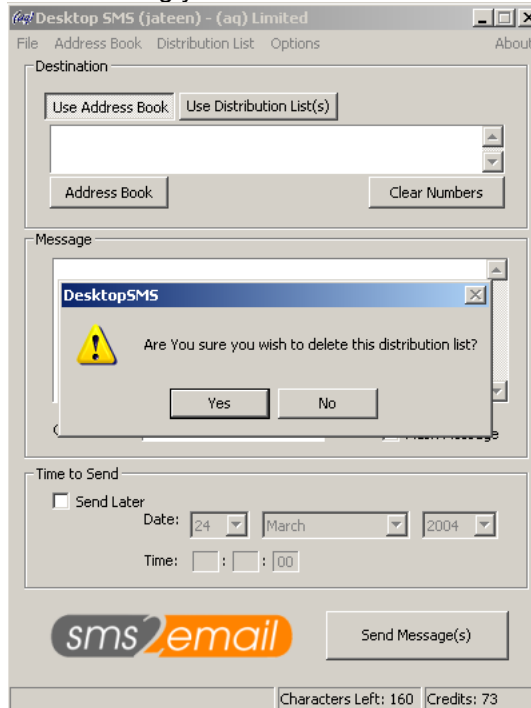
You then type in your message and click 'Send Message'. This sends the same message to every phone number in the distribution lists that you selected.

Editing a Distribution List

Click the 'Distribution List' menu option and select 'Edit List'. In the popup that appears, select the list you wish to edit and click OK. To change details Please see the section entitled '**Preparing the Distribution List in Desktop SMS**'

Deleting a Distribution List

Click the 'Distribution List' menu option and select 'Delete List'. In the popup that appears, select the list you wish to delete and click OK. A popup appears confirming your wish to delete the list.



Are you sure you wish to delete this list?

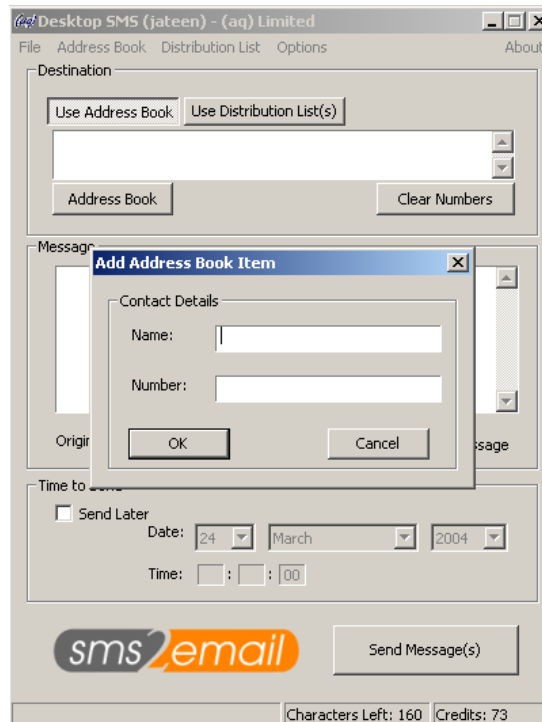
Click 'Yes' to remove the Distribution List. **NOTE: If you delete a list, you will NOT be able to retrieve it.**

Managing the Address Book

This service provides a quick and easy way of messaging your personal contact. You can Add, Edit and Delete as many contacts as you have.

Adding a Contact

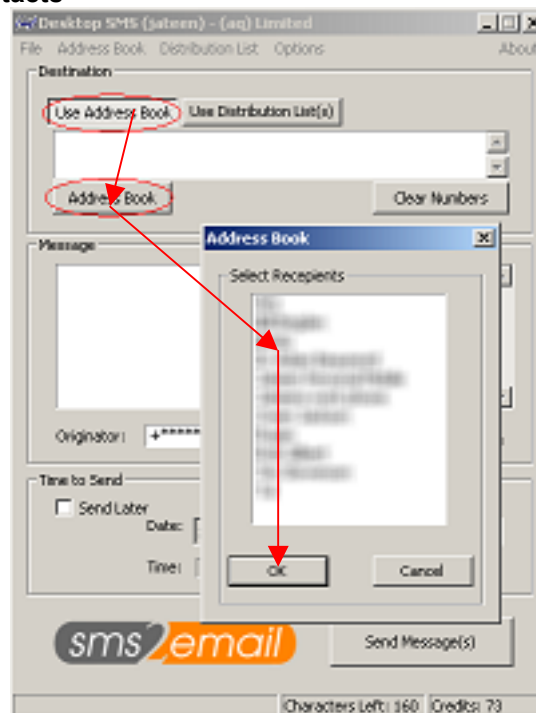
To add a contact, go to the 'Address Book' menu and click 'Add Contact'. A popup box should appear as shown in the next image



Add a new contact

Enter the name of the contact and their mobile phone number and click OK. **NOTE: The phone number must be in international format. For example, all UK mobile number should have the leading 0 replaced by 44. So 07123456789 would become 447123456789**

Sending a Message to your Contacts



To send a message to a contact, click the 'Use Address Book' Button on the main window. Then click 'Address Book'. In the new popup window that appears select all the contacts you wish to message (hold down Ctrl while you are clicking to select more than 1 person) and then click OK.



You then type a message in and click Send Message.

Editing an existing Contact

To edit a contact go to the 'Address Book' menu option and click 'Edit Contact'. From the popup window that appears, select the contact you wish to edit and select OK. For more information on changing the details of the contact see the section titled '**Adding a Contact**'.

Deleting an existing Contact

To delete a contact go to the 'Address Book' menu option and click 'Delete Contact'. From the popup window that appears, select the contact you wish to delete and select OK. You will now be asked to confirm whether you wish to delete this contact. Click 'Yes' to delete. **NOTE: If you delete a contact, you will NOT be able to retrieve it.**

Corporate use of Desktop SMS

If the internet connection your computer uses goes through a corporate proxy then you need to make a slight modification to the way Desktop SMS connects. Click the 'options' menu and select 'Proxy Options'



The proxy options popup box

You will need to retrieve 2 pieces of information from your network administrator. There are the address and the port of the proxy server. Once you have these, click 'Use HTTP Proxy'. The two text boxes should have changed colour (from grey to white). This means you can now enter the details given to you by your network administrator. Ensure the details are correct and Click OK.

Please Note

Because this application remembers your username and password, it should not be installed on publicly accessible or shared computers, as this may allow other users to send messages from your account.

Contact Us

<http://www.sms2email.com>
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