



sms2email.com

running a bulk SMS campaign with sms2email

sms2email.com makes it easy for you to send out large numbers of SMS messages to mobile numbers, and our *free* delivery reports allow you to track your messages through the UK network.

There are four levels of service available to you for sending messages.

- **Economy** - messaging to certain non inter-networked destinations. Networks requiring payment of internetworking fees cannot be sent to, including UK networks. Delays can be considerable, but this can be a cost-effective product to use for certain situations. If you requiring high reliability, we would not recommend this service as it is routed by low cost networks based overseas.
- **Standard Global** tariff allows fast, reliable messaging to non inter-networked networks. Networks requiring payment of internetworking fees cannot be sent to, including UK networks (such as but not limited to vodafone, t-mobile and virgin). This product is the sensible minimum for reliable messaging to non inter-networked networks. If you are looking to message to UK networks, please choose our UK premium service.
- **UK Premium** routing includes an “inter-networking” fee and puts messages directly into the UK network. Whilst messages on this option are more expensive, they are more reliable and quicker than the standard route. You cannot message outside of the UK with this tariff, so if you need to message to all UK networks and some global networks, please choose our Global Premium service.
- **Global Premium** provides fast, reliable messaging to almost all global destinations. This is a fully inter-networked service, with a single price for all destinations. Choose this option if you want to perform global messaging to many different networks.

Overview

- ➔ Sign up for an account at **sms2email.com** – minimum purchase 50 messages at £6.00 +VAT. You will need to enter a valid UK mobile phone number and your email address.
- ➔ Prepare the numbers for your distribution list in a textfile, one on each line with no spaces.
- ➔ Log into your account using the password (sent to your mobile for new accounts).
- ➔ Import the textfile you saved into your sms2email account and give it an appropriate name.

Your distribution list is now ready to use – type in your message and send it to the list – you only have to send once to generate a message to all the numbers on your list!

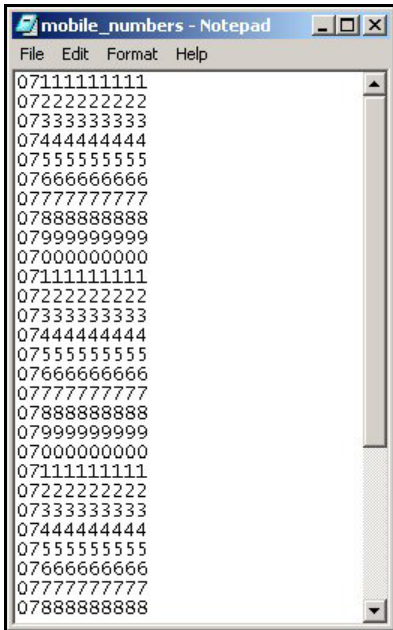
If you need more help log into our online support system at www.aqcorporate.com

A list of all currently available destinations can be found at: <http://www.sms2email.com/site/status.php#>

Once you have decided which route you want to use, and have sufficient credits on your account to run your campaign you can continue.

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.



mobile numbers in notepad ready for importing into sms2email account

Export your mobile numbers to a text file so that there is one number on each line, with no spaces.

The image on the left shows an example file in “Notepad” with mobile numbers listed one per line with no spaces.

Log into your sms2email account

Once your text file is ready, log into your sms2email account so you can import the text file to create a distribution list.

On the green menu click “setup >> manage distribution lists” and then click **add file**.

Please upload a file with one mobile number per line. The numbers should have no spaces in, and should be in the form 447740123456 (although our system will change numbers like 07740 to international format. An example is shown below:

```
447740123456
441234567854
231231231231
```

name of list:

file name:

uploading your distribution list to your sms2email account

There are two fields to complete when uploading your distribution list. Enter the name you want to call your list in the **name of list** field. Then either enter the location of the text file containing your list, or click **Browse** to find it on your computer. Once the correct information is entered, click **Validate**.

You will then be asked to confirm the list after the sms2email system has uploaded and scanned the file you specified.

Confirmation Screen - mobile_numbers.txt

Below is a list of your numbers (as interpreted by our system). Please check the list through then click the Process button to store the list.

1. 447111111111
2. 447222222222
3. 447333333333
4. 447444444444
5. 447555555555
6. 447666666666
7. 447777777777
8. 447888888888
9. 447999999999
10. 447000000000

confirmation when uploading a distribution list from a textfile

Check the details of the list are correct and click **Process List**. If there are errors, then you need to edit your textfile and begin the process again. When your list is added you will be taken back to the distribution list management screen.

Sending a Message to your Distribution List

To send a message to all of the numbers on your distribution list, click “send >> sms >> sms distribution list” on the green menu in your customer account. Select the list you want to send messages to, type in your message and click **Send Messages**. The message you entered will be sent to every number on the distribution list, at a cost of one message credit per number.

Checking the Status of your Outgoing Messages

To check the status of your outgoing messages, click “history >> outgoing messages” on the green menu in your customer account. Details of the last twenty messages sent from your account will be displayed along with their status. You can view older messages by clicking on the links at the bottom of the page.

Outgoing Message log for **test account**

Time	Destination	Status	
2003-09-09 14:53:30	447	Delivered	view detail
2003-09-09 14:52:34	447	Delivered	view detail
2003-09-09 14:50:52	447	Delivered	view detail
2003-09-09 11:55:27	447	Sent	view detail
2003-09-08 13:10:42	447	Rejected	view detail
2003-09-02 17:20:35	447	Delivered	view detail
2003-09-02 14:38:37	447	Delivered	view detail
2003-09-02 12:12:04	447	Rejected	view detail
2003-09-01 15:42:04	447	Delivered	view detail
2003-09-01 14:49:22	447	Delivered	view detail
2003-08-19 13:26:55	447	Delivered	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail
2003-04-04 12:39:15	447	Sent	view detail

[Next 20 messages](#)

outgoing message log in sms2email account
(note – mobile numbers have been removed from this screenshot)

To find out more about the status of sent messages, please see the Frequently Asked Questions on the sms2email site:

<http://www.sms2email.com/site/faq.php>

The Frequently Asked Questions also include other information about the sms2email service which may be of use to you.

You can also view messages sent out to distribution lists by clicking “history >> outgoing distribution log” on the green menu in your sms2email account.

Sending Bulk Messages Using Desktop SMS

Another option to sending via the website is our “Desktop SMS” program. This is a program which, when installed on your computer, allows you to send messages simultaneously to up to 10,000 numbers. Registered users can download this program via our sms2email.com site, and following the “Fast Convenient Desktop SMS Messaging” link.

NOTE: .csv files cannot be directly uploaded to this program. Lists of numbers can be “cut-and-pasted” into a distribution list, but customers wishing to send personalised messages to each number should use the website (see section below, “Sending Personalised Bulk Messages”).



Sending Bulk Messages via Email

This option allows a distribution list to be set up which is linked to an email address. When an email is sent to this address, the contents of the email are converted to SMS and sent to every number on the distribution list (the contents of the email should be no longer than 160 characters, as this is the limit on SMS messages. If the email is longer than this, only the first 160 characters will be sent).

Each distribution list which is set up on this service (via the "email2sms >> distribution list" link on the sms2email.com website) is allocated a unique, encrypted key. This key acts as the receiving email address, ie.

<key>@dist.sms2email.com

(eg. ad033a0eb05cdad789edd8bd43b7e8@dist.sms2email.com)

The purpose of these random keys are to make the service much more secure.

Sending Personalised Bulk Messages

If sending one standard message to all of your customers is not satisfactory, it is possible to set up a system whereby each number on the distribution list receives a unique message. This is set up as a .csv file (which can be opened in Microsoft Excel and most other spreadsheet programs), and looks as follows:

Final Confirmation Screen - Test Table.csv

Below is a table showing the destination mobile numbers that were processed by our system. Your messages have *not* been sent out yet, however please check through the list and then click the process button at the bottom of the screen.

Destination Number	Message
447000000000	Here is the first message
447111111111	Here is the second
447222222222	Here is the third
447333333333	These can all be different

Once set up, the "Send >> SMS >> csv datafile" link is followed on the sms2email.com website, and the .csv file uploaded. Once confirmed, the system will then send the messages to the corresponding numbers.

Need More Help?

Log into our online support system using your sms2email account username and password. Go to <http://aqcorporate.com/support.php> where (aq) technicians will answer your queries as quickly as possible.

Contact Us

<http://www.sms2email.com>
sms2email@a-q.co.uk



sms2email.com
sms2email is a service provided by (aq)

