



sms2email.com

how to set up email to sms

sms2email.com account holders can use the sms2email gateway to send emails to mobile phones. For sending general messages, there are two ways to set up this feature:

- *Open Sending* allows you to register your email address and then convert emails from this address into text messages which are delivered to a phone specified in the "To" field of your email, in the format mobilenumber@text.sms2email.com.
- *Pre-defined Sending* allows you to register an alias and an associated mobile number. Emails sent to youralias@sms2email.com will be forwarded to the mobile number as a text message.

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.
- ➔ Log into your account using the password (sent to your mobile for new accounts).
- ➔ Register your email address for **open sending** or an alias@sms2email.com and associated mobile number for **predefined sending**.
- ➔ Test the service by sending an email to alias@sms2email.com (pre-defined) or number@text.sms2email.com for open sending.

Remember, every email2sms you send costs you one message credit!

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

If you want to send messages in bulk (to a distribution list), then this is also possible, and is covered in the next page of this guide.

The final section of this guide covers the issue of protecting the email to sms services you set up so as to avoid receiving 'spam' email to sms and wasting message credits.

Setting up Open Sending

You need to be logged into your customer account in order to set up email to sms. Click on "email2sms >> open sending" on the green menu in your customer account.

Add email address(es)

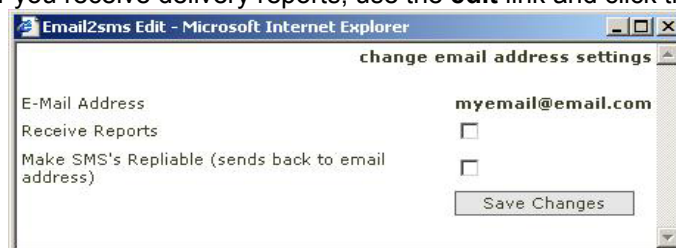
You can add email addresses using the **add** link. You can also specify whether or not you wish to receive email delivery reports for the messages sent via each email address.

When you write an email you wish to send to a mobile phone, enter the "To" email address as follows:

Example mobile number: 07123 456 789
email2sms address: 077123456789@text.sms2email.com

You must ensure there are no spaces in the email address you send to, and that the mobile number is correct. The sms2email gateway will take the first 160 characters (starting with the subject and then moving to the message body if space remains) of your email message and send it to the mobile number you entered in the address.

If you have chosen to receive delivery reports, these will be delivered to the email address you registered for open sending and sent the email2sms from. To edit whether you receive delivery reports, use the **edit** link and click the relevant box.



Delivery report and reply settings for a registered email address

Choosing to receive a delivery report, the relevant email account will receive one report after the message has been sent and one after the message has been received. There is also the option of making the recipient able to reply to your email address.

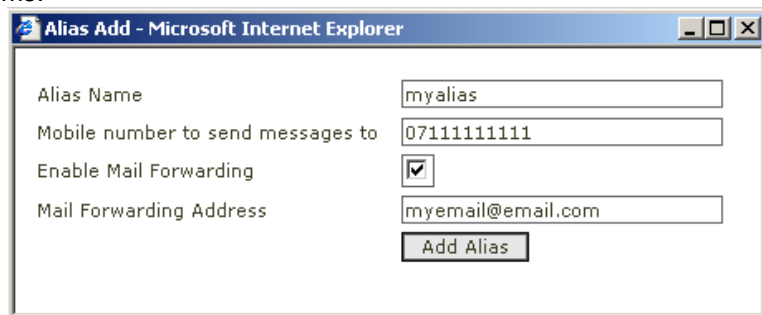
See also the section on “protecting your message credits” at the end of this document

Setting up Pre-defined Sending

You need to be logged into your customer account in order to set up email to sms. Click on “email2sms >> pre defined” on the green menu in your customer account.

Register Alias(es)

You can register alias(es) using the **add** link. The alias you choose must be unique on the system, so you may find that generic aliases have already been taken. For each alias you must also specify a mobile phone number for emails to be sent to via sms.



Field for creating pre-defined sending and email forwarding

Once you have set up your alias, you can test it by sending an email to youralias@sms2email.com. The first 160 characters of the email (beginning with characters in the subject and moving to the main message if space remains) will be sent as a text message to the mobile number specified for that alias.

Mail forwarding allows can allow emails to be sent onto your specified email account and a notification message will be sent to your mobile phone. Distribute your email address as “myalias@mail.sms2email.com” and you will receive email message in the specified account. **Do not** specify the account as “myalias@mail.sms2email.com” as this will create a loop, which will wipe your sms credit.

Setting up an email to sms Distribution List

You can also use the email to sms service to send one email to a mobile phone distribution list. In order to do this, you must have already set up a distribution list in your sms2email account. To set up a distribution list, click on “setup >> manage distribution lists” on the green menu in your customer account.

Once you have a distribution list set up, click on “email2sms >> distribution list” on the green menu in your customer account.

Click **add** to set up email to sms for a distribution list. Select the distribution list you want to use and enter the email address from which you will be sending email. Click **record** to save the entry.

sms2email.com generates a unique key for the combination of sender email address and distribution list you have entered. To send an email to all mobile numbers in the distribution list, send an email from the registered email address to:

youruniquekey@dist.sms2email.com



Receiving reply's from email2sms

With open and Pre-defined sending, mobiles can reply to your sms2email account. To retrieve these messages click on "inbox>>sms inbox". Here you can view and manage replies from different areas of your sms2email account.

Protecting your Message Credits

When using email-to-sms with predefined sending, remember that *any* emails sent to youralias@sms2email.com will be converted to text messages and reduce your account by one credit. For this reason, it is important to prevent your alias@sms2email.com address from being added to any 'spam' lists which will waste your message credits.

You should also ensure that any email addresses you register for 'open' sending can only be used by people you want to be able to send email to sms. In the same way, if you have set up an email to sms distribution list, you should only disclose the unique key to those who you want to use it.

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



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