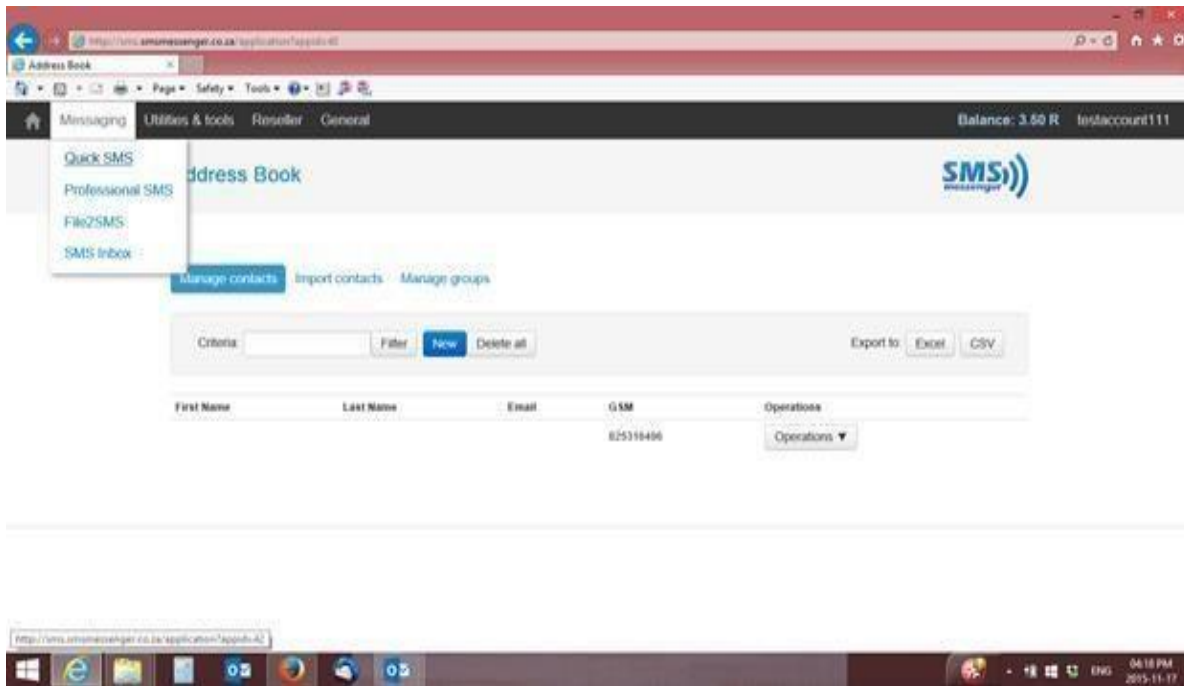




Quick Guide

How to send a single message:

Please select “Quick SMS” once logged in

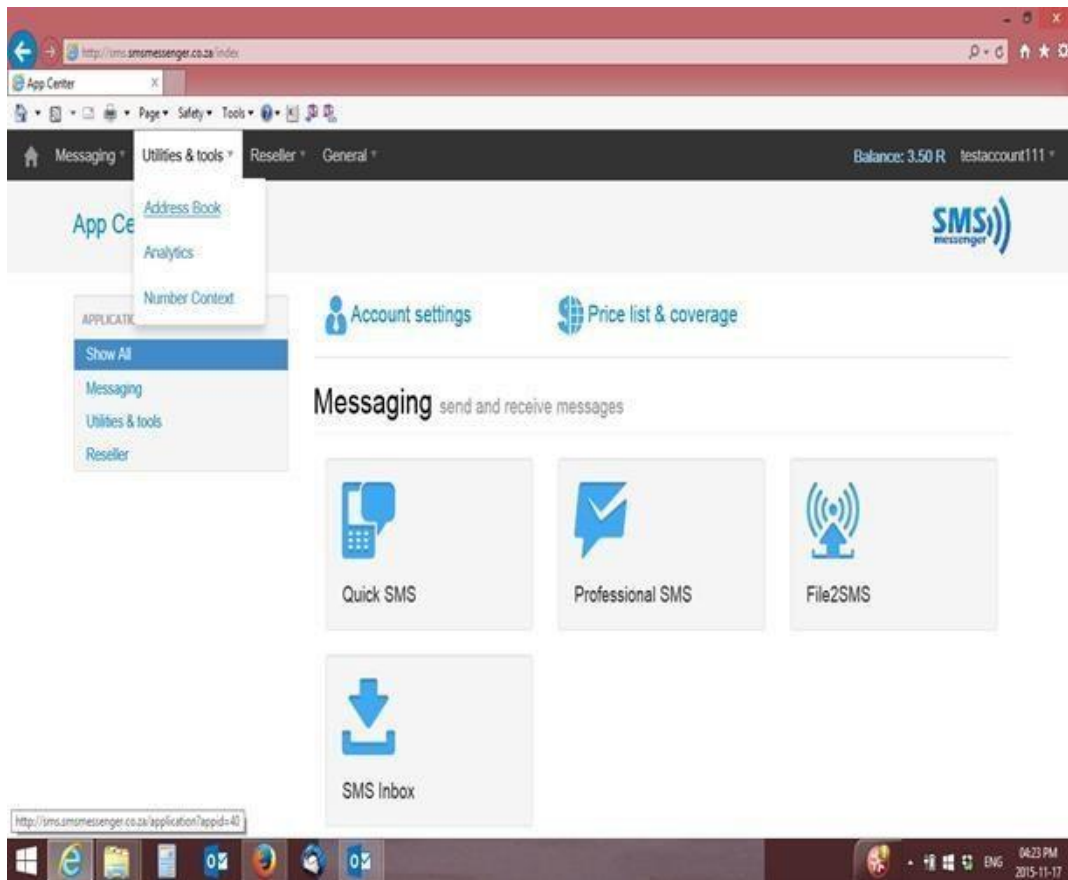


Under “**Recipients**” please type in the cell phone number you wish to send to for example 27829955000 (27 in front and zero falls away)

- Please leave “Sender” just the way it is.
- Please type your message under “**Message**”
- Please select “**Send**” once you`re ready to send.

How to import a spreadsheet:

Please select **“Utilities and Tools”** and then **“Address book”**



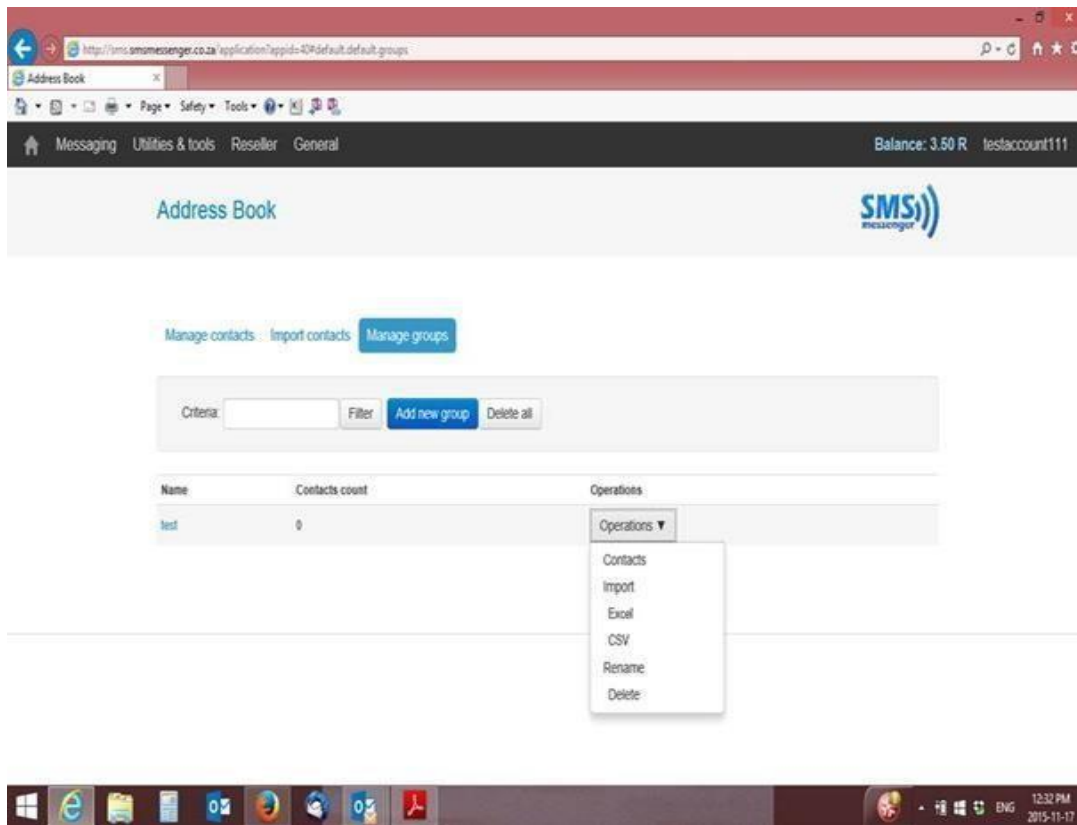
To create a group: Please select **“Manage groups”**

Please select **“Add new group”**

Type in the name and select **“save”**. Your group is now saved and listed below Please

select **“Operations”** next to the group you wish to import the numbers into Please

select **“Import”** and then **Browse** to browse for your spreadsheet.



Please select “upload” to upload the file.

Format of numbers:

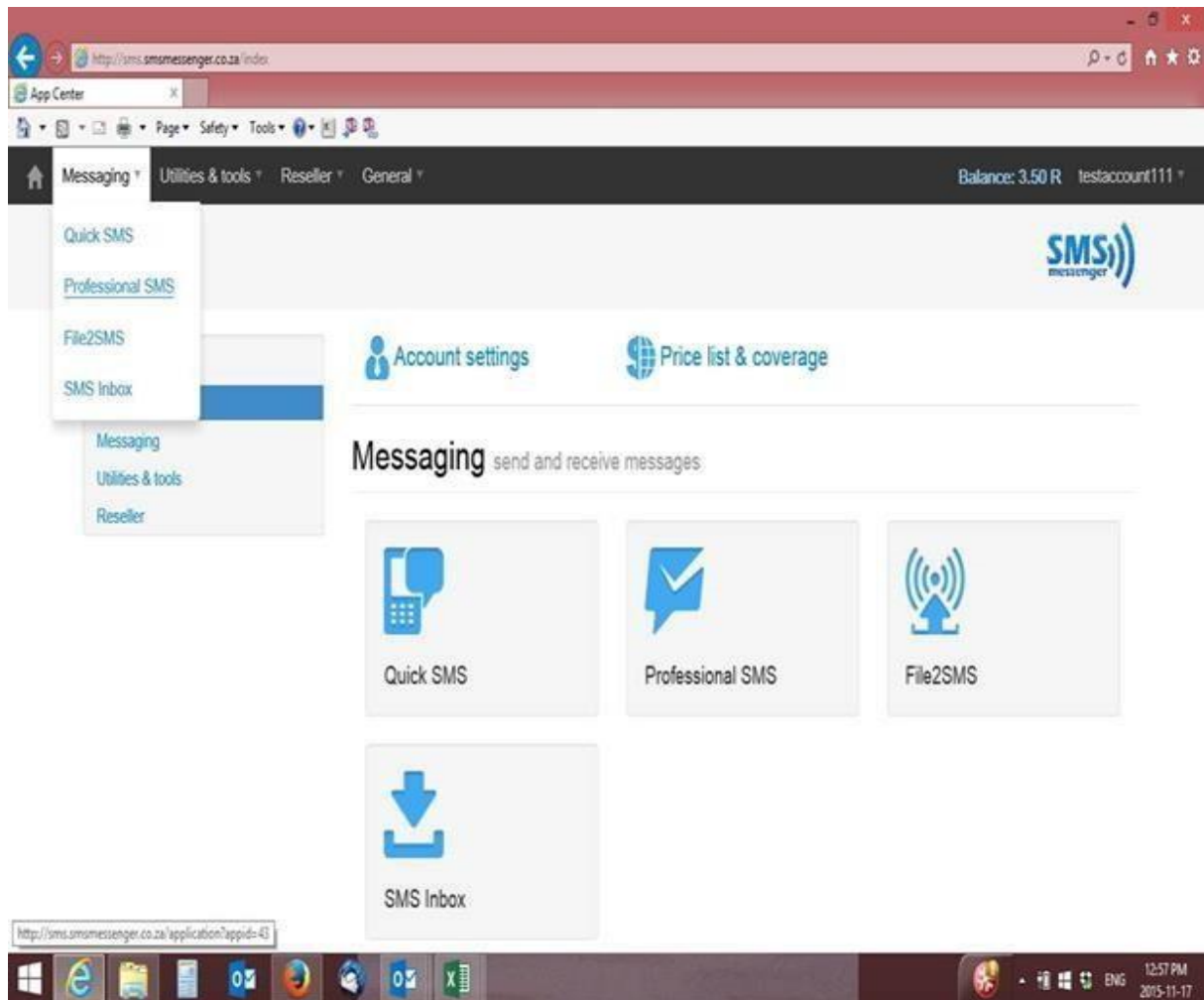
27767255715 or 0767255715 (With numbers that have a zero in front you can add the 27’s in the import screen)

Column A – Cell phone numbers

Column B – Any value of your choice for example Names (Optional)

How to send a Bulk message:

Please select **“Professional SMS”** under **“Messaging”**



- Please select **“Groups”** underneath Recipients
- Please tick the boxes of the groups you wish to send to.
- Please leave **“Sender”** just the way it is
- Please type your message under **“Message”**
- Please leave **“Message options”** just the way it is.
- Please select **“Start job”** once you`re ready to send your messages.
- Click on **“OK”** and then **“Confirm”**