

InteractSMS - Quick Start Guide

There are three methods of sending SMS campaigns in the InteractSMS application:

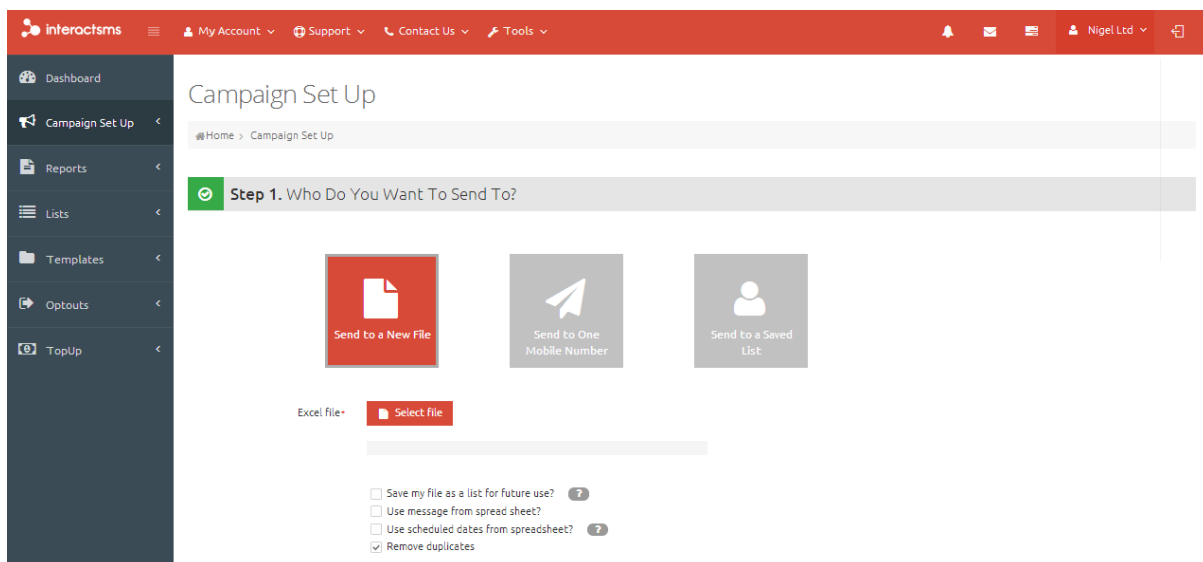
- Sending to a new file
- Send to one mobile number
- Send to a saved list

All three methods follow the same four simple steps:

- Step 1. Who do you want to send to?
- Step 2. Who do you want to send it from?
- Step 3. What do you want to say?
- Step 4. When do you want to send it?

The main difference between the three methods of sending is in **Step 1. Who do you want to send to?**

All three methods begin in the **Campaign set up** section:



1. Step 1. Who do you want to send to?

Send to a new file

- Upload a Microsoft Excel file in the format displayed below.

	A	B	C
1	353850000001	Hi Samantha, have you seen the latest release?	01/02/2015 17:00
2	353850000002	Hi Maura, the project is going really well.	02/02/2015 17:30
3	353850000003	Hi Andrew, can you make it in today?	12/02/2015 10:00
4	447700000004	Hi Paul, how close is your work to completion?	12/02/2015 13:00
5	447700000005	Hi there Aishling, we'll have that file to you by Friday.	15/02/2015 14:30
6			
7			

- Mobile numbers must be contained in column A, with full international dialling code.
- If you select to include messages from the spreadsheet, fill column B with these.
- If you select to include send dates and times from the spreadsheet, fill column C with these. Dates and times must match the format above.

Send to One mobile number

- Enter the single number you would like to send an SMS to.

Send to a saved list

- Select a list you have already saved that you would like to send to.
- Add **filters** if you would like to segment your list.

Step 2. Who do you want to send it from?

- Select the name of your campaign.
- Select if you would like to receive replies to your messages.
- Select the sender name to appear on the recipient's handset. Set to **FreeText** as default.

Step 3. What do you want to say?

- Select a template or type a new message.
- Messages can contain up to 480 characters, 160 characters per standard SMS.

Step 4. When do you want to send it?

- Select **Send Now** to send your campaign straight away. If you have selected to use dates and times from spreadsheet, it will be sent at these times.
- Select **Send Later** to schedule a future date and time to send your campaign.