

## User Guide for Fax & SMS broadcasting from the desktop

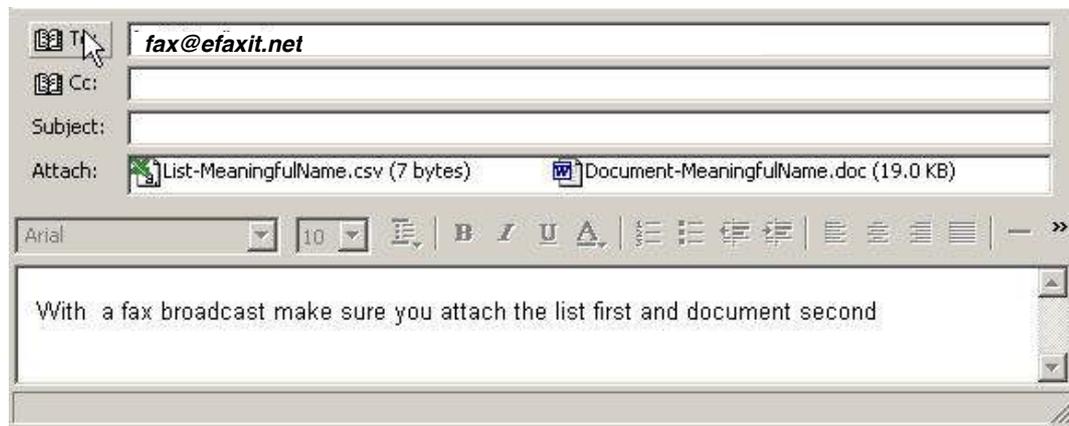
To send a fax or SMS broadcast from your email agent (e.g. Microsoft Outlook) you can utilise our email gateway through the domain name *i.e. @efaxit.net or @esmsit.net*

### Fax Broadcast

To Send Fax Broadcast is a simple process:

1. Create a new email message from your email agent (eg Microsoft 'Outlook')
2. Address the email to ***fax@efaxit.net***
3. Attach the list of recipients first and the word document second and click 'send'.

Example:



### Fax Broadcasting Requirements

- Only documents accepted for a fax broadcast are MS Word (.DOC) format or .PDF
- The file format required for a list of recipients is Comma Delimited file (.CSV). Can be easily created from MS Excel.

### Fax Broadcasting Tips

- Document files are converted into .TIF files before sending and can become very expensive to send if the source files contain 'grey' scale images. If in doubt, you should do a test by sending to a single recipient and when complete review the time duration of the fax.
- If sending within Australia, include the full fax number including area code. For overseas numbers should be entered as 0011-country code- area code without (without the '0')-number

## SMS Broadcast

To Send SMS Broadcast is a simple process:

1. Create a new email message from your email agent (eg Microsoft 'Outlook')
2. Address the email to ***sms@esmsit.net***
3. Attach the List of recipients first and the text document second and click 'send'.

Example:



### SMS Broadcasting Requirements

- Only documents accepted for a SMS broadcast are Text Document (.TXT) format
- The file format required for list of recipients is Comma Delimited file (.CSV). Can be easily created from MS Excel.

### SMS Broadcast Tips

- Make sure your text messages are not greater than 156 characters. If greater than 156 messages you will risk not sending the complete message that you are trying to broadcast.

## Creating a Broadcast List of Recipients

The format required for a list of recipients for a fax or SMS broadcast is Comma Delimited file (.CSV).

To create .CSV file you can go to MS Excel and open a new worksheet. In the new worksheet start inserting the fax or mobile numbers by starting at row 2 of column A and continued to insert numbers in descending order until finished. Example of how the worksheet should look can be seen below in Example1.

Also you may have to format the number column (Column A) as a 'text' format, so that '0' is on the beginning of the number.

Once you have insert all the required numbers for the list of recipients then save file as .CSV and name the file 'List- *a meaningful name*' and press 'Save'

Example 1: List of recipients without Merge Directives (replacement strings)

	A	B	C	D	E
1					
2	0289059500				
3	0289059501				
4	0289059002				
5	0292413844				
6					
7					
8					

## Creating a Text Document

There are easy three steps to create a text document and the process is:

1. Go to 'Desktop' and right click on the mouse.
2. Scroll down to 'New' and click on 'Text Document'
3. Once the text document is open insert message and merge directives (if required) and save the file as 'document-*a meaningful name*'