



# How to Use Email to SMS

## What is Email to SMS?

**MessageMedia has developed an email-based product whereby a registered user can send a SMS message from their email client.**



No software required - SMS is sent via your existing email program (e.g. Outlook, Gmail)



Simple to use, with limited range of features



100% reliability guarantee



Suits single rather than group messaging



Receive email SMS replies back to your inbox



Receive original message with any replies



Work with HTML & plain text emails



Send to mobiles and landlines (landline messages are converted to 'talking text')



Audit trail – record all messages/received through your email server

## Instructions

Once your email address is validated by MessageMedia to send Email to SMS - simply follow these instructions:

**1** Open a new email in any email program (e.g. Outlook, Gmail, Lotus Notes)



**2** Enter the SMS Mobile number with **@e2s.pcsms.com.au**  
e.g. 0417830905@e2s.pcsms.com.au



OR

**3** Send to landline numbers - enter the number including the area code with **@e2s.pcsms.com.au**  
e.g. 0892377605@e2s.pcsms.com.au



The message is then converted to a "Talking Text Message". If you are asking the recipient in your written text message to phone a number, please space the phone number as follows:

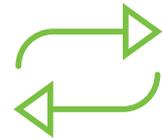
**Landline:** 0 8 8 2 1 1 6 6 6 6      **Mobile:** 0 4 0 7 6 0 2 6 7 4

This will then ensure that the phone number is read out as individual digits as opposed to a whole number.

**4** You can also send the message to the recipient's email address, by adding their email address to the **To** or **CC** fields.



**5** All replies to your SMS messages come back to your registered email address.



**6** Add the contents of your message to either subject and/or body of the email.



Ensure your character count is **160 characters or less** including your Subject and/or body text. Longtext (greater than 160 characters) is available but must be requested. In this instance the message is concatenated and sent as one message to the mobile phone.

**7** Click **SEND** - An SMS will then be delivered to the mobile number you entered.



If you would like to send to more than one person at a time, each number must be in the format of themobilenumbers@pcsms.com.au and separated by a semi-colon (;) as follows:

0424799627@e2s.pcsms.com.au; 0415667483@e2s.pcsms.com.au;

Replies will come back to the inbox of the email address that the message was sent from. When opening the reply email, the senders' response, including the original outbound message, will be visible.