

# Email to TEXT Procedure

**Send one SMS to one recipient from your email service.**

The SMS text will stop when a 'blank line' is detected in the email. This stops signatures and images from impacting the SMS message.

If Forwarding to email of inbound replies is set-up you can simply click 'Reply' to send another message directly back via SMS. No need to login to the SMS platform.

The SENDER's email address must match a registered USER in your account.



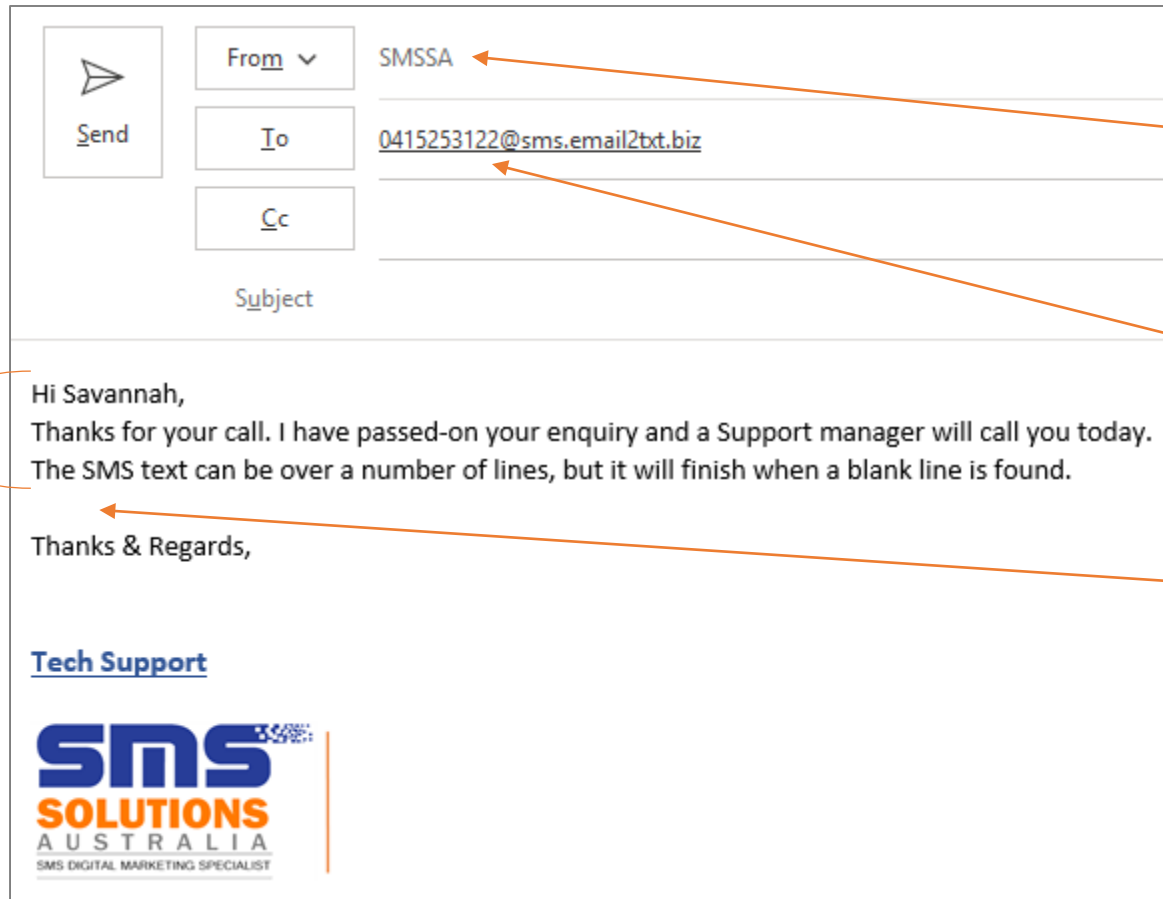
# 1

## Send the Email to an attached FILE of numbers

Send the email to the address : [\[mobile number\]@sms.email2txt.biz](mailto:[mobile number]@sms.email2txt.biz)

Adding a blank line after the message ignores anything after the blank line.

Adding a 'Subject' is Optional.



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'From' field contains 'SMSSA'. The 'To' field contains the email address '0415253122@sms.email2txt.biz'. The 'Cc' field is empty. The 'Subject' field is empty. The email body contains the following text: 'Hi Savannah, Thanks for your call. I have passed-on your enquiry and a Support manager will call you today. The SMS text can be over a number of lines, but it will finish when a blank line is found.' This is followed by a blank line, then 'Thanks & Regards,' and a signature block for 'Tech Support' and 'SMS SOLUTIONS AUSTRALIA' with a QR code and the tagline 'SMS DIGITAL MARKETING SPECIALIST'. Three orange arrows point from text boxes on the right to specific parts of the form: one to the 'From' field, one to the 'To' field, and one to the blank line in the body. A fourth orange arrow points from a text box on the left to the first line of the email body. A large blue arrow points downwards at the bottom right of the slide.

This part of the email is sent as a SMS.

The SENDER's email address must match a registered USER in your account.

Send to the email address of [mobile number]@sms.email2txt.biz

Everything below this point is Not sent in the SMS due to the blank line.

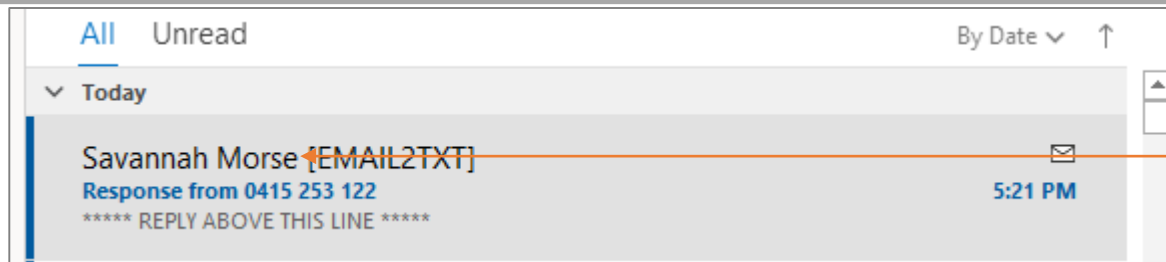


# 2

## View the recipients Response in your Email Inbox

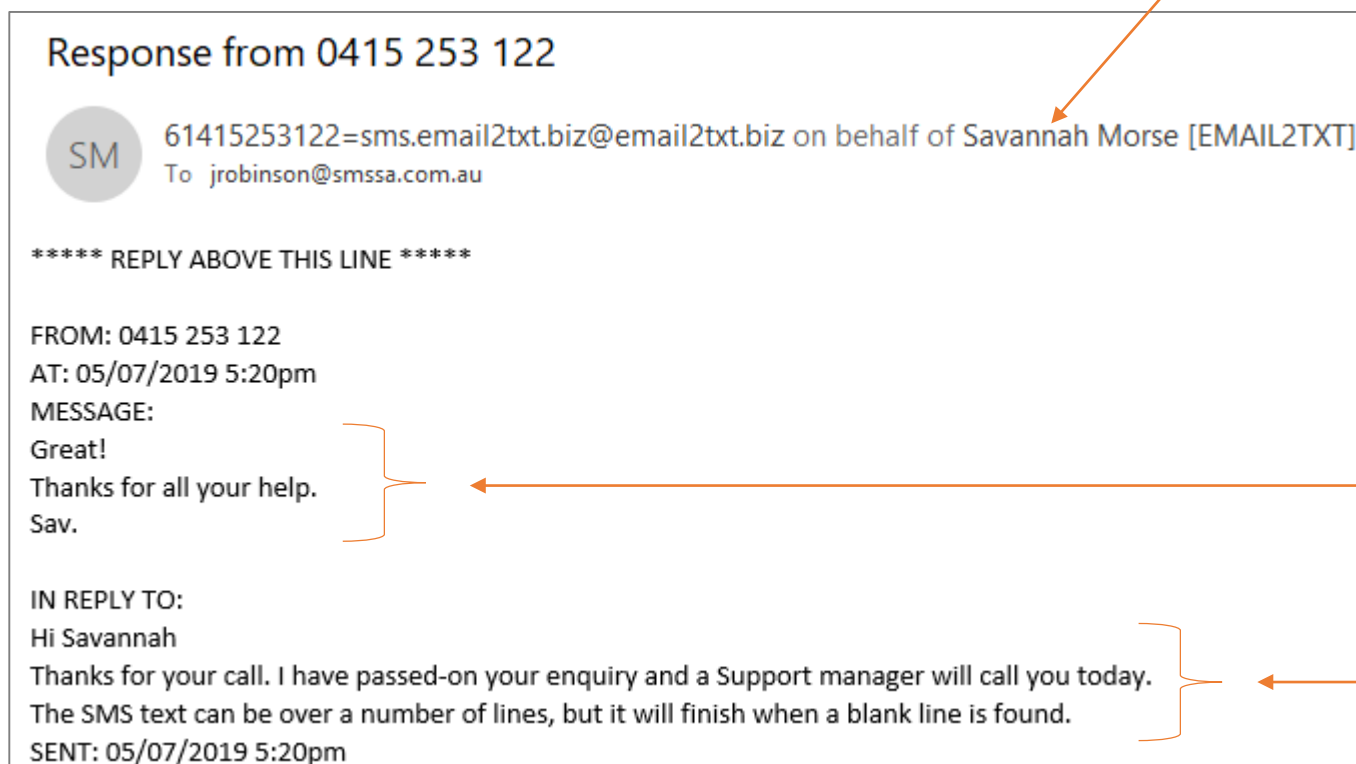
- 1 – Setup SMS forwarding to email in SETTINGS/'Email incoming message to'
- 2 – Replies to your SMS will be visible in your Email Inbox.

Inbox list



If the customer's name is in your Contacts database it will show in your Inbox summary.

Opened Email



The Customer's SMS reply is seen here.


The SMS you sent that they are replying to is here



# 3

## Send a SMS REPLY to your customer's response from your email.

1 –Just click REPLY to send an Email to SMS directly back to the customer to continue the conversation.

	From ▾	SMSSA
	To	<u>Savannah Morse [EMAIL2TXT] &lt;61415253122@sms.email2txt.biz&gt;</u>
	Cc	
	Subject	RE: Response from 0415 253 122

\*\*\*\*\* REPLY ABOVE THIS LINE \*\*\*\*\*

FROM: 0415 253 122  
AT: 05/07/2019 5:20pm  
MESSAGE:  
Great!  
Thanks for all your help.  
Sav.

IN REPLY TO:  
Hi Savannah  
Thanks for your call. I have passed-on your enquiry and a Support manager will call you today.  
The SMS text can be over a number of lines, but it will finish when a blank line is found.  
SENT: 05/07/2019 5:20pm

Click REPLY and Type your reply here. Your reply will go back to their phone as an SMS.

None of this is sent back in the SMS.



Continue the SMS conversation easily from your email.