

## Email to Group Procedure

Send one SMS to a GROUP of recipients from your email service.

The GROUP must already exist in your SMS account.



1a

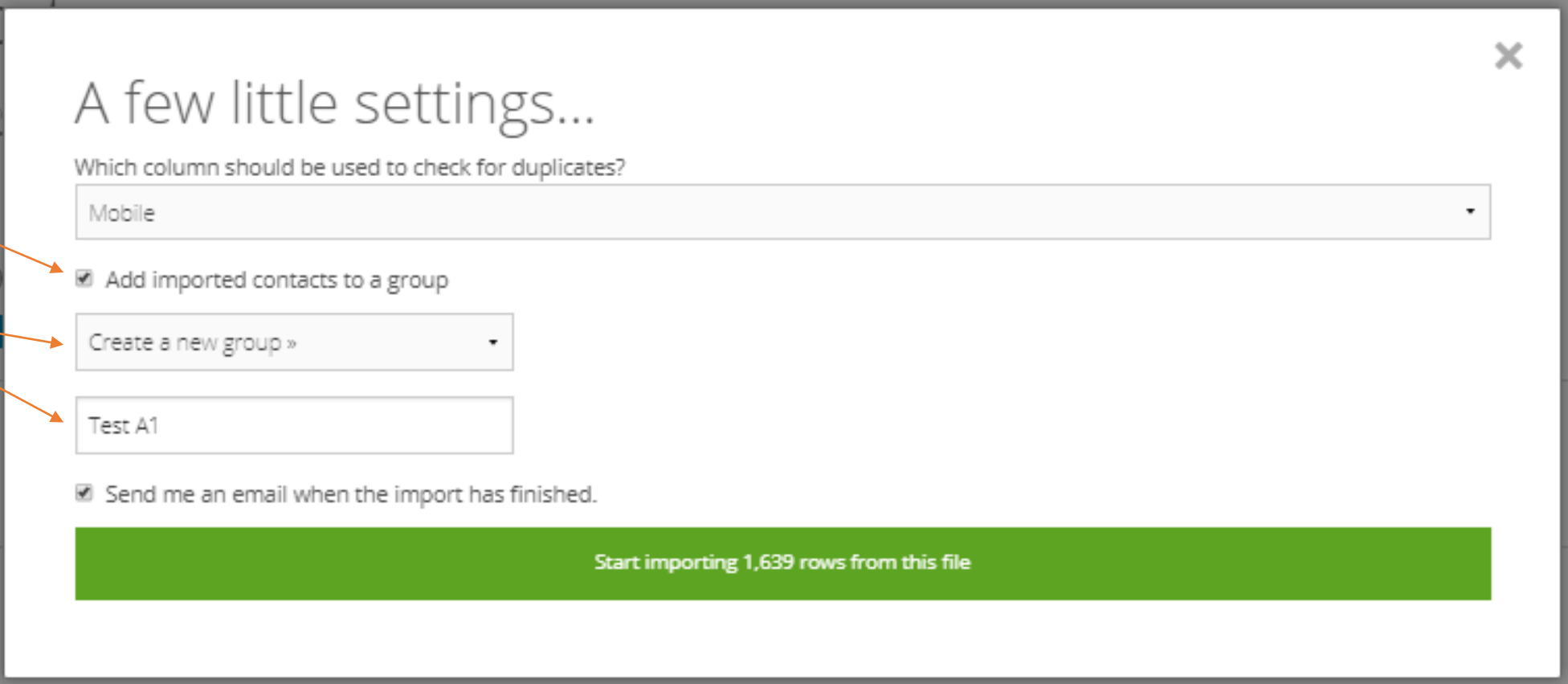
## To Create a GROUP in your CONTACT List while importing.

1 - During IMPORT tick 'Add imported contacts to a group'

2 - Select a previously created Group or 'Create a new Group' and add a name for the Group.

1

2



A few little settings...

Which column should be used to check for duplicates?

Mobile

☒ Add imported contacts to a group

Create a new group »

Test A1

☒ Send me an email when the import has finished.

Start importing 1,639 rows from this file

The screenshot shows a dialog box titled 'A few little settings...' with a close button (X) in the top right corner. It contains several settings for contact import. A dropdown menu is set to 'Mobile'. A checkbox 'Add imported contacts to a group' is checked. Below it, another dropdown menu is set to 'Create a new group »'. A text input field contains 'Test A1'. Another checkbox 'Send me an email when the import has finished.' is checked. At the bottom is a green button labeled 'Start importing 1,639 rows from this file'. Two orange arrows point from the numbers '1' and '2' on the left to the 'Add imported contacts to a group' checkbox and the 'Create a new group' dropdown respectively.

1b

# To Create a GROUP in your CONTACT List by 'filtering'.

In CONTACTS –

- 1 - Click 'Add a new filter'. Select the parameters, click VIEW.
- 2 - Tick 'Mobile'. Tick 'Select all Contacts' (in green bar).
- 3 - Click 'Actions for selected contacts'.
- 4 - Select 'Add these Contacts to a Group'.
- 5 - Select 'Create new Group' and give it a name.

The screenshot shows a contact management interface. At the top, it says "Found 1,746 contact matching your filters." Below this is a search bar and several buttons: "View", "Download", "Add a new filter", and "Remove filter". A filter is applied: "Check-in date" is "is before" "1st October 2018". A blue button labeled "Actions for selected contacts" is visible. Below the filter bar is a pagination bar showing "1" as the current page. The main table has columns for "Mobile", "First name", "Check-in date", "Notes", and "--NONE--". A green bar at the top of the table says "Select all 1,746 contacts". Below this, several contact rows are listed, each with a checkbox, a phone number, a first name, a check-in date, and a "View" link.

1 Found 1,746 contact matching your filters.

Quick search - mobile, first name or last name

View Download Add a new filter Remove filter

Check-in date is before 1st October 2018

Actions for selected contacts

« 1 2 3 4 5 6 ... 68 69 70 »

<input checked="" type="checkbox"/>	Mobile	First name	Check-in date	Notes	--NONE--	
<input checked="" type="checkbox"/>	Select all 1,746 contacts					
<input checked="" type="checkbox"/>	0432 522 728	Peter	03/11/16			View
<input checked="" type="checkbox"/>	0421 478 339	Tarah	03/12/16			View
<input checked="" type="checkbox"/>	0400 439 200	Bob	19/07/04			View
<input checked="" type="checkbox"/>	0408 570 532	Veronica	17/07/04			View
<input checked="" type="checkbox"/>	0417 345 751	Sally	18/07/04			View
<input checked="" type="checkbox"/>	0421 969 352	Bob	18/07/04			View



## Note the GROUP ID.

In CONTACTS –

1 – Click on GROUPS



2 – Note the Group ID next to the Group you want to use – e.g. GRP101512

The screenshot shows the 'Crossfire' SMS digital marketing specialists interface. The top navigation bar includes 'View', 'Groups' (highlighted), 'Import', 'Batch Unsubscribe', and 'Settings'. A green notification bar states 'Test A1' group updated. Below this, it says 'You have 3 groups'. A list of groups is displayed, each with a green people icon, a group ID, and a group name input field. The first group is 'GRP51056' with the name 'GRP51019.csv'. The second group is 'GRP101512' with the name 'Test A1'. A sidebar on the left contains navigation links: Home, Credits (44), Inbox, Messages, Reminders, Keywords, Contacts (highlighted), Reports, and Settings. Two orange arrows point from the text instructions to the interface: one from '1 – Click on GROUPS' to the 'Groups' tab, and another from '2 – Note the Group ID next to the Group you want to use' to the 'GRP101512' group ID.

View **Groups** Import Batch Unsubscribe Settings

'Test A1' group updated

You have 3 groups

 GRP51056	Group name <input type="text" value="GRP51019.csv"/>
 GRP101512	Group name <input type="text" value="Test A1"/>

1

2

# 3

## Send the Email to the GROUP

Send the email to the address : [\[Group ID\]@groups.email2txt.biz](mailto:[Group ID]@groups.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. To its right are three input fields: 'From' with a dropdown arrow, 'To' with a dropdown arrow, and 'Cc' with a dropdown arrow. Below these is a 'Subject' label. The 'From' field contains 'SMSSA'. The 'To' field contains 'GRP101512@groups.email2txt.biz'. The 'Cc' field is empty. The 'Subject' field is empty. Below the input fields is a large text area containing the following text: 'Hi, This message is being sent to everyone in the existing GROUP called 'Test A1'. The SMS text can be over a number of lines, but it will finish when a blank line is found. Thanks & Regards, Tech Support'. At the bottom of the text area is the 'SMS SOLUTIONS AUSTRALIA' logo, which includes the text 'SMS DIGITAL MARKETING SPECIALIST'. Four orange arrows point from text boxes to specific parts of the form: one to the 'From' field, one to the 'To' field, one to the text area, and one to the bottom of the text area.

Send

From ▼ SMSSA

To GRP101512@groups.email2txt.biz

Cc

Subject

Hi,  
This message is being sent to everyone in the existing GROUP called 'Test A1'.  
The SMS text can be over a number of lines, but it will finish when a blank line is found.  
Thanks & Regards,

[Tech Support](#)

**SMS SOLUTIONS AUSTRALIA**  
SMS DIGITAL MARKETING SPECIALIST

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

Send to the email address of [GroupID]@groups.email2txt.biz

This part of the email is sent as a SMS.

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