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## How to Setup SMS in Outlook 2007

### Step 1:

Go to [www.redcoal.com.au/outlook2007sms](http://www.redcoal.com.au/outlook2007sms) (it is recommended you bookmark this page for future use) and enter your username, password and the validation code.

**Redcoal Outlook 2007 SMS**  
Allows organisations to quickly and easily send SMS messages directly from Outlook 2007. Provides organisations with a convenient, two way messaging platform for internal and external communication. [Click here to sign up for a free trial account.](#)

**Features**  
**Advanced account administration tools:**  
Allows account administrators to allocate message quotas, define cost centres and generate usage reports, providing full visibility and control over your monthly SMS spend.  
**Flexible Reply Options:**  
Receive replies in your email inbox or mobile phone. Supports sending SMS to designated groups.

Username:   
Password:   
Validation Code:  **7 9 6 6**  
[Forgot Password](#)

### Step 2:

Click on the link in the top right hand corner of the screen labelled **Add as an Outlook Account**.

**Profile**  
Username: ben.king@team.redcoal.net  
Mobile Number

**redcoal Pricing**  
**Post-Pay / Pay-As-You-Go-Plans for EmailSMS and SMS-Communicator**

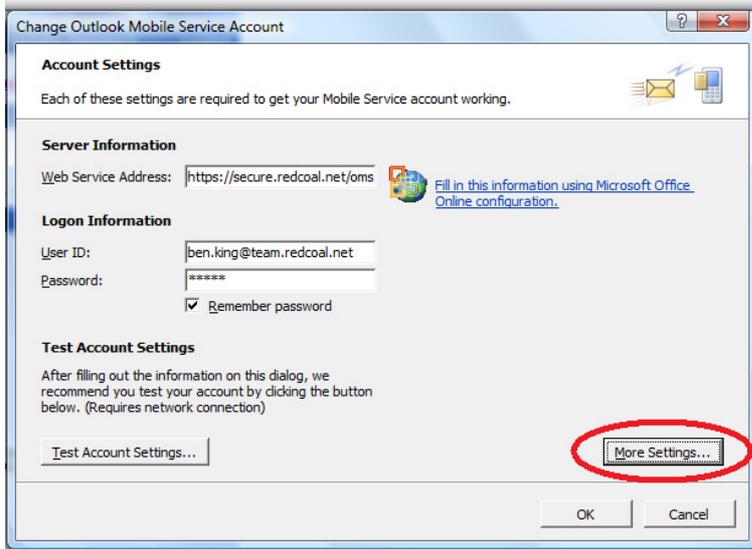
Plan	SMS/Month	per extra SMS	Min. Monthly Charge
SME10	250	0.2	55
SME20	500	0.18	105
SME50	1000	0.165	195
Corporate	2000	0.159	375

\*Included messages not used in a specific month are not rolled over to the next month  
\*There is no charge for the reply SMS



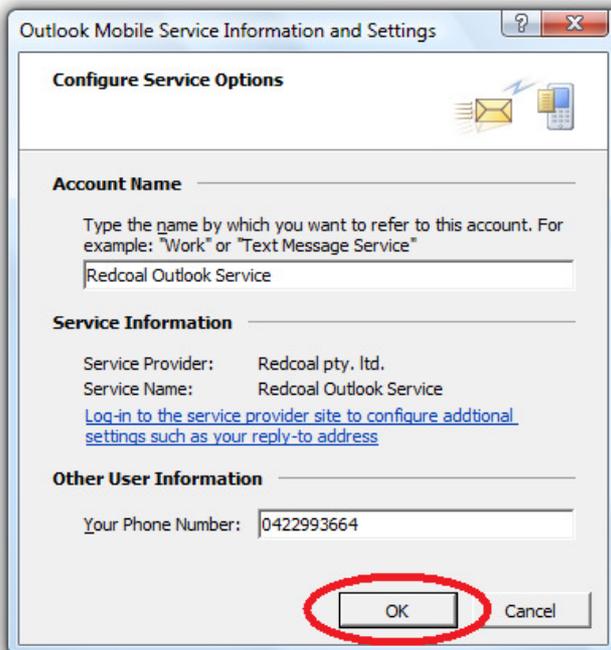
### Step 3:

Simply enter you details in the field below and click **More Settings**.



### Step 4

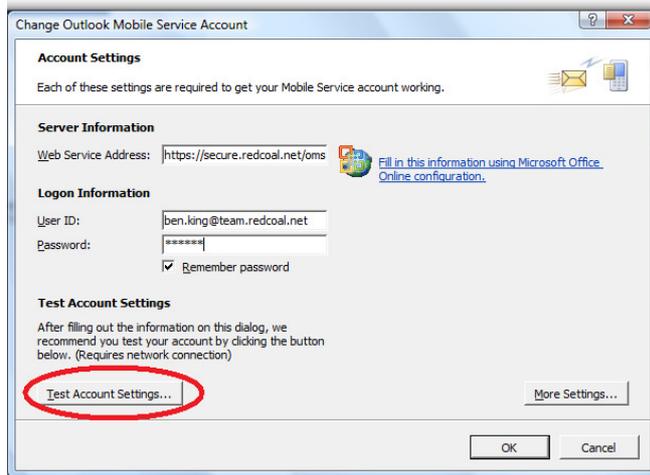
Enter your mobile phone number and click **OK**





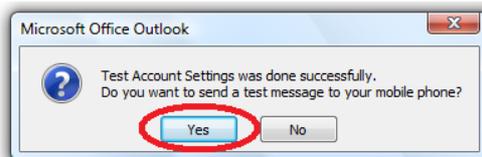
## Step 5

Click on the **Test Settings** button. If the test is successful, simply click select whether you wish to send a test SMS to your mobile phone and click the **OK** button to update your settings. If it is unsuccessful, simply follow the instruction given.



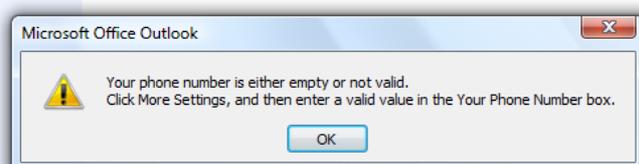
## Step 6

If the test is **successful**, you will receive the message below. Simply click **Yes** and then click **OK** to update the settings. You will now be able to send SMS from Outlook. For information on how to use the SMS functionality in Outlook 2007, simply go to <http://messaging.office.microsoft.com/Resources/en-US/Demo.swf>



For a more extensive demonstration, simply got to <http://office.microsoft.com/training/training.aspx?AssetID=RP102339211033&CTT=6&Origin=RC102339221033>

If the test unsuccessful and returns the message below, simply click **OK** -> **More Settings** and enter your mobile phone number. Once this is completed, simply repeat **Step 5 and 6** until the test is successful.





If the test returns the result below, simply click **OK** and make sure your username and password is correct, then simply repeat **Step 5 and 6** until the test is successful.

