redcoal EmailSMS

Outlook 2000, 2002 (XP) & 2003
Quick Start Guide

August 2005

Step 1: Install the EmailSMS Client Software

- You will receive an EmailSMS Welcome Email from your IT Administrator. This will contain your login details.

- You must have access to the Internet and administration privileges for your desktop PC or laptop. Note: Assistance from your IT Administrator may be required to check your privileges.

- Close all copies of Microsoft Outlook currently running on your desktop PC or laptop.

- Download the Add-In from the following location: http://www.redcoal.com/start

- Run the Install program and follow the Install Wizard Prompts.

- EmailSMS for Outlook requires that the Microsoft .NET Framework v1.1 be installed on your PC. If you do not have this on your machine then EmailSMS will attempt to download it for you during the install. If during the install EmailSMS asks you if you want to download and install .NET 1.1 then you MUST say 'Yes'.

- Outlook should be closed at this point but if it is still open then you will need to restart Outlook for the changes to take effect.

Step 2: Activate your Account

- Once installed you will need to activate your EmailSMS account through Outlook before sending messages.

- Within the Outlook Main Window, Click on the **'EmailSMS'** menu and select **EmailSMS Accounts.** The SMS Account Management window will be displayed.
- (You can also access the Account Manager by going to **Start → Programs → EmailSMS** and clicking on Accounts.)

- Click on the **Add** button and follow the prompts to enter your account details that were sent to you in the Optus EmailSMS Welcome Email. **Note:** Contact your IT Administrator if you have not yet received your login username and password.

- When prompted to **'Test Account Settings'**, click this button. A message will be displayed informing you that your details are correct or if you need to go back and change what you have entered.

- Once you have received the **'Test Successful**' message click on the **'Finish'** button. You are now ready to start sending SMS from your PC.

- If you are prompted for your Proxy Settings at this stage it is advisable that you enter them in **EmailSMS Options → Advanced Options**. You can obtain your proxy settings from your IT Administrator. Not entering your proxy settings when prompted can lead to reduced EmailSMS functionality.

Step 3: Send an SMS from Microsoft Outlook

Using the same method as creating a New Email, you can now send your message as an SMS.

- From the Main Outlook Window, create a New Mail Message; a new mail window will appear.

- You may enter one of more mobile number in the 'To' Field. Entries must be separated by a semicolon (;) just as sending to more than one email address.

- Alternatively you can:
    - Select the '**To**' button and pick individuals from your address books.
    - Choose a distribution list from an Address Book.
    - Enter the name of the person that you would like to send an SMS to,
    - E.G. *Paul Smith* directly into the **'To'** field. (Providing they have a valid entry in your address book).
    NB: Mobile numbers must be entered in the Standard 04XX XXX XXX to send to an Australian recipient. Contacts within your address books require both a valid email address and Mobile phone number for EmailSMS to resolve the name.

- If required you can enter a **Subject** into the Email Subject field. The subject text will appear at the top of your SMS message followed by the message body text.

- With in the Message body, type the message that you wish to send as SMS

- Click on the **Send As SMS** button on the EmailSMS toolbar.

- By default, all replies to the message you send will be received as standard email messages in your Outlook Inbox.

- Please refer to the Help file found under the EmailSMS menu in Outlook for more details regarding:
    - Various ways to send SMS from your PC.
    - Broadcast (Group) Messaging.
    - Automatic Signature removal.
    - Appointment Reminders.
    - Message Optimisation.
    - Many more features available in Optus EmailSMS.

Document Feedback

Product Management welcomes your feedback. Please help us improve future releases of this document by sending your comments and suggestions to:

Business Development Management
emailsms@redcoal.com

Terms & Conditions

1. EmailSMS allows you to send an SMS text message of up to 160 characters from your desktop to one or more recipients, provided that you have appropriate hardware and software. Recipients of EmailSMS messages can reply to the EmailSMS message and the reply will be directed to your email "inbox"

2. Compatible email software is Microsoft Outlook 2000, 2002(XP), 2003, Microsoft Outlook Express 5.0, 6.0 and Lotus Notes R5.0, R6.0

3. Users are responsible for determining whether their information technology and communications systems and mobile devices are compatible with the EmailSMS service

4. The EmailSMS service is provided by redcoal Pty Ltd. To obtain the service, users are required to enter into and accept the End User Licence Agreement (EULA) with redcoal

5. Before sending marketing messages you must ensure each recipient has agreed to receive that message, can identify the genuine source of the message and can opt out of receiving such messages in the future

6. EmailSMS customer support is provided Monday to Friday from 9:00am to 5:00pm nationally, by visiting the website http://www.redcoal.com/redcoal_contact.aspx or calling 1300 139 549

7. All prices quoted include GST, unless otherwise stated

8. Pricing and information correct as at 1 August 2005. Prices subject to change without notice

9. By accepting these terms I certify to redcoal Pty Ltd (ABN 68 090 244 590) that I can act on behalf of the account holder to complete this application

10. I agree to procure that each end user of the Software complies with the terms of the licence agreement