

www.MyMobileAPI.com

Email to SMS with Outlook 2010

Revised 23 July 2010

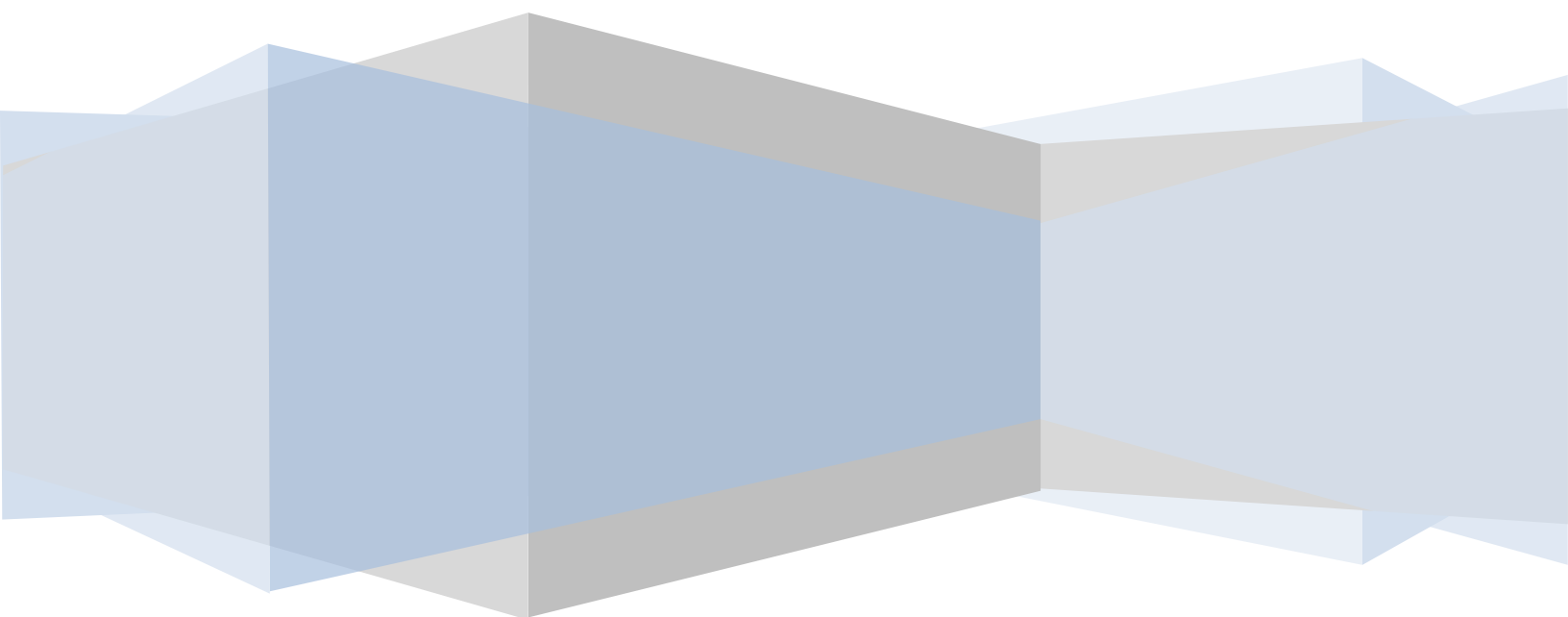


Table of Contents

- Overview: 3
- Configure Outlook..... 4
- Receiving Replies..... 8
- Configure Sender ID 9
- Delivery Receipts..... 10
- Sending SMS in Outlook..... 11
- Undeliverable Receipts in Outlook 12

Overview:

Microsoft Outlook 2010 and an existing SMS account are required to send SMS. Sending SMS from Outlook 2010 should not be confused with sending email to SMS. Outlook 2010 provides a built in SMS plugin, that allows the sending of an SMS to a cell phone by using a subscription to an SMS Service Provider (charges will apply).

Configure Outlook

The following steps detail how to setup an SMS account in Outlook

1. In Outlook go to File > Add Account. The following screen will be displayed.

Add New Account

Auto Account Setup
Send and receive text messages (SMS) and multimedia messages (MMS) through a text messaging service provider.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

2. Select “Text Messaging (SMS), and “Next”, and complete the following details.
 - a. Set the Service Provider URL to <https://www.mymobileapi.com/OMS/OMS.asmx>
 - b. Enter in the User ID normally used to gain access to the online account
 - c. Enter in Password normally used to gain access to the online account


Outlook Mobile Service Account

Account Settings

Complete each step to create and activate your text messaging account.

Step1: Sign up with a text messaging service provider

Text messages are sent through a third-party service that may charge you a fee that is separate from the charges from your mobile operator. You can review the terms and any associated charges before completing setup.

 [Find a text messaging service for your mobile operator.](#)

Step2: Fill in account information

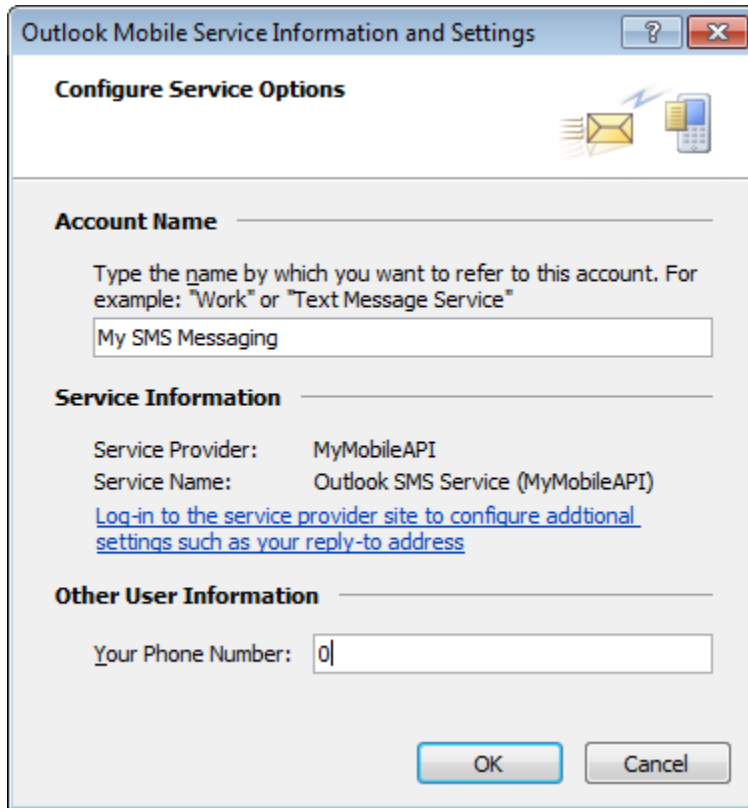
Service Provider URL:

User ID:

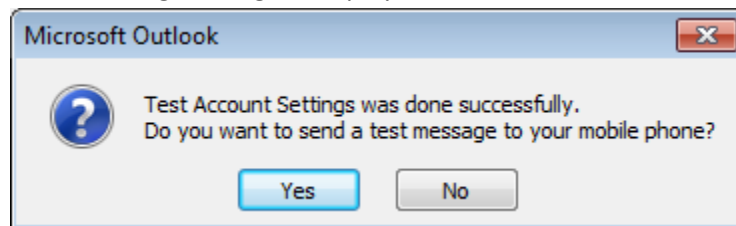
Password:

Remember password

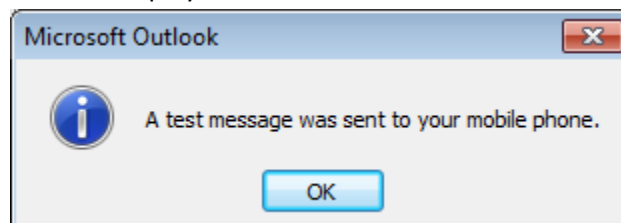
3. Select “More Settings”, and complete the following details
 - a. Set the Account Name, any name is accepted
 - b. Set the Your Phone Number field by entering in a personal cell number, this is used for testing the connection only.
 - c. Press Ok to exit this screen



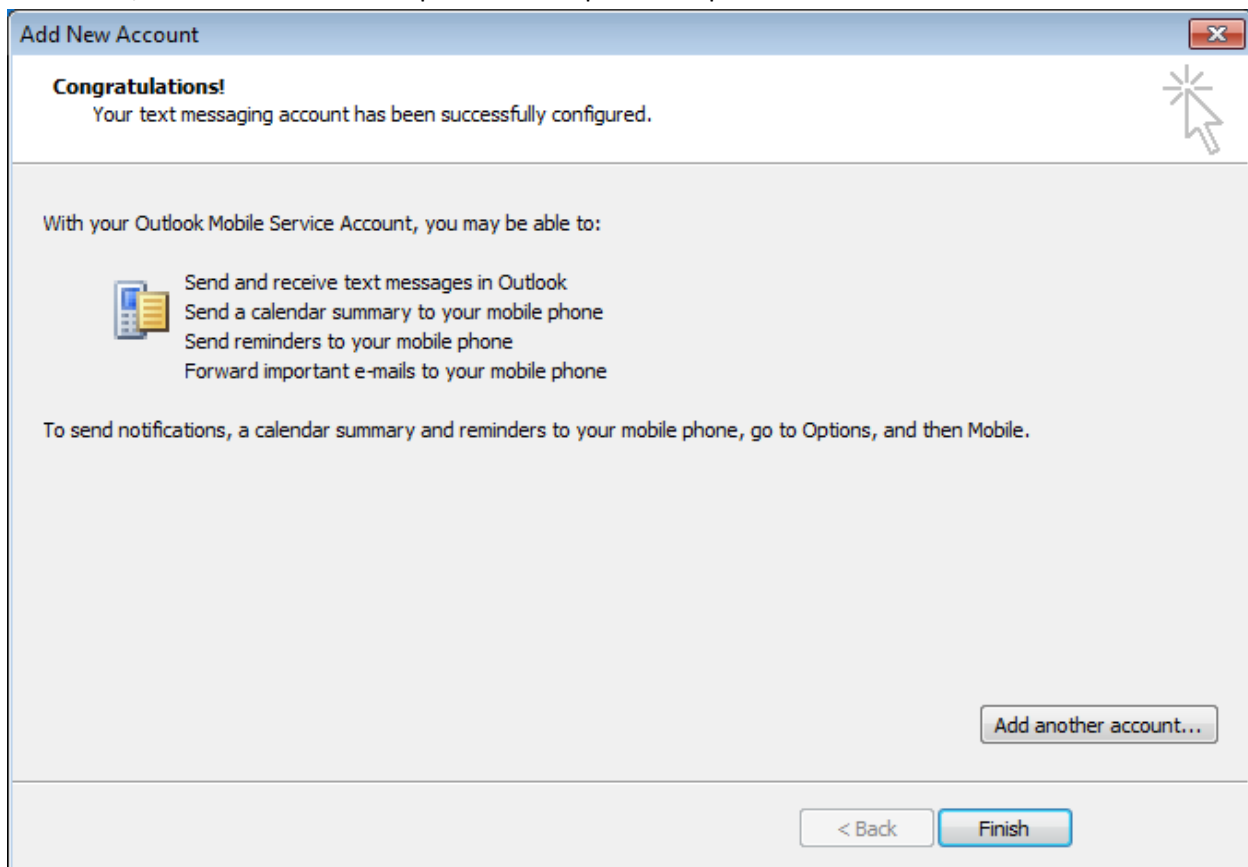
4. Select “Test Account Settings”
 - a. The following message is displayed when the account is successfully verified.



- b. Click Yes to send a test message to the phone number specified earlier. The message below is displayed when and SMS has been successfully sent. Press OK to continue



5. Press Next, and then Finish to complete the setup account process



This completes the Outlook SMS account setup process.

Receiving Replies

Outlook allows users to send SMS but how do users receive replies to their SMS via Email or SMS? These features can be configured by editing the users account settings via the website where the account was originally registered.

1. Login to the website where the account was registered.
2. Using the left hand menu, select Account Settings
3. On the Account Settings page, go to the Incoming Messages forwarding settings

Incoming messages forwarding settings (defaults):

Apply defaults to API	<input checked="" type="checkbox"/> True
Forward Reply to Mobile	<input type="text" value="0720000000"/>
Forward Reply to Email	<input type="text" value="replies@myemailaddress.com"/>
Email format	<input checked="" type="radio"/> Default <input type="radio"/> Custom
Send Response to Reply	<input type="text"/>

[Update defaults](#)

- a. Tick the Apply defaults to API
 - b. To forward replies to a Mobile add a number to Forward Reply to Mobile setting
 - c. To forward replies to an Email, add an email address to Forward Reply to Email setting
4. Press Update Defaults to save the new account settings.

This completes the Receive replies configuration.

Configure Sender ID


An SMS sent out via Outlook can either contain a default sender ID, or a sender ID specified in a user's account settings (only if the account is permitted to use a custom sender ID)

However, please note the following conditions when using a Sender ID:

Certain networks block Sender IDs that contain alphanumeric. To ensure that a Sender ID is accepted by a network(s), test a small group of numbers and check that messages are delivered successfully using the Sender ID. No refunds will be provided if messages are blocked by a network due to the use of an incompatible Sender ID.

To configure a sender ID for messages sent from Outlook:

1. Login to the website where the account was registered
2. Using the left hand menu, select Account Settings
3. On the Account Settings page, go to the Sending From Outlook field under the "Your Account Details" section
4. Enter in a suitable Sender ID for your messages from Outlook, or leave the sender ID empty to use the default.



Sending from Outlook:
Sender ID (Disclaimer)

5. Press Update Account to save the new account settings


This completes the configuration of the Sender ID configuration.


Delivery Receipts

Delivery receipts to SMS sent from Outlook can be viewed online using the reporting features available via the website where the account was registered. To view delivery receipts, login to the website where the account was registered and select Sent/Queued from the menu.

Logged in as: - Sent Report

Select Date Range

Start date Jul 23 2010 

End date Jul 23 2010 

Campaign name

Include groups in report Yes

Search

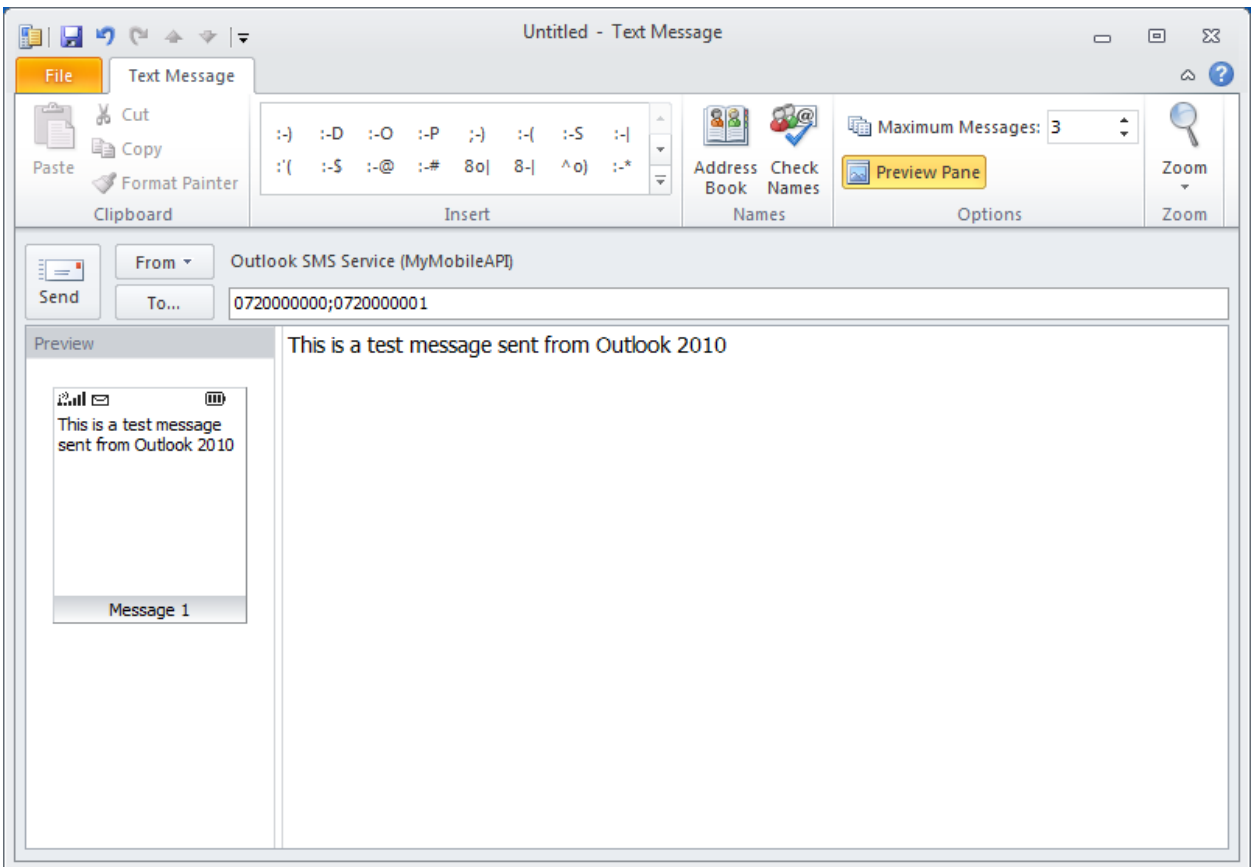
Sending SMS in Outlook

Sending SMS via Outlook is similar to sending an Email, but should not be confused as being the same thing. It is not possible to send an email to a cell number.

1. To create a new SMS message, select New Items, select Text Message (SMS)



2. A new window appears where the text for the SMS can be written. A maximum of 3 messages can be sent (long SMS) per sent to multiple recipients. Press Send to send the SMS.



Undeliverable Receipts in Outlook

After an SMS has been created and sent via Outlook, Outlook will receive an error response if the SMS could not be sent. The error messages will be delivered to the Inbox and are called undeliverable receipts. The receipts contain information such as, date, message, recipient and the error.

For example:

