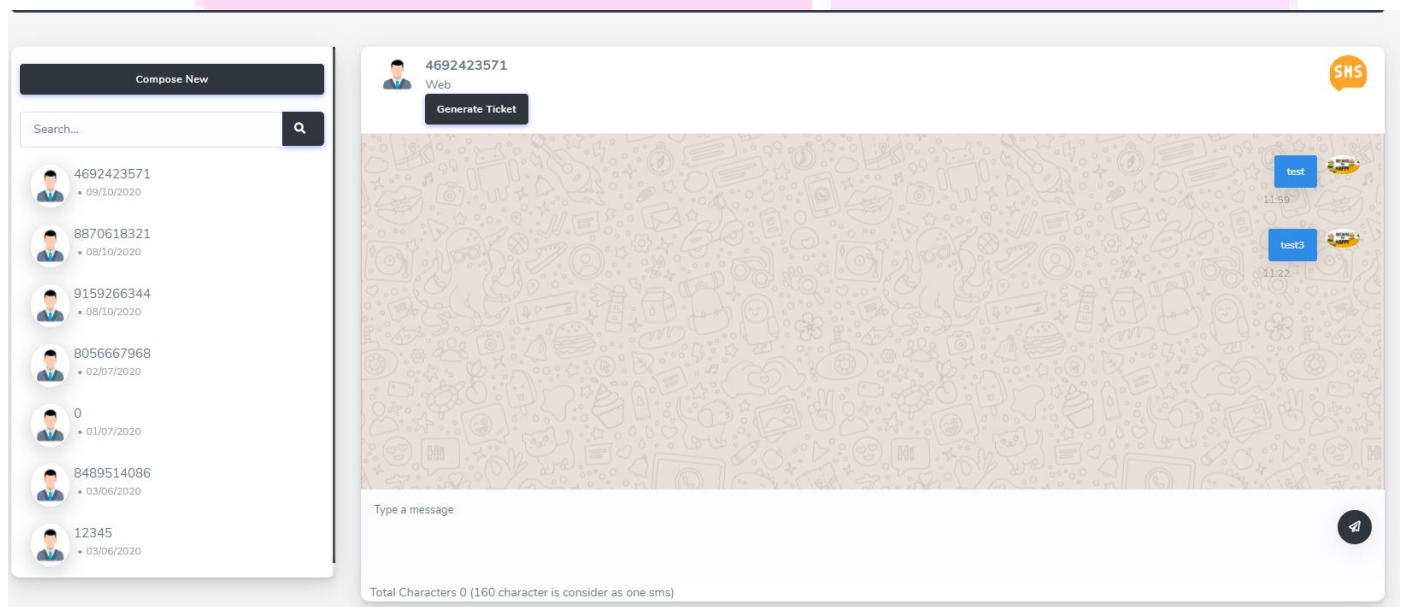


Help Manual for SMS

How to send Sms to a specific Contact?

- Go to **Messaging** menu and click on **SMS** sub menu.
- Click on **Compose New**.
- Check whether you have sufficient **SMS Balance** to send SMS.
- You are allowed a maximum of 160 characters.
- Select from **Sender ID**.
- Enter the country code in **Country Code**.
- Enter the mobile number in **Mobile Number**.
- Then enter the message in **Enter Message**.
- Click on **Send**.
- The SMS message will be sent.

The number to which the SMS was sent, the date on which the SMS was sent and time details will be displayed in the MC Dashboard.



How to send Bulk SMS?

- Go to **Messaging** menu and click on **SMS** sub menu.
- Click on **Compose New**.
- Check whether you have sufficient **SMS Balance** to send SMS.
- You are allowed a maximum of 160 characters.
- Now click on **Bulk SMS** button.
- Select from **Sender Group**.
- Select from **Sender ID**.
- Then enter the message in **Enter Message**.
- Click on **Send**.
- The SMS message will be sent.
- The numbers to which the SMS was sent, the date on which the SMS was sent and time details will be displayed in the MC Dashboard.

SMS Balance:

This shows the balance amount that you have to send SMS. For every SMS you send, the balance will reduce but you can keep a note of it with the help of this icon.

Search:

You can make a quick search of the contacts through **Search** option.