

UTILITIES

SEND SMS

You can send SMSs to your <u>customer contacts</u> and <u>employees</u> in BPO.

Ribbon Access: Utilities > Send SMS



The *Send SMS* screen will be displayed.

SELECT MOBILE NUMBER

- You can either click on;
 - 1. *Add* or the
 - 2. Search icon

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• The *Select the mobile number* screen will be displayed.



SELECT CONTACT

• Select the contact you wish to send an SMS to and click on *Ok*.

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				08356478	Mary Jane	Customer	Derton Technologies					
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- The *Mobile No.* field will be populated according to your selection.
- Type in your message in the *Message* body.

ENTER MESSAGE BODY DETAILS

• The *Delivery Date* and *Time* will auto populate with the current date and time. You can click on the arrows and change the date and time if required.



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SAVE SMS

- Click on *Save*.
- The *Send SMS* screen will close on save.

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