

# Let's get started

How to send SMS



# Send a quick campaign

(just click on Send SMS)

The screenshot shows the FastSMS web interface for sending a quick campaign. The browser address bar displays `https://my.fastsms.co.uk`. The page header includes the FastSMS logo, a menu icon, a "Purchase Credits" button, and a "Switch Account" dropdown. Below the header, there are five status fields: Company, International Sends, Credits Remaining, Sender ID, and Account Number.

The main content area is divided into four sections:


- Numbers:** A "To" button and a search input field with the placeholder "Add Contact or type to search...". Below the input, it says "You can type a number, write a contact or group name...".
- Message:** A "Saved" checkbox, "Fields" dropdown, and "Stop" button. A text area contains the instruction: "Write your text message...Do not copy and paste from applications such as MS Word, it may contain non standard characters that can result in errors." Below the text area, there are three status indicators: "Credits per Message: 0 credits", "Max Length: 612 (612 left)", and "Message Length: 0 messages".
- Sender ID:** A "Sender ID" input field with the value "447800005420" and a "Save" button. Below it is a "Custom Tag" input field with the placeholder "Optional Custom Tag...".
- Send:** A "Choose your campaign send mode:" label and three buttons: "Send Now", "Schedule Send", and "Spread Send".

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## 1. Numbers

### Numbers




 To

You can type a number, write a contact or group name...

Above is the numbers box. You can type numbers in manually or paste them in separated by a comma or on separate lines as above. The 'To' button on the left is where you can select your saved contact groups.

## 2. Message

### Message

 Saved ▾  Fields ▾  Stop

Hi Jane, your next appointment with us is on 16/08/2019 at 10.30am. If you would like to rearrange your appointment please call us on 01234 567 890 thank you

This is the message box where you type your message in that you want to be sent out. Do not copy and paste messages in here because you will get hidden characters that can cause errors.

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### 3. Sender ID

Sender ID	
Sender ID	<input type="text" value="Dentist"/> <span>▼ Save</span>
Custom Tag	<input type="text" value="Optional Custom Tag..."/>

Here is the sender ID where you can write who the message is from, e.g your company name. Or select one of your numbers in the drop down, free reply number or your virtual mobile number. The custom tag is so you can easily find the message on the system and check it's analytics.

### 4. Send

Send
Choose your campaign send mode:
<input type="button" value="Send Now"/> <input type="button" value="Schedule Send"/> <input type="button" value="Spread Send"/>

Then all you do is hit send, couldn't be easier. If you press the 'Scheduled Send' button you can select an exact date and time for your message to be sent out - perfect for those weekend sends. The spread send feature allows you to send out the messages over a time period rather than all at once - helps ease the strain on your website servers or telephone call responses.

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**Message**

Saved ▾
  Fields ▾
  Stop

Messages
 your next appointment with us is on  
am. If you would like to rearrange your  
call us on 01234 567 890 thank you

Save
 call us on 01234 567 890 thank you

Save as New
 call us on 01234 567 890 thank you

Saved ▾
  Fields ▾
  Stop

Hi {FirstName} 16/08/2019 appointment	First Name  Surname  Company Name  Email	ointment with us is on ld like to rearrange your 34 567 890 thank you
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## Saved messages - Dropdown

If you have saved messages in your message library, you can simply click the 'Saved' dropdown and select 'Messages'. You will then see a list of your saved messages, select one and then the message will be populated in for you to use or make any amendments.

To save your message simply click the 'Save' or 'Save as new' button after you have written your message.

## Personalise messages - Dropdown

By clicking the 'Fields' drop down you can select additional fields from your contacts such as name or custom data fields.

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## Message

✉ Saved ▾ ☰ Fields ▾ ⛔ Stop

Hi Jane, we have an exclusive 40% sale on everything, just use the code 40OFF www.link.com To opt out text YGNMX to 88802

Credits per Message: <b>1 credits</b>	Max Length: <b>612 (521 left)</b>	Message Length: <b>91 messages</b>
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### Unsubscribe tool - Stop button

Press the 'Stop' button to add the unsubscribe text at the end of the message.

What's best way of wording the unsubscription option in the outbound text? There are 2 options here.

Option 1 – Set the sender ID as 88802. Then at the end of your texts add "Reply [stop code] to cancel." (use your STOP code.)

Option 2 - If you wish to keep your sender name as it is, you need to give fuller instructions on how to unsubscribe. E.g "Text [stop code] to 88802 to cancel."

Hint: After you've typed your message, you can click the stop button to automatically insert the unsubscribe text at the end of the message for you.

Keywords are not case sensitive.

If you have any other questions, problems or are still looking for some more answers then please do get in touch...

Call - [0800 954 5305](tel:08009545305)

Email - [helpdesk@fastsms.co.uk](mailto:helpdesk@fastsms.co.uk)

We're always happy to help!

