EmailSMS

Quick Start Guide – Lotus Notes

JULY 2004

.

Step 1: Connect to the EmailSMS database

- Open your Lotus Notes workspace and select the redcoal EmailSMS database from your company's Domino Catalog. Follow the next steps if you need assistance to complete this instruction:

    1. Select File -> Database _-> Open... from the Notes file menu. An Open Database dialog box will be displayed.

    2. Select your company's Application Server from the Server drop down list and enter 'catalog.nsf' in the bottom filename field.
    3. Next, click the Open button and press the 'ESC' key to close the About document. Type redcoal EmailSMS and press enter. The redcoal EmailSMS database document will be highlighted in the catalog view.
    4. Expand the category and highlight the document and click the Open action button. You are now in the redcoal EmailSMS database.

Step 2: Activate your Account

- When using the service the first time, you will be prompted to activate your account. You will be asked to provide your username and password.
- You will receive a redcoal EmailSMS Welcome Email from your IT Administrator. This will contain your password. Contact your IT administrator if you haven't received this email.
- Your username will be your email address.
- Before closing the activation screens, click the 'Test Settings' button to make sure that your login is correct and that the application can communicate with the gateway
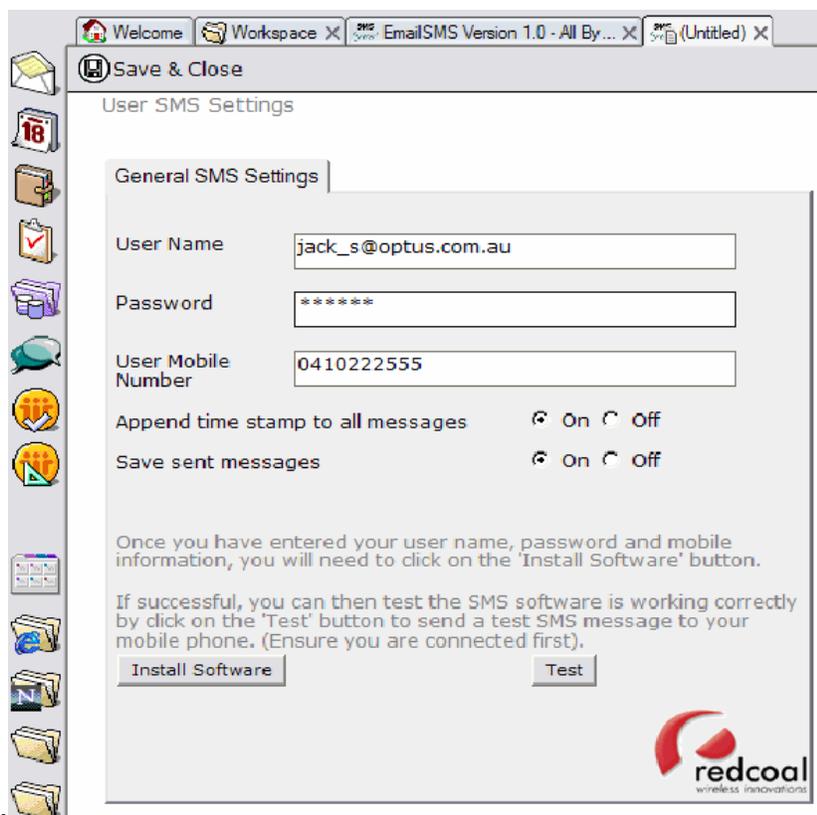
Step 3: Send SMS from Lotus Notes

Now you're ready to send a SMS message from Lotus Notes.

1. Select *"New"* mail message to open the EmailSMS message compose window.
2. Type your SMS message, as you would, a typical email messages.
3. Specify the message destination(s) in the 'To:' field. There are two ways of addressing an SMS message:

    * Select a contact(s) from your local or global contact database. Make sure contact detail has a mobile number listed. If not add it to the SMS preview window.

    OR

    * Send directly to a mobile phone, e.g. **04XXXXXXXX** or send to multiple recipients, e.g. **04XXXXXXXX, 04XXXXXXXX, John Smith,...**
    * You can send SMS to international destinations by prefixing the mobile number with the country code. E.g. for Australia the country code is 61 so you would type *+614XXXXXXXX*

Click the 'Send SMS' button. This will open the SMS preview window, which allows you to view the message formatting before sending.

Document Feedback

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

Business Development Manager – Jon Mears

jon.mears@redcoal.com