

# SMS For Outlook



Settings



Contacts



Notifications



**QUICK**

**start guide**

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Tel:: 0800 954 5305

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

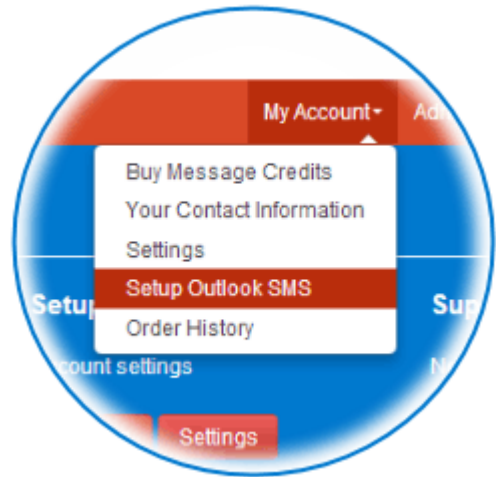
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## Activate OMS

If you haven't done so already, now is the time to activate OMS (Outlook Mobile Service). All you need to do is check you are using a compatible version of Microsoft Outlook (2007 or 2010) and then follow a few simple instructions to enable communication between your Outlook and fastsms.

All you need to do is login to NetMessenger and select Setup Outlook SMS from the My Account menu. (see right)

Now just follow the on screen instructions. If you have any difficulty call us on 0800 954 5305



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# Sending a Message

Once OMS has been activated you will be able to send your first message. New messages can be created within Outlook in a number of ways, many of which you may be familiar with for email. The quickest way to do this is to select 'New Items' from the menu bar and then 'Text Message (SMS)' from the dropdown menu. (see right figure 1).

Once you do this a new window will open much in the same way as with email, you can compose your message by doing the following (see below figure 2)...

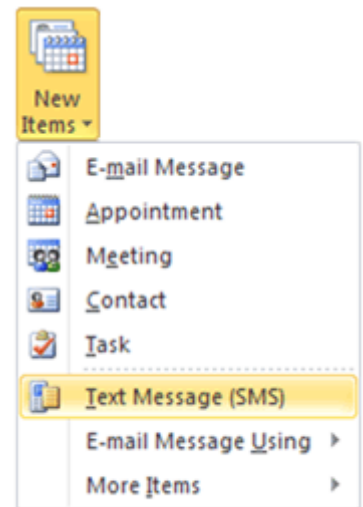


Figure 1

1. Add comma separated mobile phone numbers in the 'To' field.
2. Select contacts from your **Address Book**.
3. Set **Maximum Messages** to limit credits used.
4. Type your text message in the main field.
5. View how your message will appear in the **Preview Pane**.

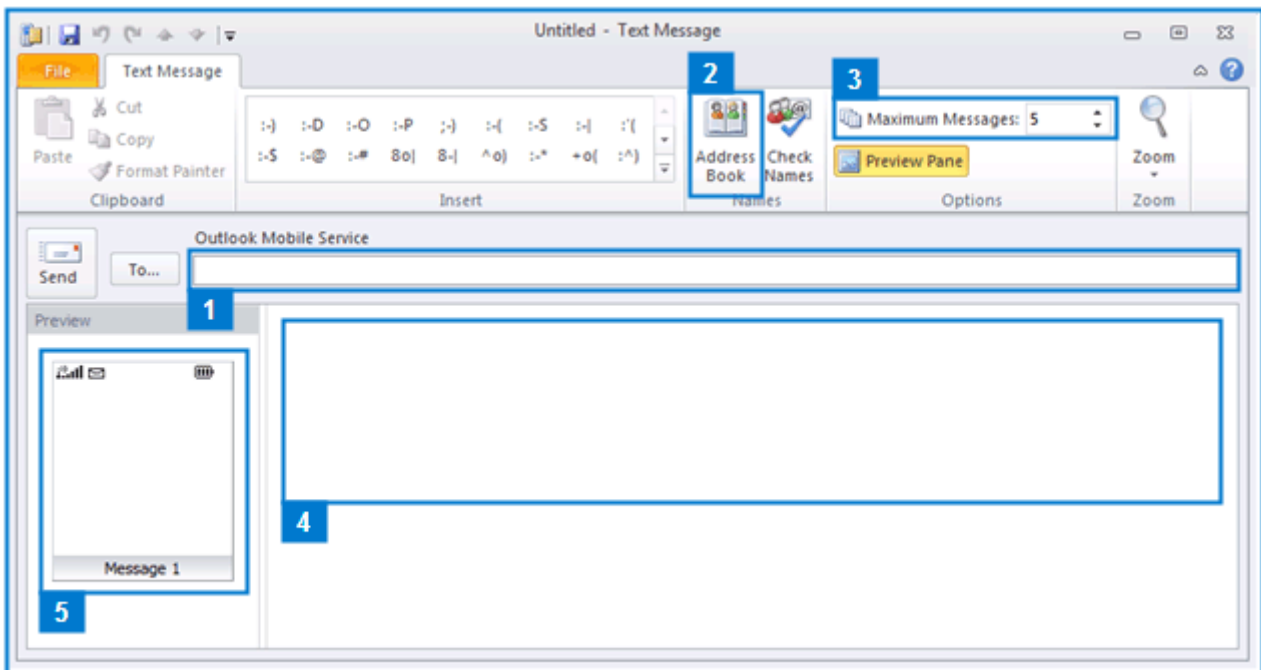


Figure 2

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# Contract Groups

Contact Groups make it quick and simple to send Text Messages through Outlook to larger groups of recipients. (see below figure 3).

1. Go to your Contacts in Outlook and select **'New Contact Group'**
2. In this new window select **'Add Members'**
3. You can then populate your new Contact Group manually or using your existing address book.

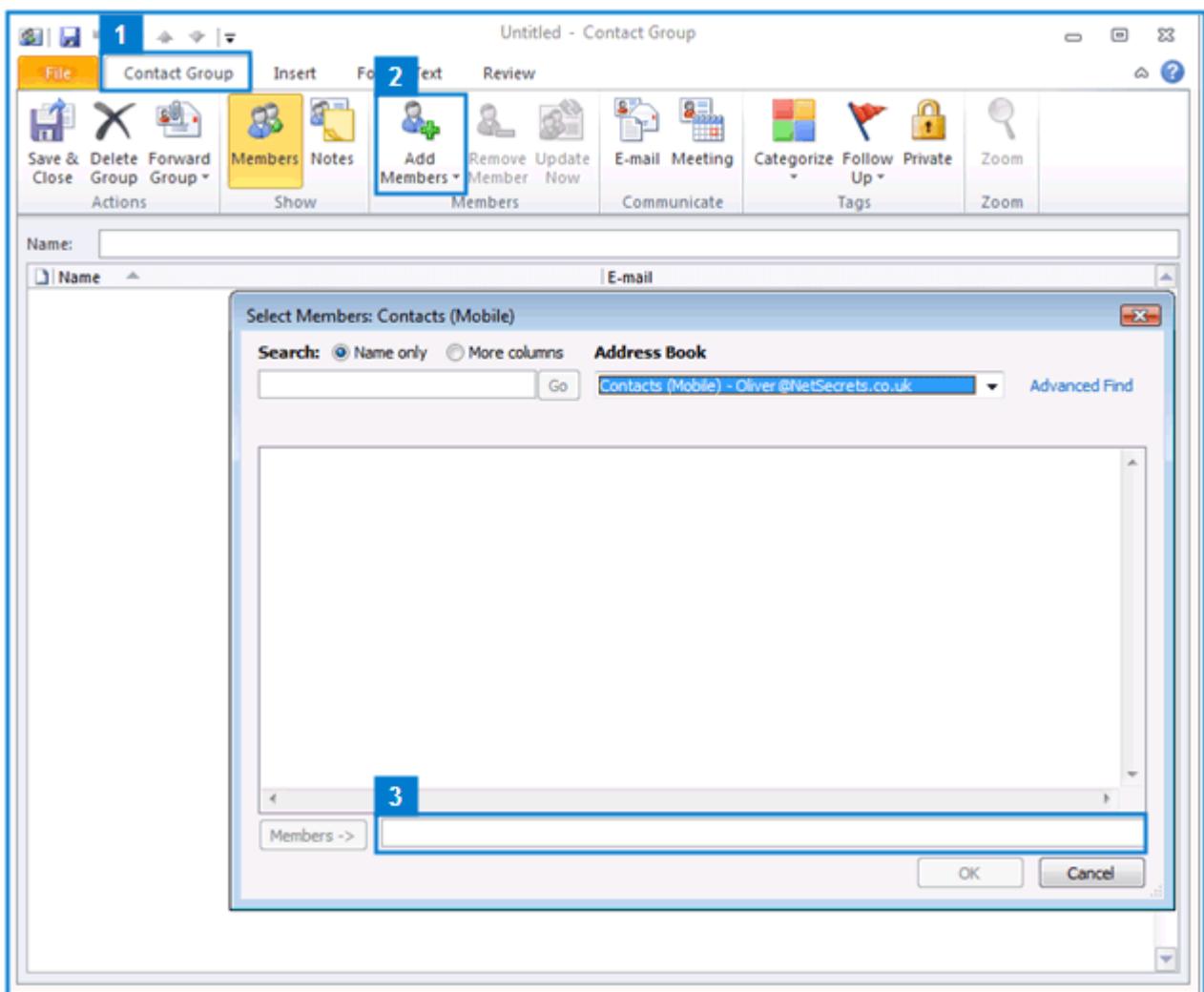


Figure 3

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# Notifications

To manage your Outlook notifications first you must select 'File' followed by 'Options' and then 'Mobile'. You can then do the following (see below figure 4)...

1. Send a summary of your schedule to a mobile device
2. Get reminders on a mobile
3. Forward Outlook items (emails, meetings, tasks etc.) to a mobile
4. Configure options for mobile messaging

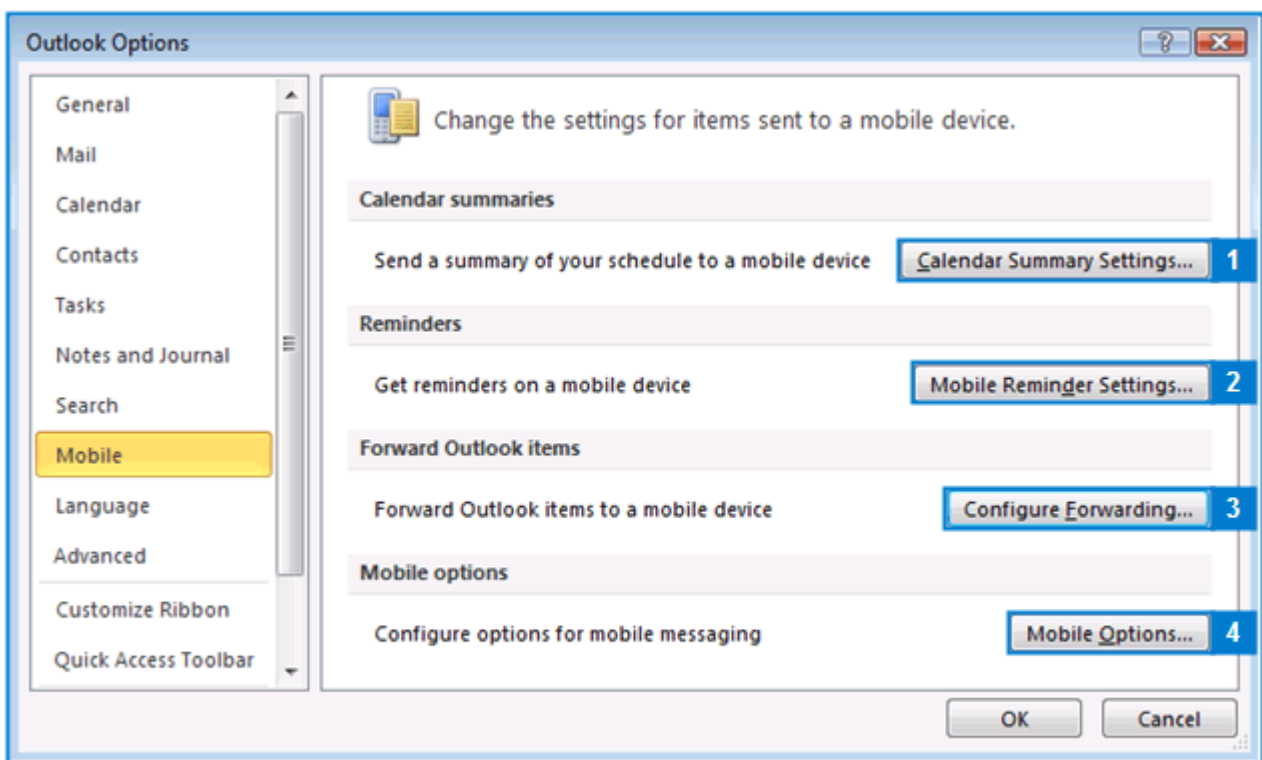


Figure 4

If you require any further assistance with OMS or any other aspect of your FASTSMS account feel free to call us on **0800 954 5305** or email [helpdesk@fastsms.co.uk](mailto:helpdesk@fastsms.co.uk).

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## ABOUT FASTSMS

FASTSMS was established in 2002 as a subsidiary of NetSecrets LTD. Since launch the Company has earned an enviable reputation in the text messaging market as the reliable hub that enables individuals, businesses and organisations to rapidly send large numbers of SMS text messages from PC's and web browsers.

For more information visit: <http://www.fastsms.co.uk>