Let's get started

How to send SMS
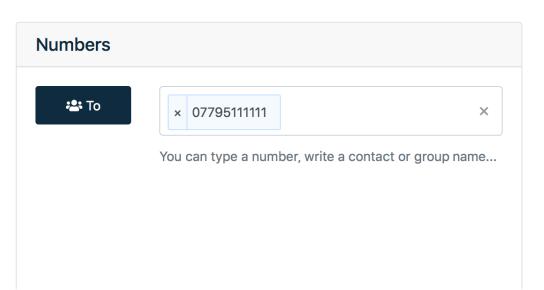
Send SMS

FastSMS

Send a quick campaign

(just click on Send SMS)

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(just click on Send SMS)

1. Numbers

2. Message

Numbers

👥 To | × 07795111111 | ✕

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

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

Above is the numbers box. You can type numbers in manually or paste them in seperated by a comma or on seperate lines as above. The 'To' button on the left is where you can select your saved contact groups.
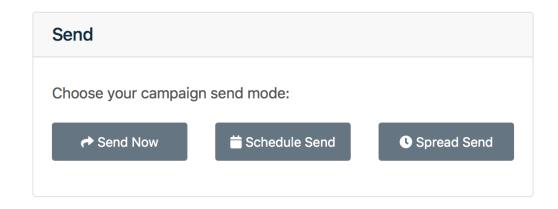
This is the message box where you type your message in that you want to be sent out. Do not copy and paste messages in here because you will get hidden characters that can cause errors.

Send a quick campaign

(just click on Send SMS)

3. Sender ID

Sender ID

Sender ID	Dentist	▼ 💾 Save
Custom Tag	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:

➤ Send Now   📅 Schedule Send   🕐 Spread Send

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

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(just click on Send SMS)

Message

✉ Saved ▾   ☰ Fields ▾   ⊘ Stop

✉ Messages

💾 Save

➕ Save as New

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

✉ Saved ▾   ☰ Fields ▾   ⊘ Stop

Hi {FirstNan   ointment with us is on
16/08/2019   ld like to rearrange your
appointmen   34 567 890 thank you

First Name

Surname

Company Name

Email

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.

Pesonalise messages - Dropdown

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

Send a quick campaign

(just click on Send SMS)

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:	Max Length:	Message Length:
1 credits	**612 (521 left)**	**91 messages**

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
Email - helpdesk@fastsms.co.uk

We're always happy to help!