



MyMobileAPI
mymobileapi.com

Email to SMS with Outlook 2010

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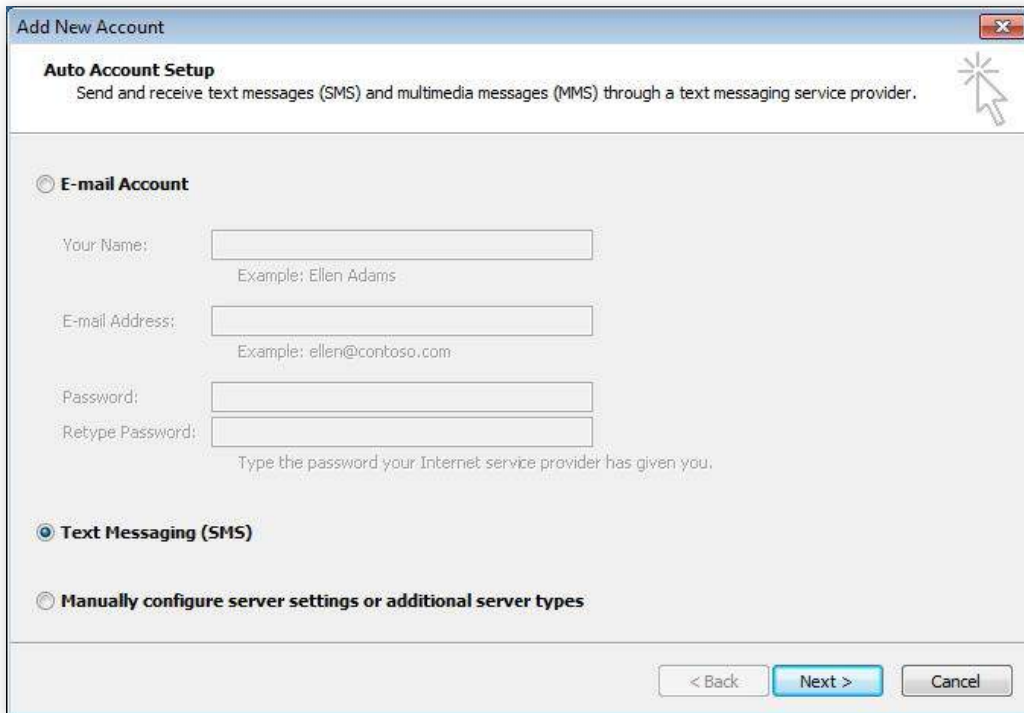
OVERVIEW

Microsoft Outlook 2010 and an existing SMS account are required to send SMS. Sending SMS from Outlook 2010 should not be confused with sending email to SMS. Outlook 2010 provides a built in SMS plugin, that allows the sending of an SMS to a mobile phone by using a subscription to an SMS Service Provider (charges will apply).

Configure Outlook

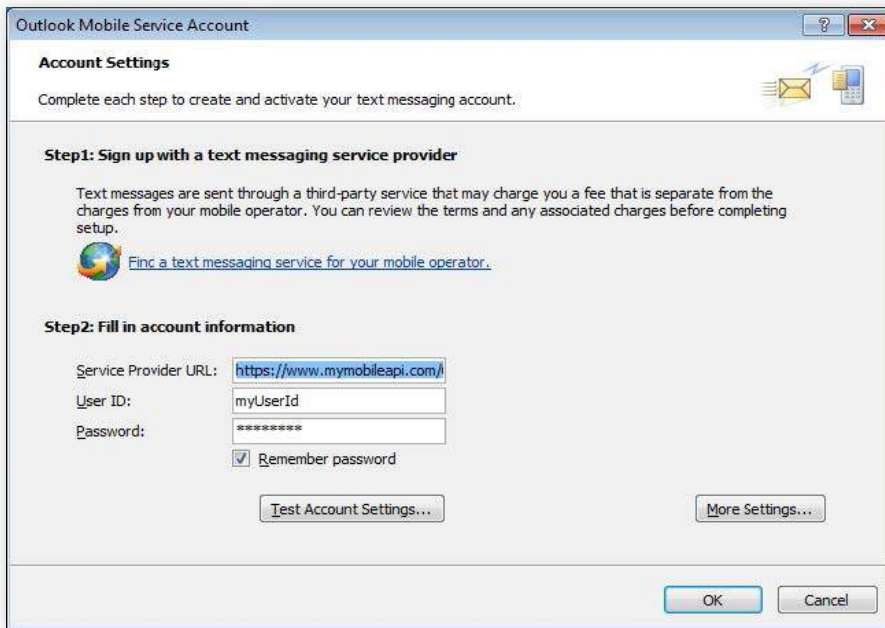
The following steps detail how to setup an SMS account in Outlook

1. In Outlook go to File > Add Account. The following screen will be displayed.



2. Select 'Text Messaging (SMS)', and 'Next', and complete the following details.

- Set the Service Provider URL to <https://www.mymobileapi.com/OMS/OMS.aspx>
- Enter in the User ID normally used to gain access to the online account
- Enter in Password normally used to gain access to the online account




Outlook Mobile Service Account

Account Settings

Complete each step to create and activate your text messaging account.

Step1: Sign up with a text messaging service provider

Text messages are sent through a third-party service that may charge you a fee that is separate from the charges from your mobile operator. You can review the terms and any associated charges before completing setup.

 [Find a text messaging service for your mobile operator.](#)

Step2: Fill in account information

Service Provider URL:

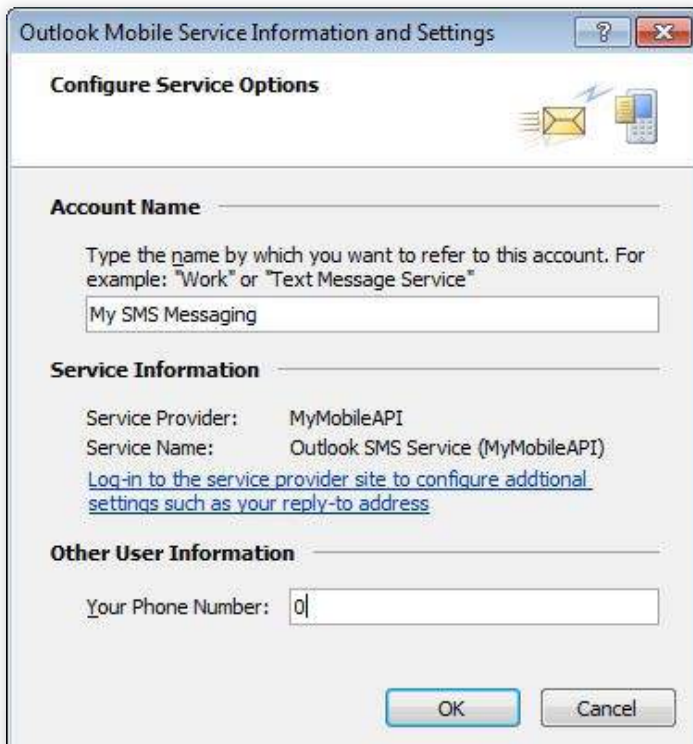
User ID:

Password:

Remember password

3. Select 'More Settings', and complete the following details

- Enter the Account Name, any name is accepted.
- Enter in a personal mobile number in the Phone Number field, this is used for testing the connection only.
- Press Ok to exit this screen.



Outlook Mobile Service Information and Settings

Configure Service Options

Account Name

Type the name by which you want to refer to this account. For example: "Work" or "Text Message Service"

Service Information

Service Provider: MyMobileAPI
Service Name: Outlook SMS Service (MyMobileAPI)

[Log-in to the service provider site to configure additional settings such as your reply-to address](#)

Other User Information

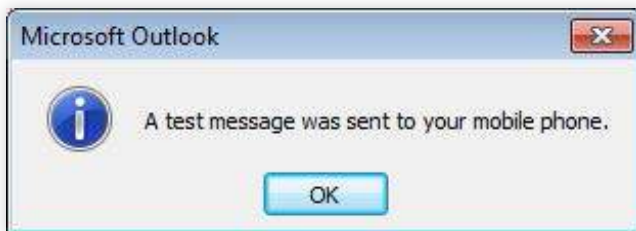
Your Phone Number:

4. Select 'Test Account Settings'

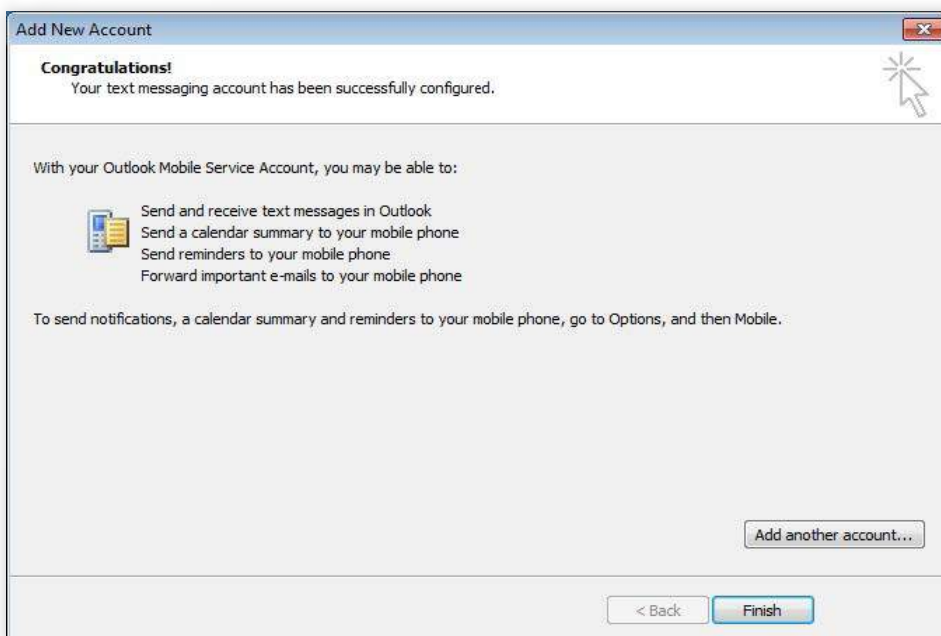
a. The following message is displayed when the account is successfully verified.



b. Click Yes to send a test message to the phone number specified earlier. The message below is displayed when an SMS has been successfully sent. Press OK to continue



5. Press Next, and then Finish to complete the setup account process



This completes the Outlook SMS account setup process.

RECEIVING REPLIES

Outlook allows users to send SMS, but how do users receive replies to their SMS via Email or SMS? These features can be configured by editing the users account settings via the website where the account was originally registered.

1. Login to the website where the account was registered.
2. Using the left hand menu, select Account Settings
3. On the Account Settings page, go to the Incoming Messages forwarding settings
 - a. Tick the Apply defaults to API
 - b. To forward replies to a Mobile add a number to Forward Reply to Mobile setting
 - c. To forward replies to an Email, add an email address to Forward Reply to Email setting
4. Press Update Defaults to save the new account settings.

This completes the Receive replies configuration.



The screenshot shows a web form titled "Incoming messages forwarding settings (defaults):". It contains the following fields and options:

- Apply defaults to API:** A checkbox that is checked, with the text "True" next to it.
- Forward Reply to Mobile:** A text input field containing the number "0720000000".
- Forward Reply to Email:** A text input field containing the email address "replies@myemailaddress.com".
- Email format:** Two radio buttons, "Default" (which is selected) and "Custom".
- Send Response to Reply:** An empty text input field.

At the bottom right of the form is a red button labeled "Update defaults".

Configure Sender ID

An SMS sent out via Outlook can either contain a default sender ID, or a sender ID specified in a user's account settings (only if the account is permitted to use a custom sender ID)

However, please note the following conditions when using a Sender ID:

Certain networks block Sender IDs that contain alphanumeric. To ensure that a Sender ID is accepted by a network(s), test a small group of numbers and check that messages are delivered successfully using the Sender ID. No refunds will be provided if messages are blocked by a network due to the use of an incompatible Sender ID.

To configure a sender ID for messages sent from Outlook:

1. Login to the website where the account was registered
2. Using the left hand menu, select Account Settings
3. On the Account Settings page, go to the Sending From Outlook field under the 'Your Account Details'.
4. Enter in a suitable Sender ID for your messages, or leave the sender ID empty to use the default.
5. Press Update Account to save the new account settings

This completes the configuration of the Sender ID configuration.

DELIVERY RECEIPTS

Delivery receipts to SMS sent from Outlook can be viewed online using the reporting features available via the website where the account was registered. To view delivery receipts, login to the website where the account was registered and select Sent/Queued from the menu.



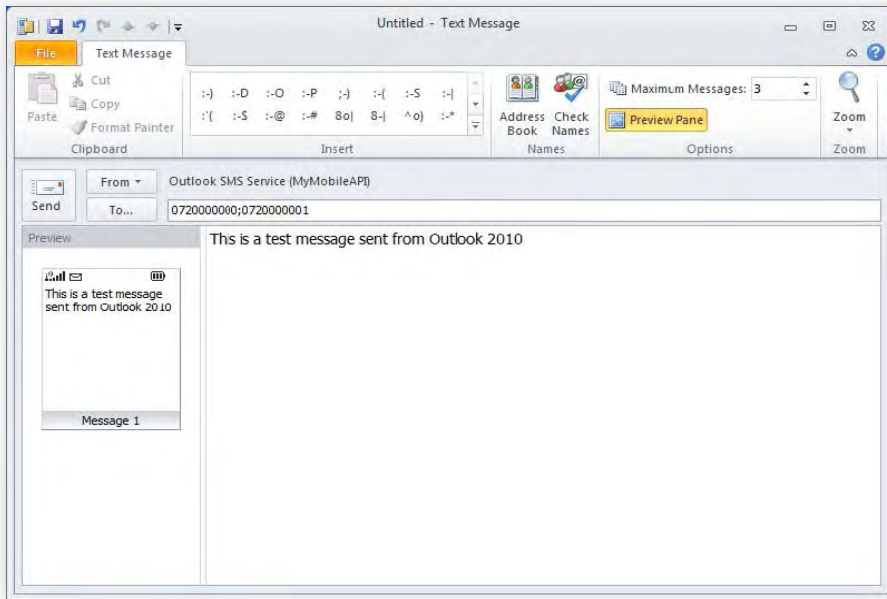
Sending SMS in Outlook

Sending SMS via Outlook is similar to sending an Email, but should not be confused as being the same thing. It is not possible to send an email to a mobile phone number.

1. To create a new SMS message, select New Items, select Text Message (SMS)



2. A new window appears where the text for the SMS can be captured. A maximum of three messages can be sent (long SMS) per send to multiple recipients. Press Send to send the SMS.



Undeliverable Receipts in Outlook

After an SMS has been created and sent via Outlook, Outlook will receive an error response if the SMS could not be sent. The error messages will be delivered to the Inbox and are called undeliverable receipts. The receipts contain information such as, date, message, recipient and the error.

For example:

