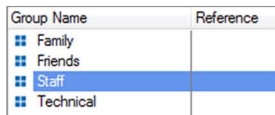


ADD A RECIPIENT TO THE ADDRESS BOOK

1. Open **Maintain Recipients**.
2. Highlight the Group (left) in which the recipient should be created. To create a new Group select the Insert button below the group window on the left.

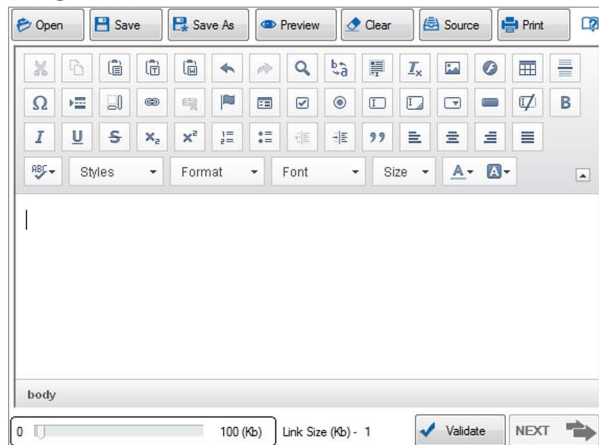


3. Select the **Insert** button on the right (below the Recipients window on the right).
4. Complete the Recipient's name and contact details and press **OK**.



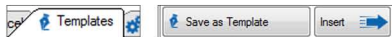
SEND MOBILINK

1. Open the **MobiLink Composer**.
2. Use the design toolbar to add content to the webpage design area.



Note: To make changes to the HTML code select the **Source** button.

3. To save the design as a Template open the **Template** tab and select the **Save as Template** button. To use a template select the **Insert** button.



4. **Save** the design before continuing.



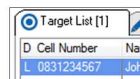
5. Select the **Validate** button to check the webpage size.



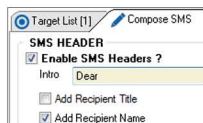
6. Select the **Next** button.



7. Populate the **Target List**: drag-and-drop groups/individuals from **Recipients** to the **Target List**.



8. Open the **Compose SMS** tab. Specify header details, type the SMS Message and specify signature details.



To use a Template select the **Browse** button (left).

To save the message as a template select the **Save** button (right).



A link to the MobiLink webpage is generated automatically.

9. Select the **Next** button.

10. Preview the SMS and MobiLink webpage.

The Information panel shows details pertaining to the MobiLink, your data bundle and SMS balance.

11. Specify the MobiLink expiration. This is the number of days that a MobiLink webpage will remain active before expiry and deletion.



12. Select the **Send** button to send the SMS and publish the MobiLink webpage for viewing.

SEND AN SMS

1. Open the **SMS Control Centre**.
2. Follow steps 7 to 8 above (SEND MOBILINK).
3. Select the **Send** button and choose **Send Now (Send Later)** allows you to create an SMS schedule).

Note: To send a single SMS select the **Quick SMS** button. Select a recipient from the address book or type in a cell number then select the **Send SMS** button.

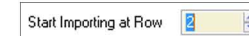


IMPORTING CONTACTS FROM A SPREADSHEET

1. Open **Excel Import/Export**.
2. Select the **Import Settings** tab.
3. Enable the checkboxes for the entries contained in your spreadsheet.
4. Specify in which column these fields reside. eg. If your spreadsheet only contains a Name in Column A, a surname in column B and a Cell Number in Column C, your selection should look like this:

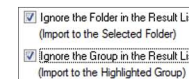


5. Specify on which row your first contact resides.



6. **NB** If you do not have a Folder column in your spreadsheet make sure the **Ignore the Folder** checkbox is enabled.

NB If you do not have a Group column in your spreadsheet make sure the **Ignore the Group** checkbox is enabled.



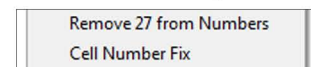
7. Select your spreadsheet's location on the computer.



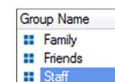
8. Select the **Import** button.

9. If the imported cell phone numbers in the Results list start with a 27, right click and select the **Remove 27 From Numbers** option.

If the imported cell phone numbers in the Results list do not start with a 0, right click and select the **Cell Number Fix** option.



10. Highlight the **Group** (left) where the recipients should be added.



11. Select the **Add All** button.

