



How to create a Simple Broadcast Message list for the TSMS Service

Open your favourite spreadsheet editor (Excel/Openoffice etc) and use the following layout:

	A	B	C
1	Mobile		
2	021123456		
3	021237569		
4	021768246		
5	0274856987		
6	025790245		
7	0274963712		
8	+6421857612		
9	0214789652		
10			
11			

The prefix (*0 or +*) must be seen at the *beginning* of the number but some spreadsheet editors filter these out. To keep these details, set the cell format as text rather than a number. Alternatively, put spaces, dashes or brackets around the prefix to preserve them (e.g. 021 123 456 / 021-123456 / (021) 123456)

Once you list is complete, save the spreadsheet in the *.CSV (Comma Separated Values) format and attach to the email.