



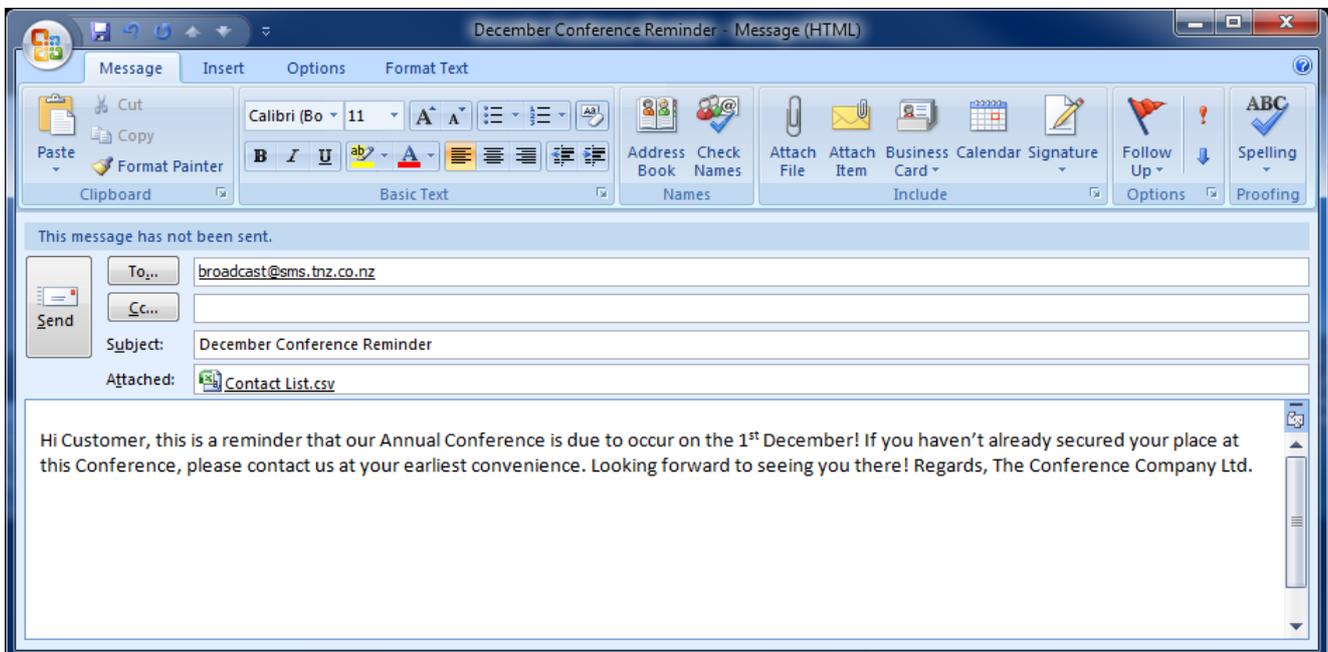
SMS Help Guide

Sending Email-To-SMS Broadcasts

Email to SMS is a simple way of sending text messages via the internet.
You can use it to send broadcast messages out to a group of mobile numbers.

If your email address is registered for sending messages through TNZ, you can simply:

1. Open your Email Client (e.g. Outlook)
2. "To" needs to contain *broadcast@sms.tnz.co.nz*
3. Type the message you want to send to the mobile number into the body of the email.
4. Attached the contact list of mobile numbers to the email (this must be in CSV format).



In the subject line, you may include some personal details about the message for your reference.

Ensure that there are no @sms.tnz.co.nz addresses CC'd in the email, as this will cause a duplicate broadcast to be sent!

Ensure you have formatted the “CSV” list correctly.
Numbers must begin with ‘0’ for national messages or ‘00’ for international messages.
If you are sending a mixture of national and international messages, it may be safer to format all numbers in the international format.
If you have requested special formatting of numbers, your options may be different.

To send a national SMS:

→ [Mobile Network][Mobile Number]

displayed as 0213334444

To send an international SMS:

→ [Country Code][Mobile Network][Mobile Number]

displayed as 006143334444

The CSV Contact List’s columns must be formatted as follows:

	A	B	C
1	Mobile	Attention	Company
2	021 222 3333	Mark	ABC Ltd
3	027 333 4444		IMC Corp
4	029-9998888	Robert	West & East Limited
5	(022) 6668888	Lisa	
6	0061 4 9999 8888	John Smith	My Tyres Co
7	0064 21 3333 9999	S Thompson	

Attention and Company columns are optional.
If you are creating your CSV contact list using a Spreadsheet Editor such as Microsoft Excel or Oracle Openoffice, ensure that the leading ‘0’s are retained.

Options to preserve the leading ‘0’s:
Spaces: 021 222 3333
Dashes: 021-2223333
Brackets: (021)2223333
Cell Formatting: Set the cell formatting to “text”
You can use a mixture of the above options.