



SMS Help Guide

Sending Email-To-SMS with File Link

Email to SMS is an easy way of sending single text messages to mobile phones.

Along with the File Link feature, you can send shortened links to files and webpages, plus allow web-based replies and opt-outs.

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 the mobile number you are sending to (*mobnumber@sms.tnz.co.nz*)
3. Type the message you want to send to the mobile number into the body of the email.
In the body of the email, you can include File Link tags.
4. In the subject line, you may optionally include some personal details about the message for your reference

The screenshot shows an email composition window with the following details:

- To:** 027988788@sms.tnz.co.nz
- Cc:** (empty)
- Subject:** Updated Policy Document ABC123
- Attachments:** Policy_ABC123.pdf (432 KB) and TermsAndConditions.pdf (162 KB)
- Body:**

Dear Customer, your latest policy is included: [[File1]]
I have also included our Terms: [[File2]]
Thanks, ABC Company
Rate your experience: [[Link:https://www.survey.mycompany.com/path/to/survey.html]]
Unsubscribe: [[Optout]]

Number formatting to send a national SMS:

[Mobile Network][Mobile Number]@sms.tnz.co.nz

displayed as 0213334444@sms.tnz.co.nz

Number formatting to send an international SMS:

[Country Code][Mobile Network][Mobile Number]@sms.tnz.co.nz

displayed as 006421000001@sms.tnz.co.nz

File Link Tags:

[[Link1: *]] *example input: [[Link1: http://www.mydomain.com/path/to/page.html]]*
example output: https://tnz.nz/AAA00A

[[Link2: *]] *example input: [[Link2: http://www.mydomain.com/path/to/page2.html]]*
example output: https://tnz.nz/AAA00B

[[Files]] *example input: [[Files]]*
example output: https://tnz.nz/AAA000

[[File1]] *example input: [[File1]]*
example output: https://tnz.nz/AAA001

[[File2]] *example input: [[File2]]*
example output: https://tnz.nz/AAA002

[[Reply]] *example input: [[Reply]]*
example output: https://tnz.nz/AAA00R

[[OptOut]] *example input: [[Optout]]*
example output: https://tnz.nz/AAA00O

- A maximum of nine [[Link*:]] and [[File*]] tags are supported
- Files are counted in the order they're attached to the email
- [[Files]] inserts one link. When clicked, the receiver sees a landing page with links to all attached files.
[[File1]] inserts one link direct to the first attached file.
[[File2]] inserts one link direct to the second attached file.
Etc.
- The [[Reply]] tag allows the viewer to enter a response
- The [[Optout]] tag allows the viewer to enter an unsubscribe request
- All File Link tags are tracked (date and time opened, the viewer's IP and UserAgent, including multiple opens)
- ***File Link must be enabled by your Account Manager or Sales Representative**