GOFAX

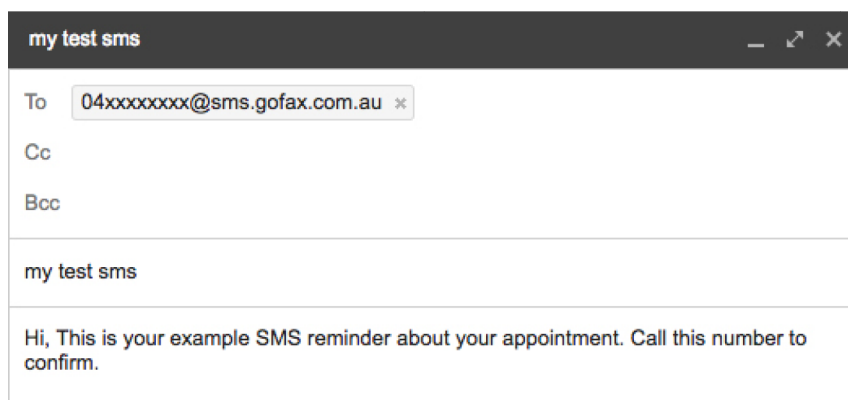## HOW TO SEND AN SMS FROM EMAIL

To send an SMS from email using the GoFax Email SMS

- An online account with GoFax - Set up account now
- Purchased GoFax Send credits
- Your email address added as an 'Allowed SMS Sender' on your GoFax account

Using the GoFax Send service, sending an SMS from email is vconvenient and fast:

1. Create a new email message in any email application / service, e.g. Outlook® or
2. Enter the mobile number with no spaces followed by @sms.gofax.com.au

   For example 04xxxxxxxx@sms.gofax.com.au
3. Enter a Subject Line for your own reference / reporting (GoFax will not check the subject line for SMS text*
4. Type in your SMS message. Remember to delete any email signature before sending.
5. Click Send

Please note:
- 160 characters is the limit for 1 message. Any characters over 160 will be charged additional Send credits.
- The Sender ID and the 'Reply To' email can be edited from the 'GoFax SMS Settings' option in your GoFax online account.
- Notification options are editable from the 'GoFax SMS Settings' option in your GoFax online account.
- GoFax will not read any SMS numbers in the 'Cc...' or 'Bcc...' fields.

* If your email program / service includes an un-removable signature or disclaimer block on every email, you can set GoFax to check the subject line of every email for SMS content instead of the body from the 'GoFax SMS Settings' option in your online account.
For further instructions and FAQ's visit www.gofax.com.au/support