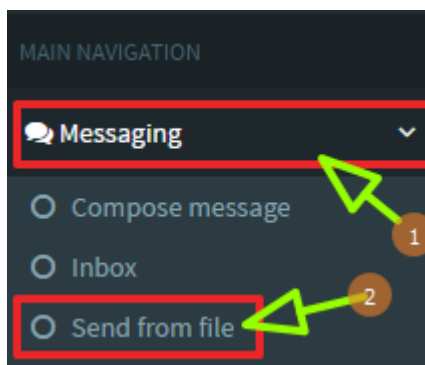


How to send a message from an external file

Login into the platform.

On the main menu, click on [messaging](#) then [send from file](#).

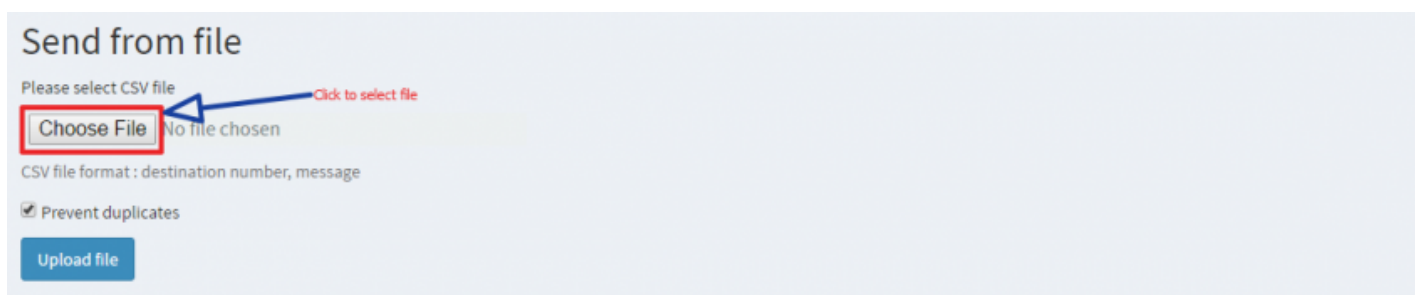


Prepare an [excel file](#) of the messages to be sent in the order: contact, message as in the example below:

	A	B
1	destination number	message
2	0710 123 456	Hello Keri, your appointment is at 11.00 am
3	0711 789 365	Hello Betty, your appointment is at 12.00pm
4	0752 321 654	Hello Denyl, your appointment is at 1.00pm

Save the file in csv format, for example, [message.csv](#).

Select the saved file.



To avoid sending duplicate messages to the same person, tick the [prevent duplicates](#) option then click [upload file](#).

Click [send SMS to valid entries](#) for confirmation.

Send from file

Confirmation

Uploaded file: msg.csv

Found valid entries in uploaded file (valid entries: 4 of 4)

Your choice

Cancel send from file

Send SMS to valid entries

Revision #5

Created 14 October 2016 09:02:40 by mwaurahmn

Updated 21 November 2016 11:40:31 by mwaurahmn