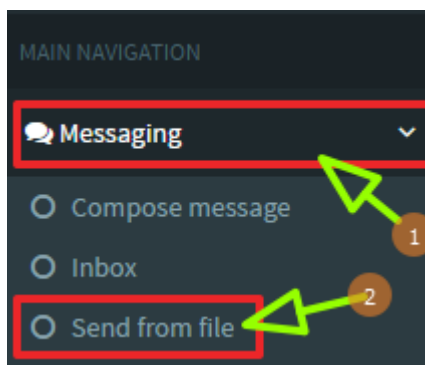


# How to send a message from an external file

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	<b>destination number</b>	<b>message</b>
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.

A screenshot of a light blue form titled 'Send from file'. Below the title, it says 'Please select CSV file'. There's a 'Choose File' button highlighted with a red rectangle and a blue arrow pointing to it with the text 'Click to select file'. To the right of the button, it says 'No file chosen'. Below that, it says 'CSV file format : destination number, message'. There's a checkbox labeled 'Prevent duplicates' which is checked. At the bottom, there's a blue button labeled 'Upload 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

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