



TeleVoIPs Texting

Follow the directions below for texting using your business phone numbers (this service must be enabled by TeleVoIPs to use it—contact sales@televoips.com to sign up for SMS).

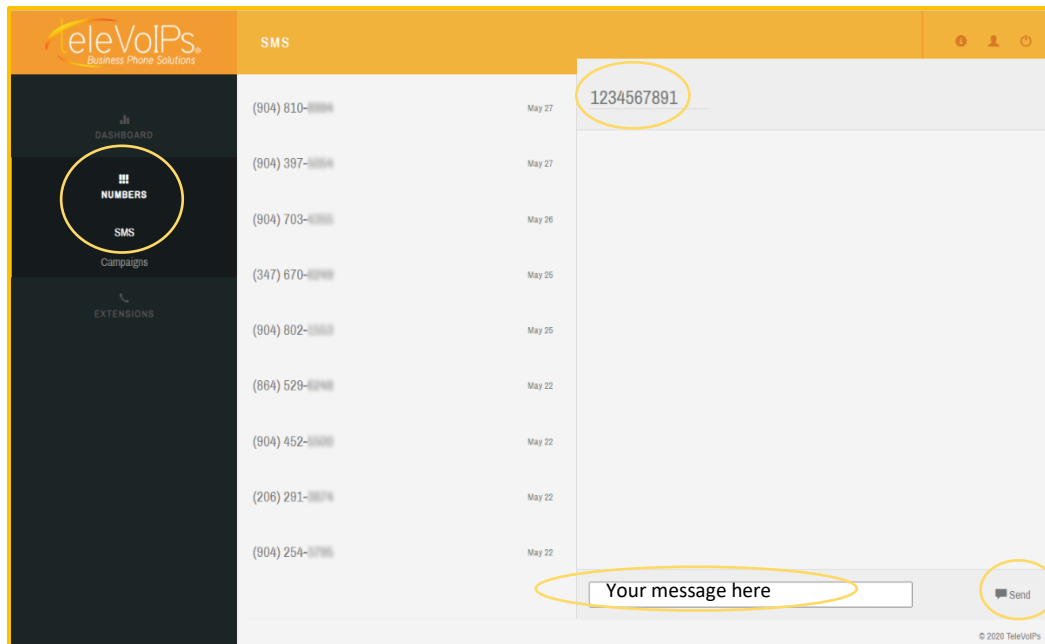
OPTION 1: Texting via Email

1. Create a new email.
2. In the “To” field, use the format below:
 - a. Receiving11DigitPhoneNumber-Sending11DigitTeleVoIPsNumber@sms.televoips.com
 - b. Make sure to include the 1 before the phone numbers.
3. Send your email.
4. You can simply reply to a text received via email to respond.

The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To', 'Cc', and 'Bcc'. The 'To' field contains the email address '19044525500-18136555100@sms.televoips.com;'. Below these fields is a 'Subject' field containing the text 'Test'. At the bottom of the composition area is a large text box with the placeholder text 'Your Text Message Here' and a cursor at the end of the line.

OPTION 2: Texting from the Portal

1. Log into the TeleVoIPs portal at <https://portal.televoips.com/>
2. On the left-hand sidebar, click “Numbers”.
3. Click “SMS”.
4. Click “Messages” to the right of the number you wish to send your text from.
5. Click “New Message” in the upper left-hand corner of the screen.
6. Enter the 10-digit phone number you want to text in the top box and the message you would like to send in the bottom text box.
7. Click “Send”.
8. To reply, click the number the text came from, type your message in the text box, then “Send”.



OPTION 3: Texting from the Mobile App

1. Open the Texting tab in your app noted by the message bubble icon.
2. To send a message, use the plus sign in the bottom right-hand corner, type in a number, then your message and press the send button.
3. To reply, click the message you wish to reply to and type your message in the text box, then press the send button.

