

Follow the directions below for texting using your business phone numbers (this service must be enabled by TeleVoIPs to use it—contact <u>sales@televoips.com</u> 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.

\triangleright	<u>I</u> o	<u>19044525500-18136555100@sms.televoips.com;</u>
<u>S</u> end	<u>C</u> c	
	<u>B</u> cc	
	S <u>u</u> bject	Test
Your Text Message Here		

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.

