

## Internet SMS Bulk Send Instructions



### Before you get started...

- Ensure that you have sufficient credits in your SMS account
- Have your mobile numbers in international format (e.g. 61409999999) saved in an excel or text file

#### 1. Login to your account

Go to [www.internetsms.com.au](http://www.internetsms.com.au), select 'Login' from the top menu and enter your username and password.

#### 2. Select 'Upload Tool' from the left hand menu and follow the prompts

##### Step 1/6 - File Upload

Click on 'Browse...', select the excel/text file containing the mobile numbers you wish to send to and click on 'Next >'

##### Step 2/6 - Data Preview

DATA PREVIEW
Step: 2/6

Detected delimiter:  Choose file format: Excel Skip first record: No Choose encoding: Windows-1252 (Latin 1)

Select worksheet: Sheet1 Apply

**Uploaded Data - Top 10 Records**

Value1	Value2
Number	Name
61406307301	Contact1
61439779868	Contact2
61414725573	Contact3

< Back
Next >
Clear All

Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email [support@faxem.com.au](mailto:support@faxem.com.au)

The system will automatically detect **delimiters**, **file format**, whether the **first record** needs to be skipped (if you are using column headers) and will display the first 10 records of the uploaded data in a table. If the detected file format, the selected worksheet etc. are incorrect please make your amendments and click on **'Apply'** to update preview – then select **'Next >'**

### Step 3/6 - SMS Definition

SMS DEFINITION
Step: 3/6

**Message:** Number Insert

No. of characters (messages): 0 (0)

Quick Preview

**Data Coding**

Text

Binary

Unicode

**SMS type:**

Normal

Flash

**Sender:**

Text

Data Number

**Recipient:**

Data Number

**Time of sending:**

Now  Scheduled

**Uploaded Data - Top 10 Records**

Number	Name
61406307301	Contact1
61439779868	Contact2
61414725573	Contact3

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Next >

Clear All

- **Enter your message** (max. of 160 characters including spacing per message/credit; if your message is longer than 160 characters you will be charged accordingly; 2msg = 2 credits, 3msg + 3 credits)  
To personalise your message select a field from the drop down menu and click on 'Insert'
- **Enter your 'Sender' ID**
- Under **'Recipient'** select the column which contains the mobile numbers
- Select your **'Time of sending'**
- Click on **'Next >'**

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#### Step 4/6 - Data Processing

The system will process your data and display any warnings concerning content that is unusable and should be changed.

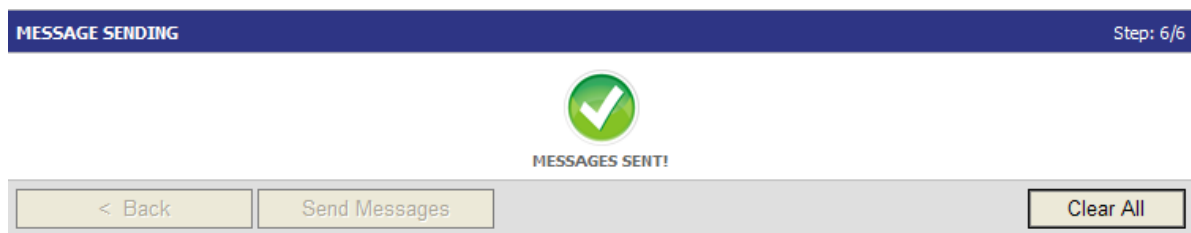
If all data is correct click on **'Next >'** to continue.

#### Step 5/6 - Analyse of Data


The system will cross-reference all information for possible errors and will display all messages grouped by country and network, along with number of messages and price per message. The Status shows if any of the message content is invalid.

Enter a short description into **'Action description'** for easier reference in the reports and click on **'Send Messages'** to proceed with your broadcast.

#### Step 6/6 – Message Sending



MESSAGE SENDING Step: 6/6

  
MESSAGES SENT!

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Wait for the confirmation that your message have been sent.

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