

# How To Send Text Messages Using the Contacts Database

In order to send text messages using the contacts database you must make sure that you collect the cell phone number, with area code, and cell phone service provider from your clientele. You must also make sure that clients know that you are not responsible for any extra costs associated for receiving text messages from you. To collect these numbers many offices add extra columns to their sign in sheets for events.

It may be helpful to create a separate group code in the contacts database so that you can access it quickly. For example if you were using a list to send information directly to farmers then you could name the code txtfrms.

## 1: Select Adv. Search & Output

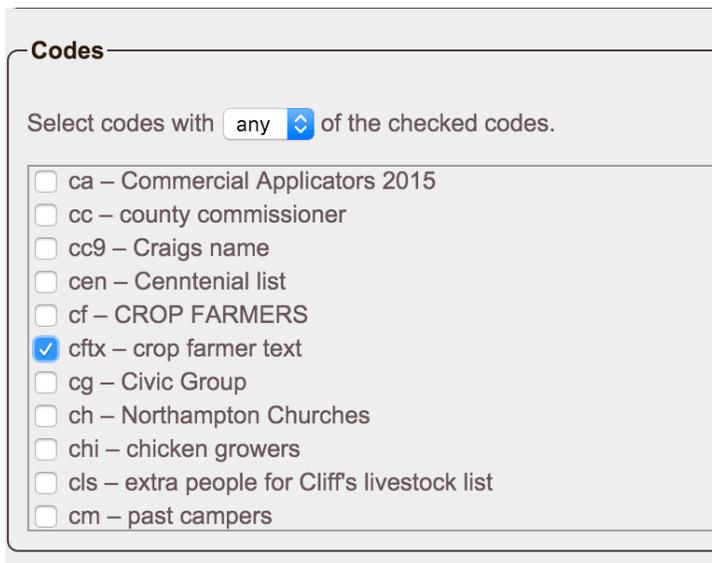


County: Northampton ▼ Logge

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**2: Put a check by the Code(s) you would like to send the text message to. You may select multiple codes.**

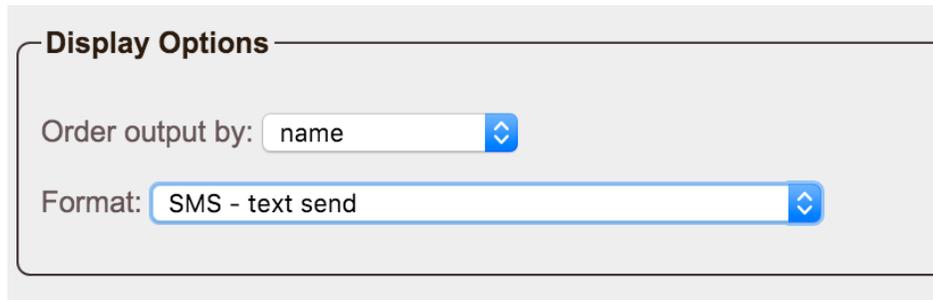


**Codes**

Select codes with  ▼ of the checked codes.

- ca – Commercial Applicators 2015
- cc – county commissioner
- cc9 – Craigs name
- cen – Cenntenial list
- cf – CROP FARMERS
- cftx – crop farmer text
- cg – Civic Group
- ch – Northampton Churches
- chi – chicken growers
- cls – extra people for Cliff's livestock list
- cm – past campers

3. In the display options directly underneath the Codes box, select format: SMS-Text Send from the drop down menu.

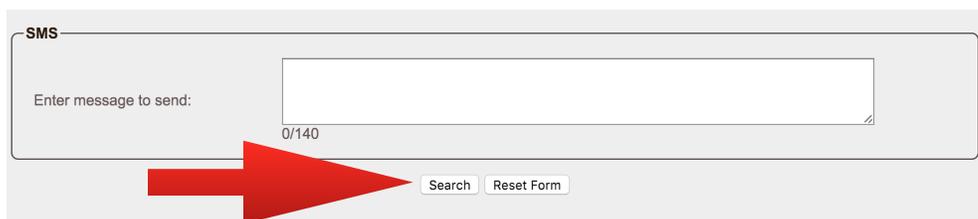


**Display Options**

Order output by: name

Format: SMS - text send

4. Step 3 will open a box below display options that looks like this:



SMS

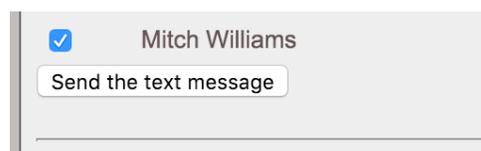
Enter message to send: 0/140

Search Reset Form

5: In the box above you can type your text message that you would like to send out. It can only be 140 characters TOTAL, including spaces and punctuation. Remember when working with text messages: Less is more! Be to the point.

6. When finished typing text message, proof read and hit the SEARCH button, displayed above with the arrow.

7. You will then have another page that opens with names and phone numbers of those who are listed on the contact group(s) you selected. You may uncheck a box by a particular individual(s) if you do not want to send them the message. When you are finished scroll down to the end of the page and hit the send text message button. Your text will be sent immediately.



Mitch Williams

Send the text message