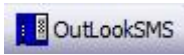


User guide on Outlook SMS

Outlook SMS is simple and easy to use. You must first register as a user to use Outlook SMS. Just follow 3 simple steps to download and install the application into your PC and start sending SMS from your desktop!

After installing the Outlook SMS into your Outlook, you will notice that there is an icon like this



in your Outlook toolbar. Click on the icon to start using Outlook SMS.



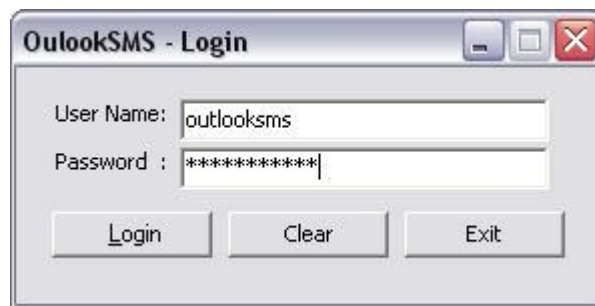
Alternatively, you will also find this icon on your desktop. You can also use Outlook SMS by clicking on this icon; however, you will not be able to gain access to the Outlook address book.

Make sure you have enough SMS credits before sending SMS. Below are some sample screen shots and instructions on how to use Outlook SMS.

User login

Step 1: Enter your username and password to verify you are an authorized and valid user.

Step 2: Click "Login" to log in.



Picture 1: User Login

Send SMS Messages

Send out SMS by 4 simple steps! Read on to find out how.

Step 1: To send SMS, click on "New".

Step 2: There are 2 options for entering mobile numbers:

- a) Typing each mobile number manually (Picture 2:Compose New Message)
- b) Select the contact from Outlook address book (Picture 3: Address Book)

Step 3: There are also 2 options inputting your message content:

- a) Type into the message content box provided (Picture 2: Compose New Message)
- b) Choose a template which has been saved (Picture 4: Message Template)

Step 4: Once the mobile numbers and message has been inserted, click on "Send" to activate the sending.

Note: Credit balance will be deducted automatically once the message has been sent.

OutLook-SMS

File View Report Help

iSENTRIC
Mobile Business Solution Provider

Navigation

- Credit Bal. 93 SMS
- File
 - New
 - Template
 - Exit
- View
 - Navigation
 - Status Bar
- Report
 - Inbox (0)
 - Pending (0)
 - Sent Items (0)
 - History

Compose New Message

To: 60123344556

This is a sample message for Mobility2u.

1. Insert mobile numbers of each message recipients

2. Type in your message content in the message box

3. Click Send to send out SMS

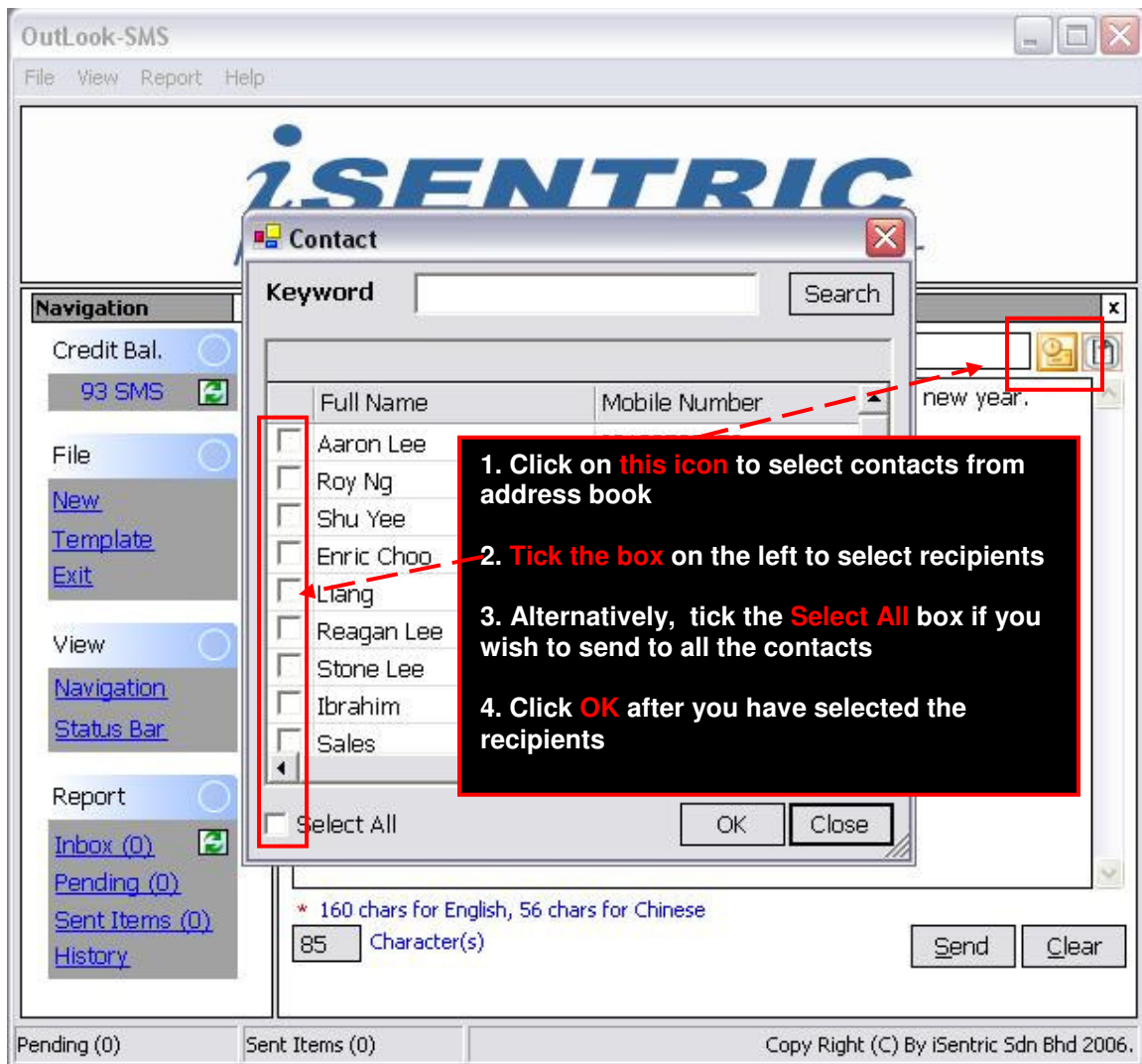
* 160 chars for English, 56 chars for Chinese

40 Character(s)

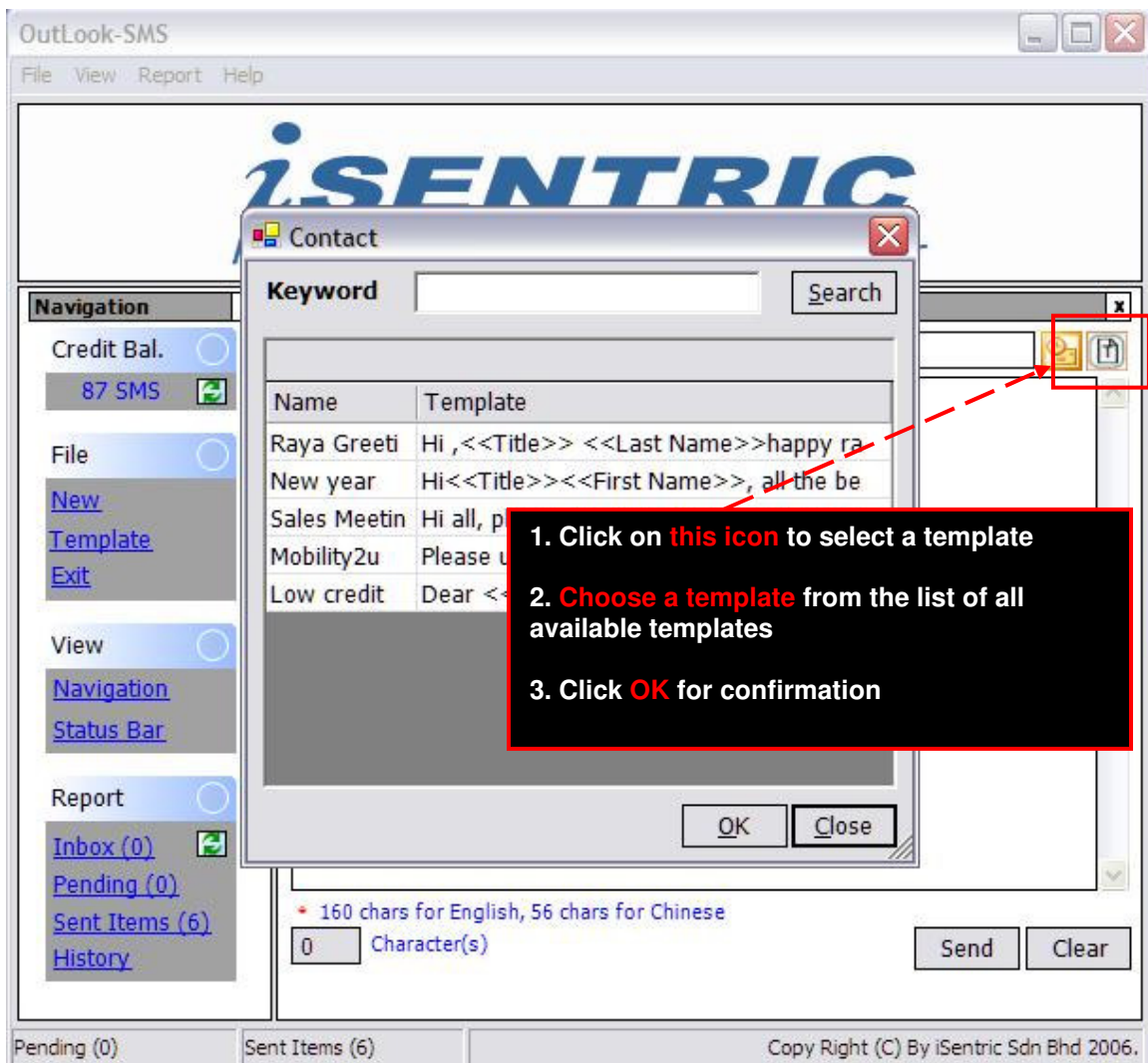
Send Clear

Pending (0) Sent Items (0) Copy Right (C) By iSentric Sdn Bhd 2006.

Picture 2: Compose New Message



Picture 3: Address Book



Picture 4: Message Template

Message Template

Messages can be saved as a template. To save a template, follow the instructions below:

Step 1: Click on "Template" on the left navigation toolbar. (Picture 5: Template)

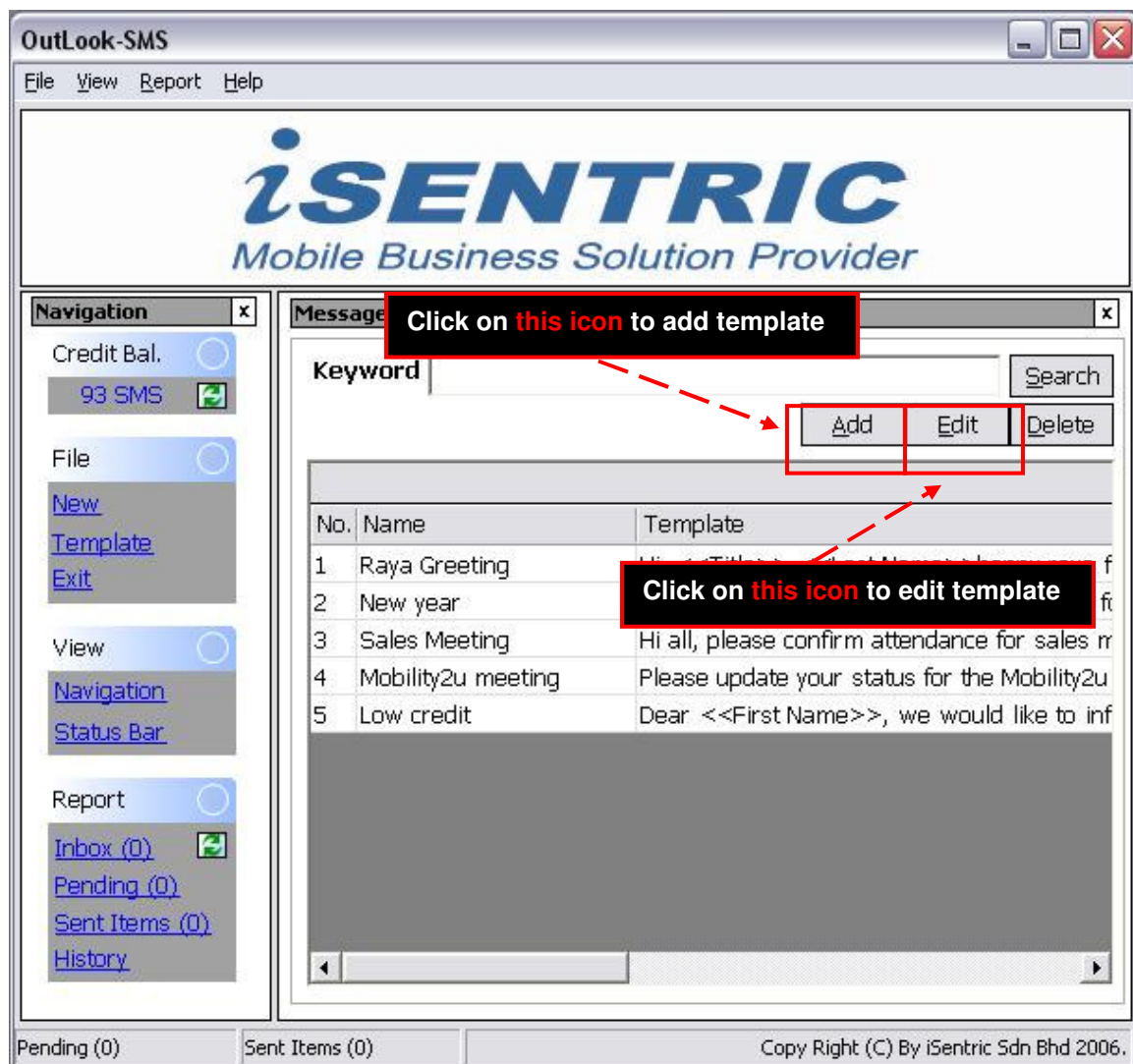
Step 2: Click on the "Add" icon to add a message template.

Step 3: Type in the message to be saved.

Step 4: Additionally, customize message to greet by name, which are taken from Outlook's Address Book. Fields can be inserted by clicking on "Insert" icon. (Picture 6: Add Template)

Step 5: Click on "Save" to save the message template.

Step 6: Templates can be edited by clicking on the "Edit" icon. (Picture 5: Template)



Picture 5: Template

OutLook-SMS

File View Report Help

iSENTRIC
Mobile Business Solution Provider

Navigation

Credit Bal. ☐

93 SMS ☒

File ☐

New

Template

Exit

View ☐

Navigation

Status Bar

Report ☐

Inbox (0) ☒

Pending (0)

Sent Items (0)

History

Message Template

Name: Template Testing

Tag: Title

Template: Title, First Name, TelexNumber, Birthday, Cor, Dep, Em

1. Insert a name for the template

2. Enter the message to be saved as template.

3. Select the fields from Address Book and click on the Insert icon

4. Click on the Save icon to save the template

0 Character(s)
* 160 chars for English, 56 chars for Chinese

Save Cancel

Pending (0) Sent Items (0) Copy Right (C) By iSentric Sdn Bhd 2006.

Picture 6: Insert Field

Reports: Inbox

Message recipients can reply SMS back to Outlook SMS.

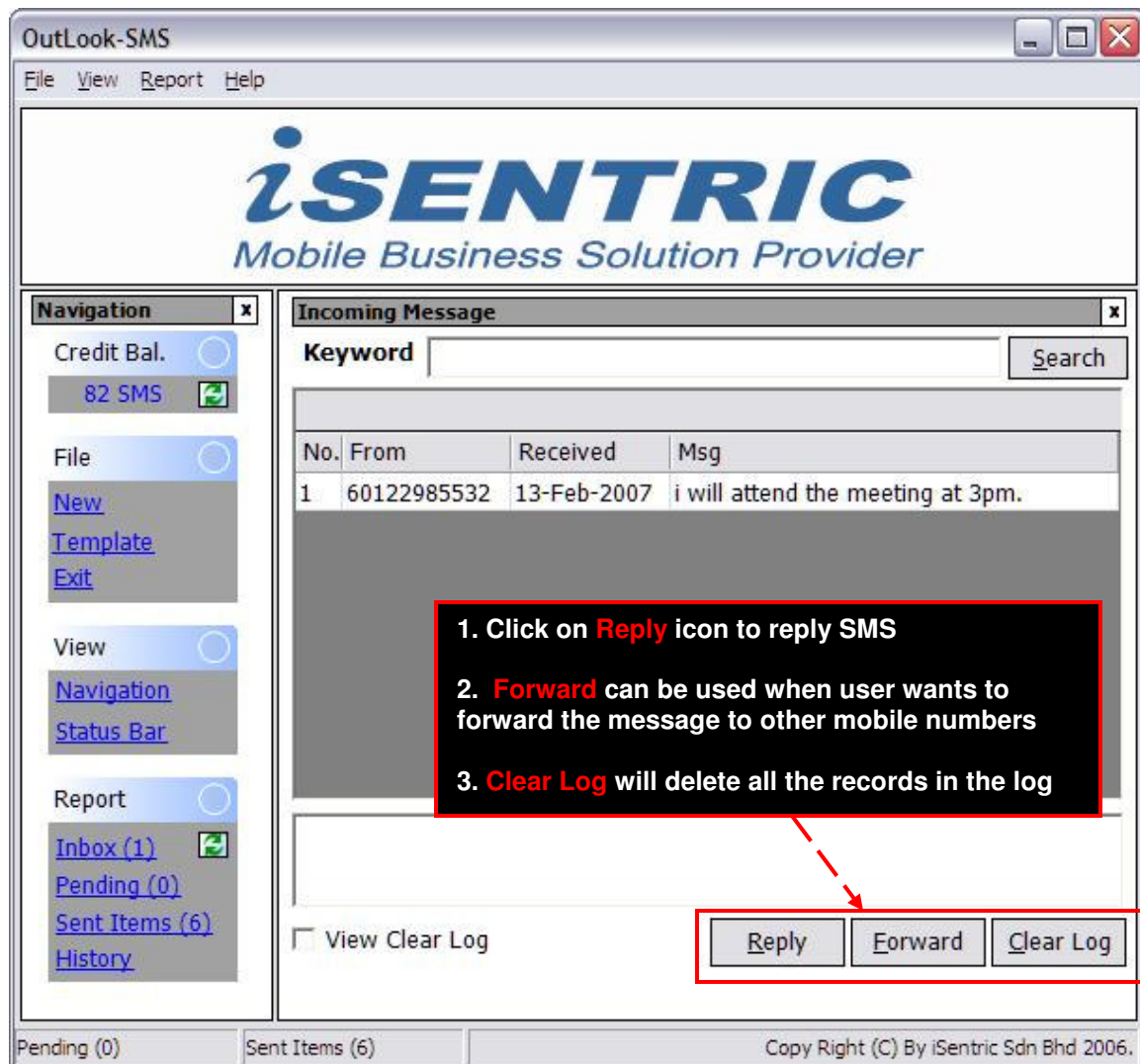
Reply SMS message by typing: **REPLY**<space>**Username**<space>**Reply Message**. Send the reply to 39398.

For example: REPLY Outlooksms I will attend the meeting at 3pm.

Once a reply message is received, it will be saved in the "Inbox". (Picture 7: Inbox)

Inbox will show the details of each SMS received:

- Mobile number
- Date SMS received
- Reply message



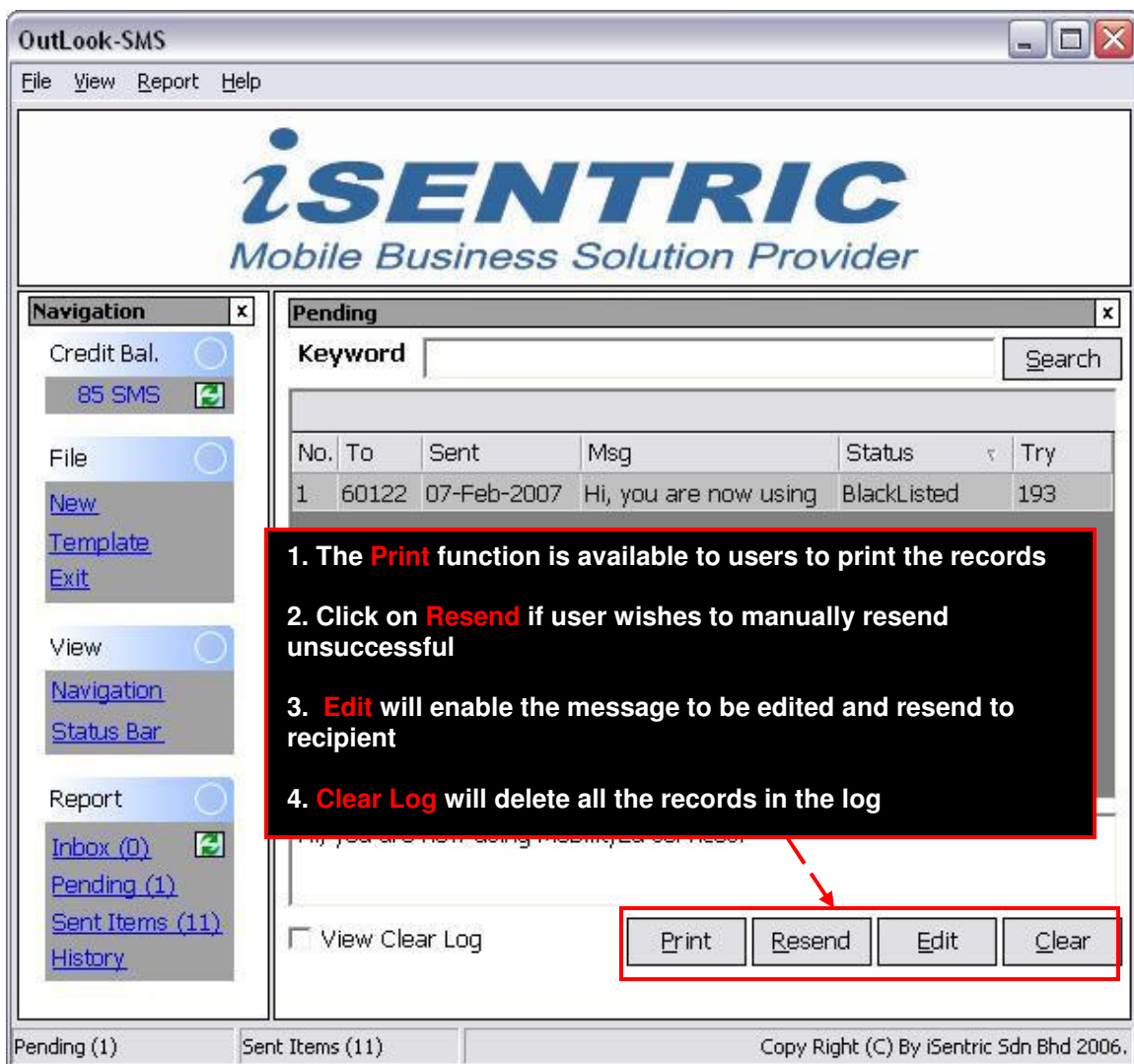
Picture 7: Inbox

Reports: Pending

Messages which are not successfully sent will be shown in the "Pending".

The log will show the following details: (Picture 8: Pending)

- Mobile number of recipient
- Date of the sent message
- The message content
- The reason why the message could not be delivered
- The number of times the system has retry to send the message. The system will automatically retry to resend the message every 10 minutes.



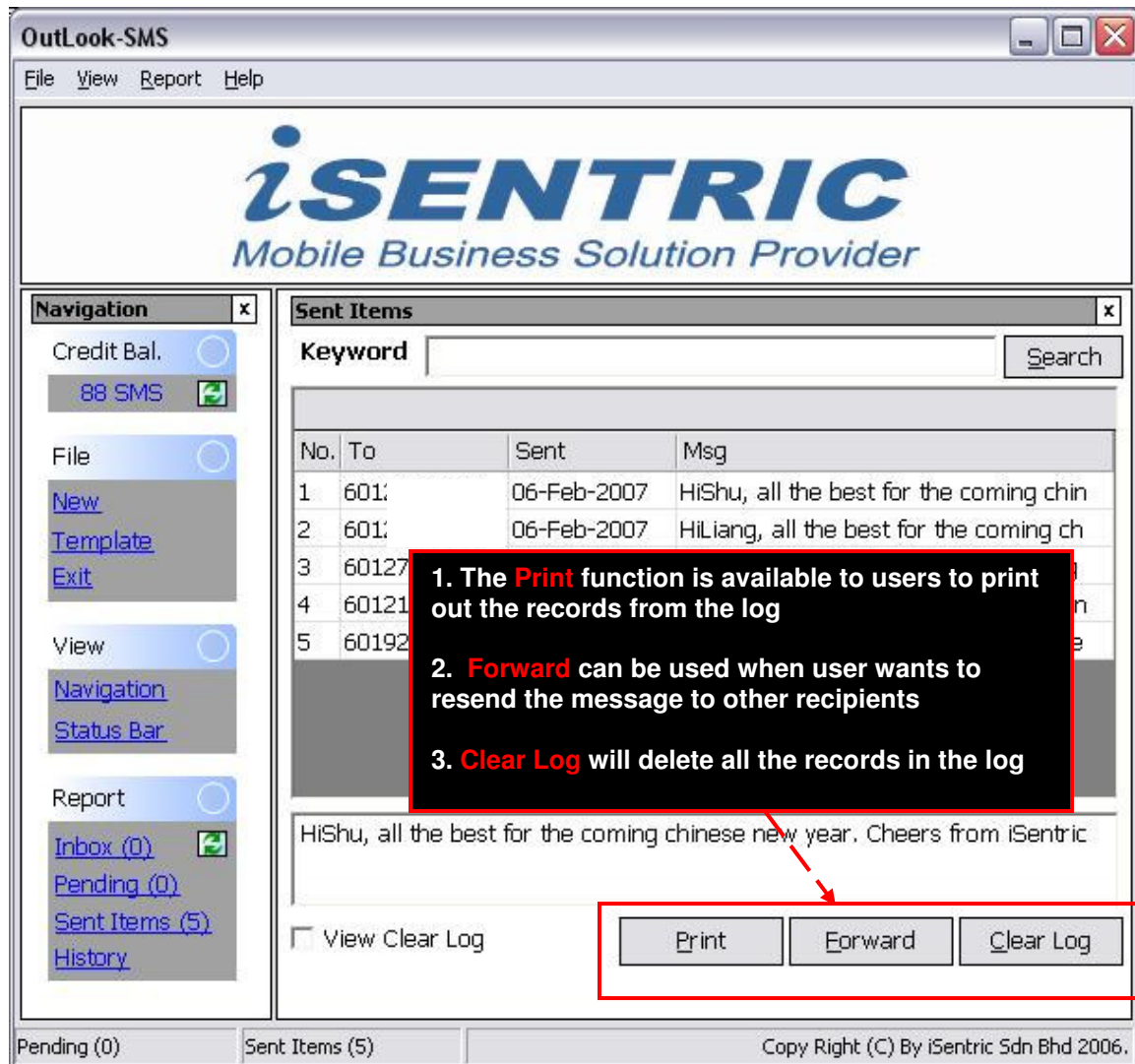
Picture 8: Pending

Reports: Sent Item

Messages which have been successfully sent will be shown in the "Sent Items".

The log will show the following details: (Picture 9: Sent Items)

- Mobile number of recipient
- Date of the sent message
- The message content



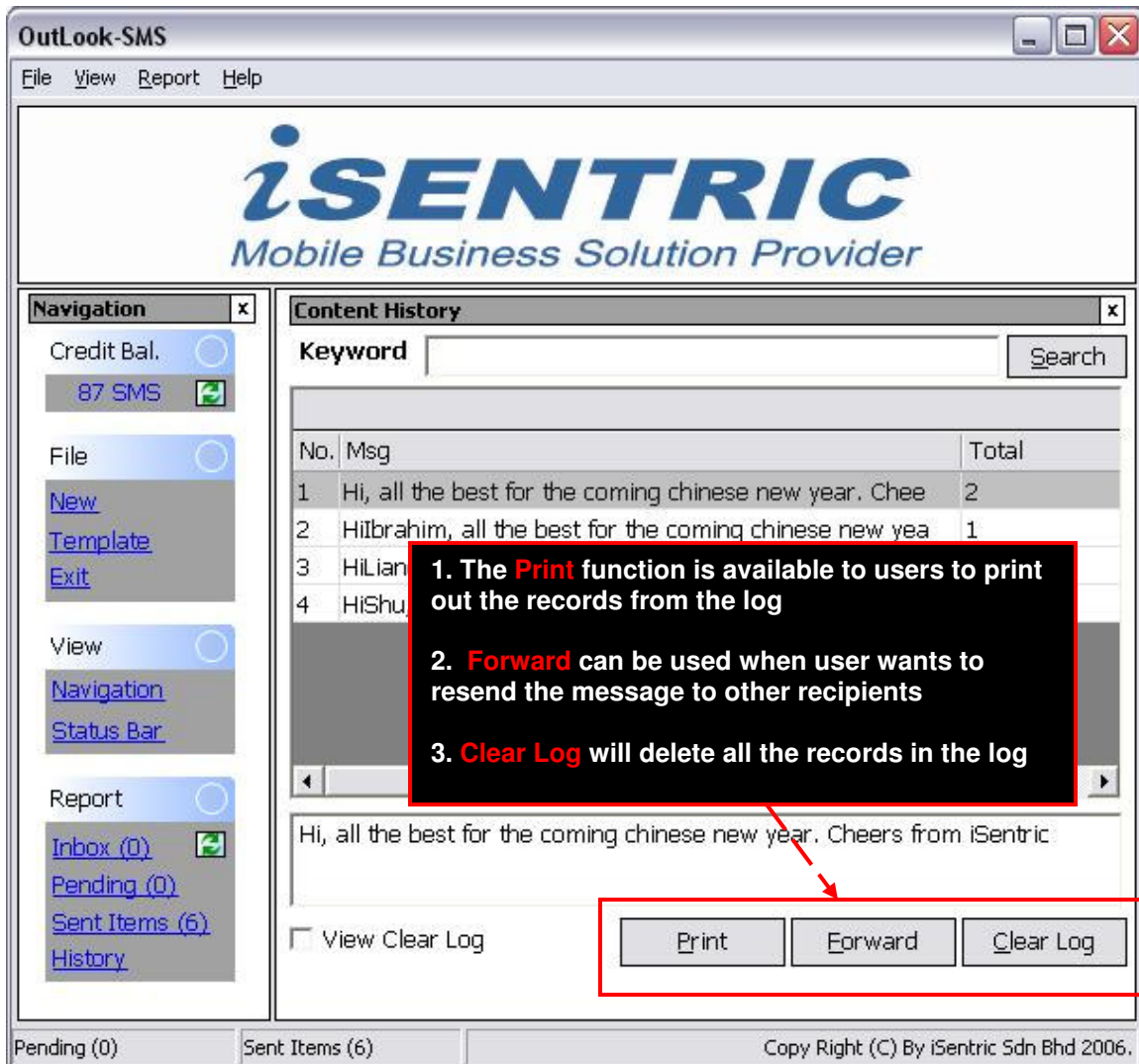
Picture 9: Sent Items

Reports: History

Messages which have been sent will be shown in the "History".

The log will show the following details: (Picture 10: History)

- The message content
- The number of times the message has been sent



Picture 10: History