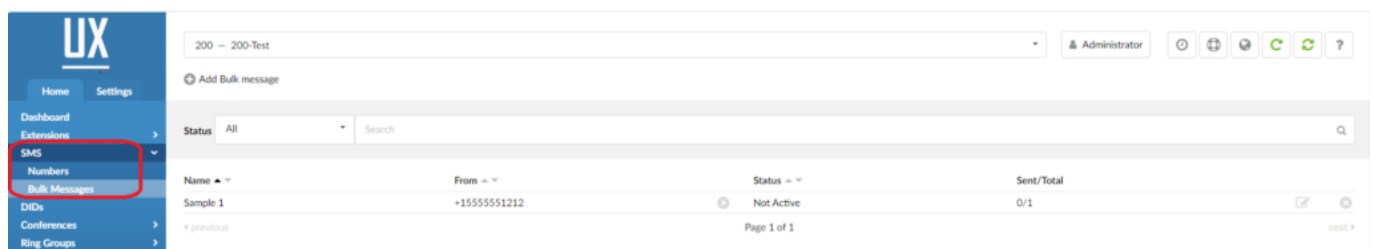


Bulk Messaging Setup


Bulk messaging refers to the dissemination of large volumes of messages simultaneously to multiple recipients. Typically conducted through various communication channels such as email, SMS (Short Message Service), or messaging apps, bulk messaging is commonly employed for marketing, notifications, alerts, or any communication strategy that requires reaching a broad audience efficiently. It's often used by businesses, organizations, or individuals to deliver announcements, promotions, updates, or reminders to their subscribers or customer base.



You can access Bulk Messaging through the Administration Panel from the Home tab>SMS>Bulk Messages.

The bulk messaging dashboard allows you to Add Bulk Messages as well as view current and historical messages.

Adding a Bulk Message

1. Click the Add Bulk Message Icon at the top of the screen.
 Add Bulk message
2. A New window will open displaying the requirements for the Message

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Download CSV Template

Bulk Message > Add

General

Name: ✓

Sender type: Please select ... ✓

From: ✓

Message: ✓

Upload CSV: ✓

✓ Save ← Go back

3. Name:

1. Enter the Name of the message or Campaign

4. Sender Type:

1. From the drop down select Number.

5. From:

1. Select the DID you want to send the messages out from.

6. Message:

1. You can enter the message you would like to send in plain text or with variables defined in your campaign's contacts csv.

Message:

%CompanyName%! We are having a mega blowout on %product1% during the month of %Month%. Please check our website at www.testmessage.com now. Thank you, YourCompanyName You can stop messages at any time by replying "STOP" to this message.

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7. Upload CSV:

1. Here you upload your messaging campaigns contact

	A	B	C	D	E
1	to_number	CompanyName	product1	Month	
2	+162643334444	Tonys Tiles	Super Powerful Drill	December	
3	+16265335555	Bike Pros	Pedal Grips	December	
4	+16263336666	Linda Hair Salon	Hair Gel	December	
5					

list.

8. Click Save to prepare your message for distribution.

Once saved you will be returned to the Bulk Message dashboard. Here you will see all your messages and their statuses.

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Administrato

Add Bulk message

Status

All

Search

Name ▲ ▼	From ▲ ▼	Status ▲ ▼	Sent/Total
Sample 1	+15555551212	<div></div> Not Active	0/1

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