



## **Email – to – SMS**

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## How to set up email2sms

**aql.com** account holders can use the aql gateway to send emails to mobile phones. For sending general messages, there are two ways to set up this feature:

- *Open Sending* allows you to register your email address and then convert emails from this address into text messages which are delivered to a phone specified in the "To" field of your email, in the format mobilenumber@text.aql.com.
- *Pre-defined Sending* allows you to register an alias and an associated mobile number. Emails sent to youralias@sms.aql.com will be forwarded to the mobile number as a text message.

If you want to send messages in bulk (to a distribution list), then this is also possible, and is covered in the next page of this guide.

The final section of this guide covers the issue of protecting the email2sms services you set up so as to avoid receiving 'spam' email2sms and wasting message credits.

### Setting up Open Sending

You need to be logged into your customer account in order to set up email to sms. Click on "email-to-sms >> open sending" on the light blue menu in your customer account.

#### Add email address(es)

You can add email addresses using the **add** link. You can also specify whether or not you wish to receive email delivery reports for the messages sent via each email address.

Registered Email Address	Receive Reports?	Receive Replies?	Add Address
<input type="text" value="newaddress@email.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="add address"/>

#### **Adding a new email address**

When you write an email you wish to send to a mobile phone, enter the "To" email address as follows:

*Example mobile number: 07123 456 789*  
 Email-to-sms address: 07123456789@text.aql.com

You must ensure there are no spaces in the email address you send to, and that the mobile number is correct. The aql gateway will take the first 160 characters (starting with the subject and then moving to the message body if space remains) of your email message and send it to the mobile number you entered in the address.

If you have chosen to receive delivery reports, these will be delivered to the email address you registered for open sending and sent the email2sms from.

To edit whether you receive delivery reports, check the relevant box and click **update**.

Registered Email Address	Receive Reports?	Receive Replies?	Update	Remove
<input type="text" value="newaddress@email.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="update"/>	<input type="button" value="remove"/>



## ***Delivery report and reply settings for a registered email address***

If you choose to receive a delivery report, the relevant email account will receive one report after the message has been sent and one after the message has been received. There is also the option of making the recipient able to reply to your email address.

See also the section on “protecting your message credits” at the end of this document

## **Setting up Pre-defined Sending**

You need to be logged into your customer account in order to set up email to sms. Click on “email-to-sms >> pre defined sending” on the light blue menu in your customer account.

### **Register Alias(es)**

You can register alias(es) using the **add** link. The alias you choose must be unique on the system, so you may find that generic aliases have already been taken. For each alias you must also specify a mobile phone number for emails to be sent to via sms.

Alias Name	Destination	Mail Forwarding?	Forwarding Address	Add Alias
newalias	447123456789	<input type="checkbox"/>		add alias

***Fields for creating pre-defined sending and email forwarding***

Once you have set up your alias, you can test it by sending an email to [youralias@sms.aql.com](mailto:youralias@sms.aql.com). The first 160 characters of the email (beginning with characters in the subject and moving to the main message if space remains) will be sent as a text message to the mobile number specified for that alias.

Mail forwarding can allow emails to be sent onto your specified email account and a notification message will be sent to your mobile phone. Distribute your email address as “myalias@mail.aql.com” and you will receive email message in the specified account. **Do not specify the account as “myalias@mail.aql.com” as this will create a loop, which will wipe your sms credit.**

*N.B. Please ensure the destination number is entered in international format.*

## **Setting up an email to sms Distribution List**

You can also use the email2sms service to send one email to a mobile phone distribution list. In order to do this, you must have already set up a distribution list in your aql account. To set up a distribution list, click on “account >> manage distribution lists” on the light blue menu in your customer account.

**Manage your distribution lists.**

name                      numbers in list number

[add](#)

[add file](#)



### Managing your distribution lists

To set up your distribution list, either click the “add” button to input numbers manually, or upload a list of numbers (only one per line, international format)

#### Manage your distribution lists.

name	numbers in list number	
Bobs list	3	edit   del add add file

### Managing your distribution lists

Once you have a distribution list set up, click on “email-to-sms >> distribution list” on the light blue menu in your customer account.

Click **add** to set up email-to-sms for a distribution list. Select the distribution list you want to use and enter the email address from which you will be sending email (or simply \* to let anyone use your distribution list). Click **record** to save the entry.

aqll generates a unique key for the combination of sender email address and distribution list you have entered. To send an email to all mobile numbers in the distribution list, send an email from the registered email address to:

[youruniquekey@dist.aql.com](mailto:youruniquekey@dist.aql.com)

### Receiving replies from email-to-sms

With open and Pre-defined sending, mobiles can reply to your aqll account. To retrieve these messages click on “inbox>>sms inbox”. Here you can view and manage replies from different areas of your aqll account.

You can also choose to have the message to be sent to you via a specified email address.

### Protecting your Message Credits

When using email-to-sms with predefined sending, remember that *any* emails sent to [youralias@text.aql.com](mailto:youralias@text.aql.com) will be converted to text messages and reduce your account by one credit. For this reason, it is important to prevent your alias@aql.com address from being added to any 'spam' lists which will waste your message credits.

You should also ensure that any email addresses you register for 'open' sending can only be used by people you want to be able to send email2sms. In the same way, if you have set up an email2sms distribution list, you should only disclose the unique key to those who you want to use it.

### Need More Help?

Log into our online support system using your aqll account username and password. Go to <http://aqllcorporate.com/support.php> where (aq) technicians will answer your queries as quickly as possible.