BULK SMS STORAGE

Instantly send a text message to a large or small group of users in **your** enterprise through a **Short Message Service.**
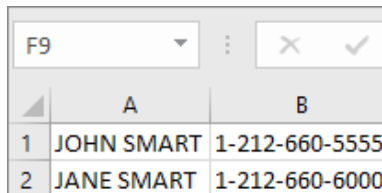
GET STARTED

1. Log into the OMNI Panel using your username and password.
2. Click the **Manage Enterprises** link under the Enterprises header.
3. Type your enterprise name into the search bar, then click the arrow to access your panel when it appears.

   NOTE: Do not click an automatically populated enterprise name, as this will take you to the Edit Enterprise section of the OMNI Portal. When searching for your enterprise, click the **Search** key instead.
4. In the Enterprise Panel, click the **Extensions** link.
5. Type the name or number of the extension you would like to access into the Search text field, and click the arrow when it appears to access this extension's user panel.

CREATE YOUR CONTACT LIST

Before you set up your Bulk SMS messaging*****, prepare your contact list.

Create a spreadsheet that features contact names in Column A and contact numbers in Column B. You will not need to name the top row cells, and may simply fill in the information you would like to include.

Your spreadsheet should feature full, 11-digit numbers with appropriate separators, as see in the example below:

When you are done, make sure to save the list as a **.csv (comma separated values)** file type.

* The Bulk SMS messaging option must be enabled in the OMNI Phone Plan to use this feature.

To set up your Bulk SMS:

1. Once inside the User portal, click the **Features** link on the left-hand menu.
2. Scroll down to the Bulk SMS box and click the **Configure** button.

To integrate your recipient Contact List:

Click the **Upload SMS List** button to open the file explorer, then click **Upload** when you have selected your file. When the file has successfully uploaded, your contact list will appear.

If you would like to update your Contact List:

1. Click the **Clear SMS List** button.
2. Edit your existing spreadsheet and upload the list using the Contact List integration process listed above.

To send a Bulk SMS message:

Type your message into the **Message** text box and click the **Send** button. Make sure to click **OK** when the confirmation window appears.

Note: Your message cannot exceed 160 characters.

The **Sent** column of your contact list will indicate whether the message has been sent to the listed recipient.

- A **green** dot indicates the message has been sent.
- A **red** dot indicates the message was not sent.