# How to Send an SMS Text Message

Overview There are a variety of different ways to send an SMS based on a user's use case. There are options to send messages to phone numbers, to message a contact, and to send a message to multiple contacts or phone numbers.
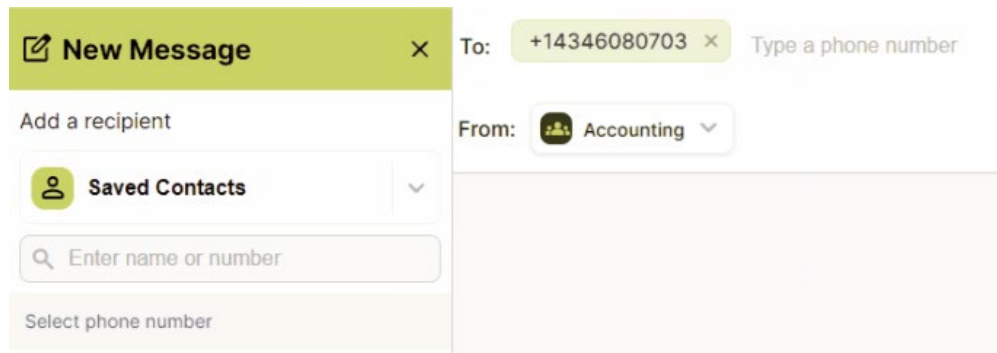
Option 1: Sending a message to a number

This method is primarily used if you would like to start a conversation with one or more numbers who do not yet have contacts. To do this, follow these steps:

1. Select the ⊕ button on the **Messages tab.**
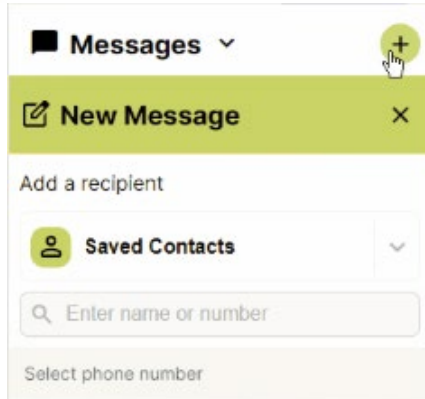
2. Either type or paste one or more numbers into the '**To:' bar** at the top of the screen.

3. Select the **inbox** you would like to send the message from and type your message into the "Type a message" box.

> 💡 Here is an example: The number '+14346080703 is in the 'To:' bar. The message is being sent from the **Accounting** inbox.

Option 2: Sending a message to a contact

If you have a contact that you'd like to initiate a conversation with, there are two ways to start a conversation.
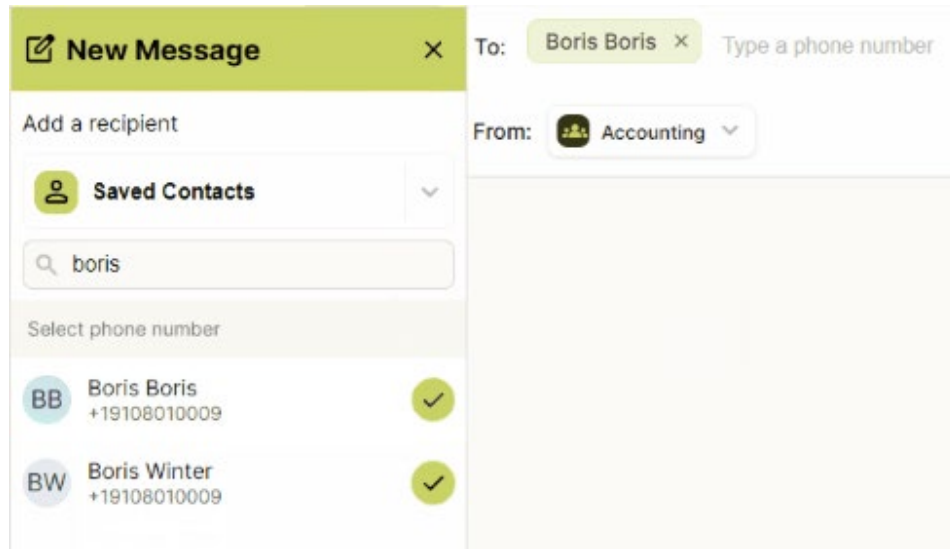
1. Select the plus + button on the **Messages tab**

2. Select the contact by clicking the ⊕ button next to the contact. Select the **inbox** the message should be sent from, then type the message into the "Type a message" bar and send.

It is possible to add more than one contact to the message by pressing the + button next to all contacts you want to message to be sent to.

Option 3: Sending a message via the contact's tab

It is sometimes more convenient to initiate a conversation when already viewing a contact.

1. Go to the **Contacts tab**, choose a contact, and click the **Send Message** button.

2. The type a phone number bar will be pre-filled with the contact. Select the **inbox** the message should be sent from, then type the message into the Type a message bar and send.

It is possible to add more than one contact to the message by pressing the + button next to all contacts you want to message to be sent to.