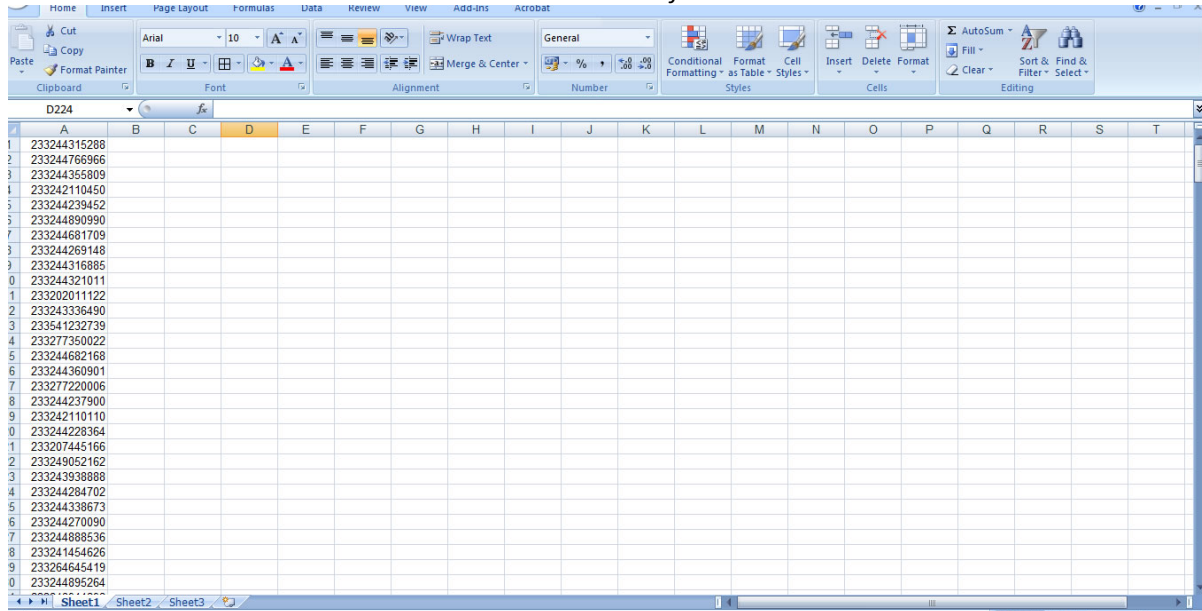


EZTEXT-GH.COM

Quick Guide to Sending Message using Group

Step 1: Prepare an excel sheet with your contact numbers in the first row like the one below; *PLEASE INSERT NUMBERS IN 233 FORMAT EG. 233264733144 n.b. format cells as "number"*



Step 2: type in the URL <http://www.sms.eztext-gh.com>

Step 3: type username (client ID) and enter password

Step 4: click **"SMS TOOLS"**

Step 5: click **"GROUP MANAGER"**

Step 6: type in the new group name you would like to create and then click "Create"

Step 7: click **"CONTACTS MANAGER"**

Step 8: click "show import contact tool" at the bottom; browse and select your excel file and select to "Add contacts to existing group here" to the group you created, the finally click on "Add contacts"

[Hide import contacts tool](#)

IMPORT CONTACTS

To import contacts, you can upload a file (txt, csv, xls,xlsx) or you can paste directly. For txt or csv file, use ";" as delimiter. First field number, second field name, exp: "3059055555, ContactName". Use the same pattern when pasting into text box. For xls and xlsx files, enter number in the first column, name in the second column. Headers are unnecessary will not be processed.
Duplicate GSM numbers will be automatically associated with the first contact with that GSM number in your address book.

Upload file

Manual input

Add contacts to existing group here

Add contacts to new group

No group association

Step 9: return back to “**SMS MANAGER**”

Step 10: under **RECIPIENT** select the group and “Add Group” to the recipient list

Step 11: enter your SMS message in the Message Body (1 SMS – 160 characters, 2 SMS – 161 - 320 characters)

Step 12: under **SENDER** enter your Sender ID (maximum 11 characters)e.g. TextGhana

Step 13: click NEXT to check for errors and click NEXT again

Step 14: Please do not schedule messages unless you have the read and understood the master user guide

Step 15: click “SEND”

Step 16: click “CONFIRM” -----MESSAGES SENT!!!!!!