

## Text Messaging

You can use Internet Everywhere to send, view and save text messages.

Click the SMS button and the SMS client will open. Internet Everywhere will automatically check for new messages, but you can also check manually.


### Receiving messages

When new SMS messages are received, the SMS icon on your dashboard will display the number of new messages received.

### Managing your text messages

- 1 Click **SMS**. Any received messages will be displayed in your Inbox. You will also be asked if you would like to send any messages you have stored in your Outbox.
- 2 To view a message in full in the box below the Inbox, highlight it.
- 3 To delete a message, highlight it and click **Delete**.
- 4 You can also reply to, forward and print messages by clicking the relevant buttons.


### Storing messages in the Archives folder

- 1 To archive messages, select the Archive tab and create a folder using  then use your mouse to drag messages into it.
- 2 To store a message in one of your Archives, simply highlight the message in your Inbox then use your mouse to drag it to the folder where you would like to store it.

### Sending a text message

- 1 Click **New Message**. A new message window will open.
- 2 If you want to send the message to one of your saved contacts, check **Contact** and then select the relevant contact and telephone number from the drop-down menu.
- 3 If you want to send the message to a new number, check **Telephone number(s)** and then enter the number. To send the message to more than one number, insert a semicolon then a space between the numbers, for example "...0740123456; 0740123457....". You can also add saved contacts to your recipients by clicking **Add a contact**, selecting the relevant contacts and then clicking **OK**.
- 4 Enter your message in the lower box. A single text message can be up to 160 characters long. A message longer than 160 characters will be sent as separate messages and you will be charged accordingly. You will also be charged separately for each person the message is sent to.
- 5 Click **Send**. The message will be stored in the Outbox folder whilst it is being sent.
- 6 Once the message has been sent it will be saved in the Sent Items folder.

### Saving a new contact

- 1 Click the **SMS** button on your Internet Everywhere dashboard.
- 2 Select the Contacts folder and then click .
- 3 Enter the relevant information about your contact in each of the tabs. Once you have finished, click **OK** to save the contact.

You can also save a contact from a text message that you have received. Right-click on the message and selecting **Create a new contact**.

### Editing a saved contact

- 1 Click the **Contacts** tab and then click on the contact that you would like to edit. Click **Edit** and then change the information in the same way as when you first saved the contact. Click **OK** to save the changes.

### Sending a text message directly from your contacts list

- 1 Click the **Contacts** tab and then click on the contact that you would like to send a message to.
- 2 Click **Send** and then write and send your message in the usual way.

## Synchronising your contacts and messages

You can synchronise the contacts saved on your PC with the contacts saved on your SIM Card.

- 1 From the dashboard open **SMS**. Then select Contacts > Synchronise.
- 2 Choose how you want to synchronise and click OK.

If you chose **Mobile to PC** the following screen will appear:

Mobile	PC	Type	Action	
"Mihai Popa" has been changed to "Mihai Popa/G"	Creating: Mihai Popa	GSM	Add	<input type="checkbox"/>
"Oana Batusariu" has been changed to "Oana Batusariu/G"	Creating: Oana Batusariu	GSM	Add	<input checked="" type="checkbox"/>
No correspondance	Cosmin Nechita 0212345678	Wrk	Delete	<input checked="" type="checkbox"/>
No correspondance	Paul Dragomirescu 074012346	GSM	Delete	<input type="checkbox"/>

- Each line corresponds to a telephone number to synchronise.
- The first column is the name of the contact from the SIM card memory you wish to copy from. A suffix will be added depending upon the type of number you have stored – for example, W will be added for work contacts.
- The second column shows either the name or number of a contact if it is already saved in the PC memory, or **Creating:** if the contact does not yet exist in the PC memory.
- The fourth column shows whether you will be adding a new contact or modifying or deleting an existing one. Check each contact's box in the fifth column if you would like to go ahead with the synchronisation.


If you chose **PC to Mobile** the following screen will appear:

PC	Mobile	Action	
Cosmin Nechita (Wrk) 0212345678	Creating: Cosmin Nechita/W	Add	<input type="checkbox"/>
Paul Dragomirescu (GSM) 074012346	Creating: Paul Dragomire/G	Add	<input checked="" type="checkbox"/>
No correspondance	Mihai Popa 0374012345	Delete	<input checked="" type="checkbox"/>
No correspondance	Oana Batusariu 0744444444	Delete	<input type="checkbox"/>

- Each line corresponds to a telephone number to synchronise.
- The first column shows the contact as it appears in the PC memory.
- The second column shows the contact as it appears in your SIM card memory.
- The third column shows whether you will be adding, modifying or deleting the contact. Check the box next to each contract and click OK to synchronise.

**Note:** You can change the address book that Internet Everywhere uses in your text messaging Options menu.

## Text Messages Options

Click  to open your SMS Options menu. The Options menu is split into three tabs:

- **Contacts Management**

This tab allows you to choose the Address book of your PC, for example Outlook Express, which is used by Internet Everywhere. You can also choose whether to view contacts from your SIM Card memory or device memory. These contacts can then be saved to your PC using the final option in this tab.

- **Text Message Management**

Choose to read messages from your SIM Card memory, device memory or both. You can then delete these messages from your SIM Card or device once they have been downloaded to your text messaging application. The Text Message Management tab also contains options for sending messages, check the box to save copies of any sent messages in the memory.

- **Information**

This tab displays information on the SIM Card and device memory that you are using with Internet Everywhere, including available space for new text messages and network strength.