

## Agility Communications Group Ontaptext.com Individual Text User Instructions

Your telephone number has been text enabled and associated with your email. Below are the instructions on how to use the Ontaptext service to send and receive text messages from your email.

### Sending text messages

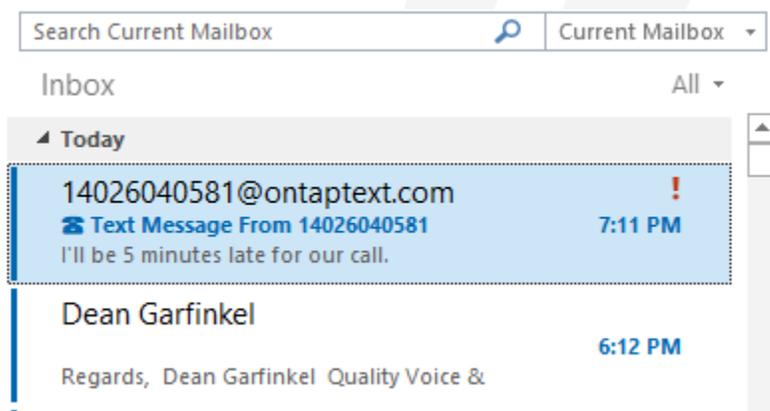
- 1 – Compose new email.
- 2 – In the “To” line, type the mobile telephone number that you want to send a text (11 digit format) @ontaptext.com. If you wanted to send a text message to 15166565111: your “to” line would be [15166565111@ontaptext.com](mailto:15166565111@ontaptext.com)
- 3 – In the body of your email, starting at the top left, type the message that you want to send. Note that only the first 306 characters will be sent. The subject line will not be included in the sent message
- 4 – Then press “Send”

Don’t worry about your signature block. When sending your text message, our application will use the sender’s first name to help determine the end of the text message and avoid sending your signature block. It also looks for keyword salutations like “regards” as an end to your text message. You can also use the “ ] ” symbol to indicate the end of the message you want to send.

### Receiving text messages

- 1 – When someone sends a text message to your “text enabled business telephone number”, it will be delivered to your in-box.

This is how it would appear in your inbox;



- 3 – To reply to the text message, simply choose “reply” and type your message.
- 4 – Then press “Send”



\*Complete list of salutations:

Best Wishes,  
Kind Regards,  
With anticipation,  
Kind thoughts,  
All the best,  
Write soon,  
With many thanks,  
Stay tuned,  
Adieu,  
Respectfully yours,  
Cheers,  
Warm Regards,  
Sincerely,  
Thank you,  
Regards,  
Thanks,  
Best,  
] =stop command