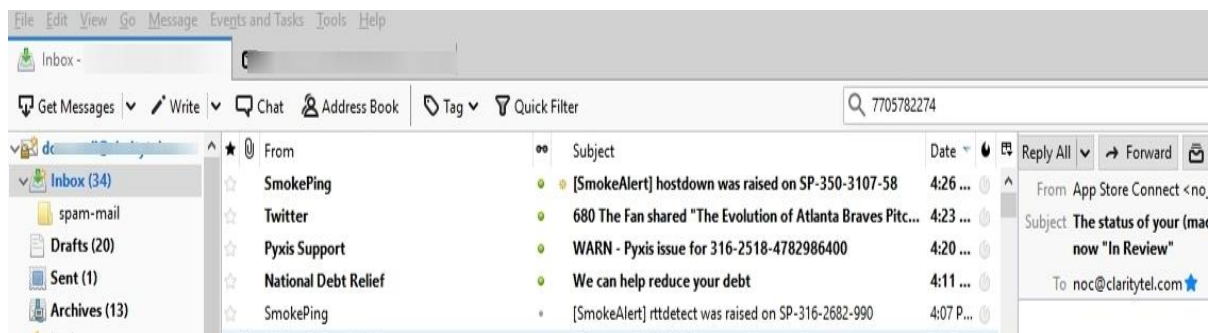




**SENDING AND REPLYING TO TEXT  
MESSAGES VIA EMAIL**

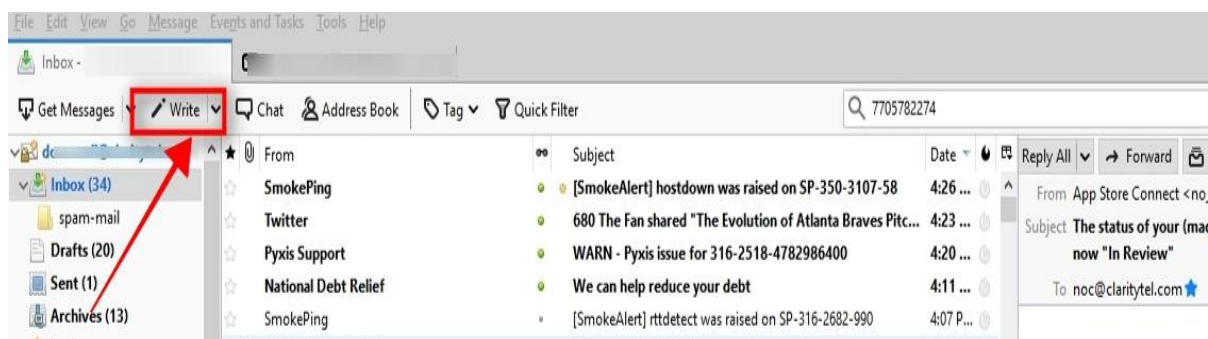


## STEP 1: Open your email software i.e., Outlook, Gmail, Hotmail, etc.



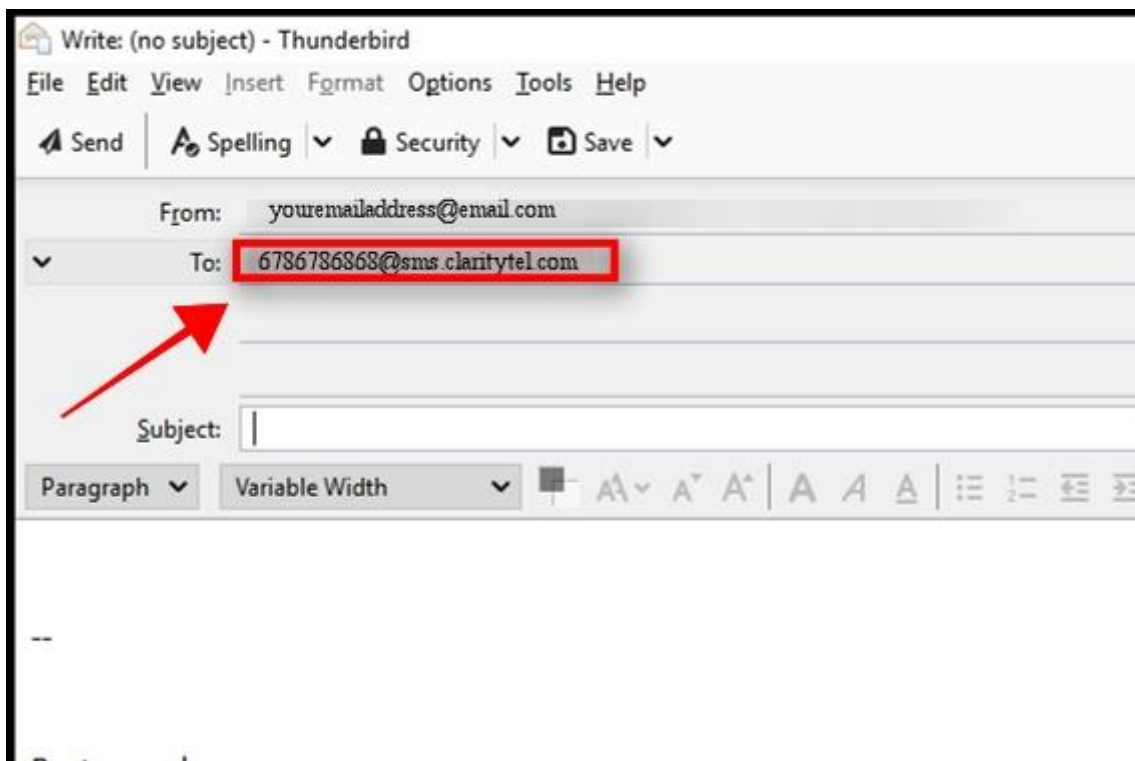
## STEP 2: Click on the link to create a new email message in your email software.

NOTE: The icon to create a new email message is different depending upon the email software that you are using. It may appear as Write, Compose, New Email. etc.



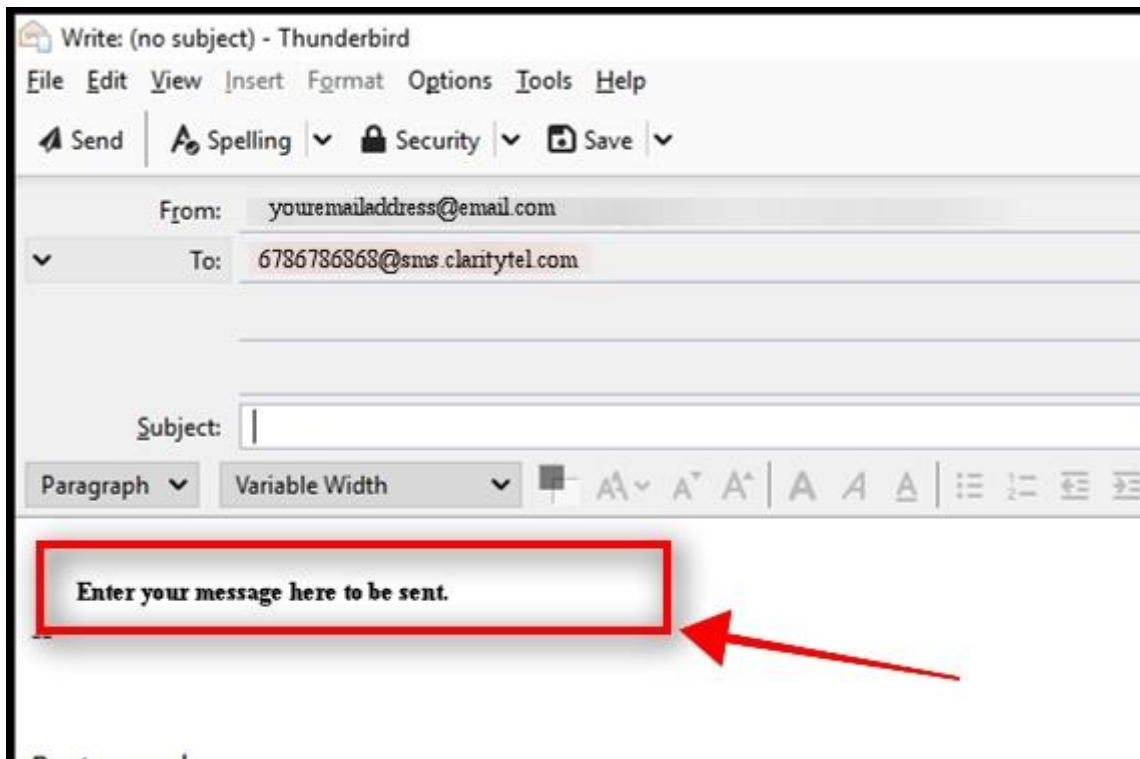
## STEP 3: Enter the recipient's 10-digit number plus "@sms.claritytel.com" as shown.

Example: 6786786868@sms.claritytel.com



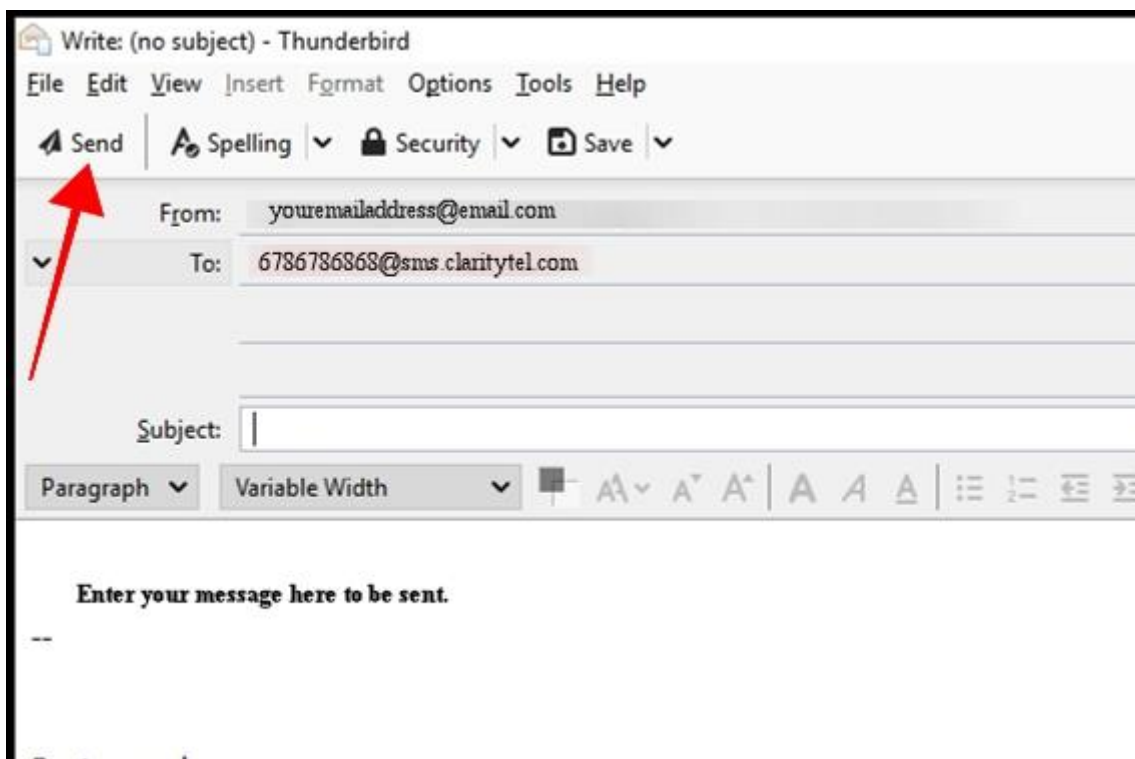
## STEP 4: Enter your text message to be sent in the body of your email as shown below.

Note: If you have a signature in your email then you may want to consider deleting it from this message or it will be sent along with your text. Signatures will not always display as they should in the recipients' messaging device.



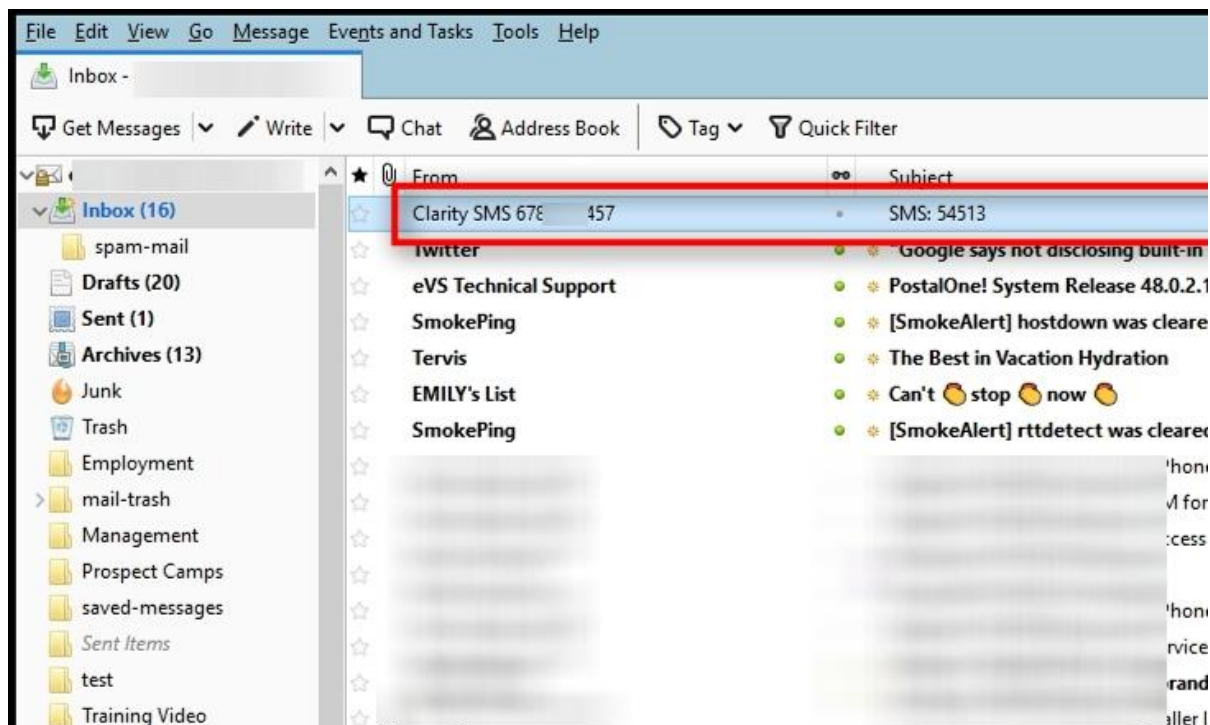
## STEP 5: Click the "Send" icon in your email client to send your text.

Note: In order to be able to use the ClarityTel text feature the email address that you will be using to send your text message must be added to ClarityTel's SMS Portal. If you have not already provided ClarityTel with the email address that you will be using for SMS then please contact our support department at 866-399-8647 or email [support@claritytel.com](mailto:support@claritytel.com).



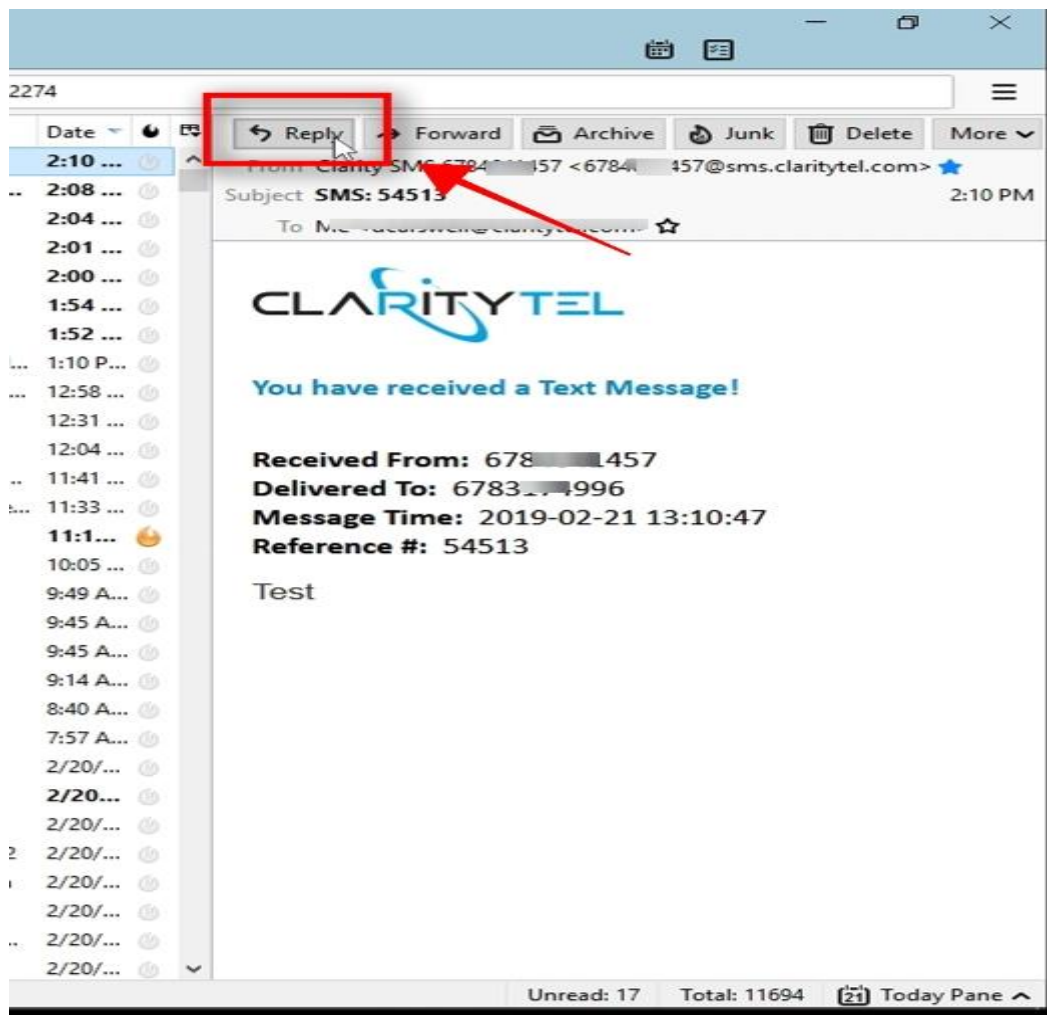
**STEP 6: When you receive a text message on your ClarityTel assigned number sender will appear as "Clarity SMS plus Sender's Telephone Number" as shown.**

NOTE: The subject of the text message received will include an SMS Reference number.



**STEP 7: Click "Reply" in the menu bar of your email client to reply to the text. Then press "Send" to send your text reply.**

Note: If you have a signature in your email then you may want to consider deleting it from this message or it will be sent along with your text. Signatures will not always display as they should in the recipients' messaging device.



If you require additional assistance then please contact Clarity Support at 866-399-8647 or email [support@claritytel.com](mailto:support@claritytel.com).