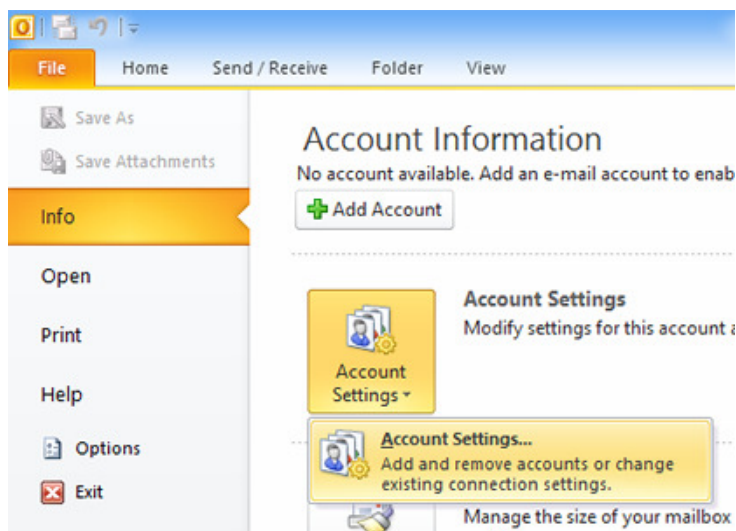# How to send SMS text messages from Outlook 2010

IFLOW Account

These steps outline how to connect your Outlook 2010 software to your IFLOW messaging account. If you do not already have an IFLOW messaging account then visit www.iflow.net.

Outlook Settings

Open Outlook 2010. Go to FILE, INFO and click on Account Settings.

The account settings window will appear with a list of all your accounts (email, SMS and other). Click the NEW button on the left hand side.
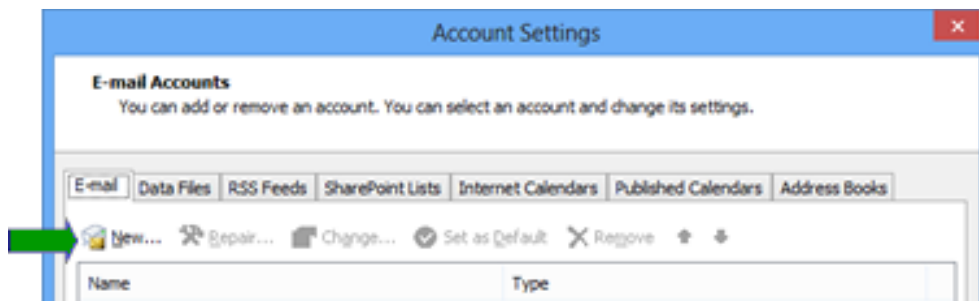
In the screen that follows specify that you want to add a Text Messaging account and click the NEXT button.

Next you'll see the account settings screen. This is where you enter in your IFLOW account settings.

NOTE: The password is not your normal sign-in password but a special **API authorization code**. For steps on getting your API authorization code see **Appendix 1**.

- The Service Provider URL is **https://www.iflow.net/api/ms_oms.asmx**
- The User ID is your normal IFLOW sign-in user id.
- The password is your API Authorization string.
- Tick remember password.

When all the details are entered, click **Test Account Settings.** Outlook will test your details and if successful will show the following message offering to send a test message.
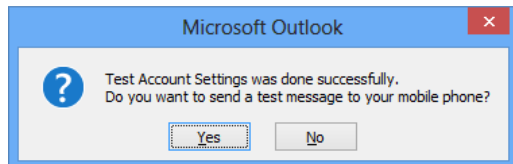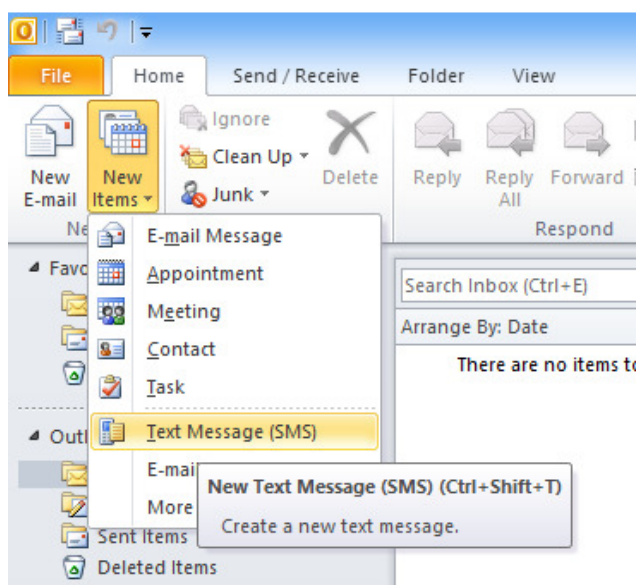

If your mobile number is part of your IFLOW user's profile then click Yes to test the service.

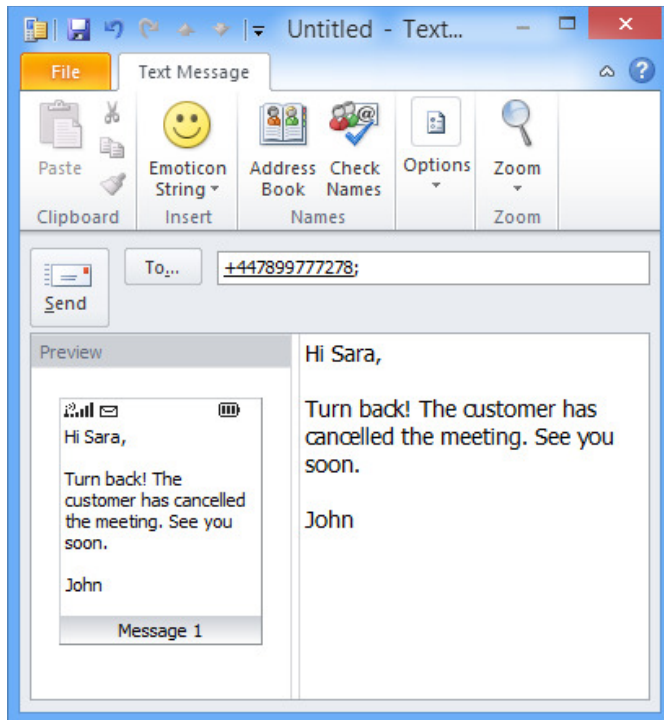You should now see your IFLOW account in the Account Settings window.
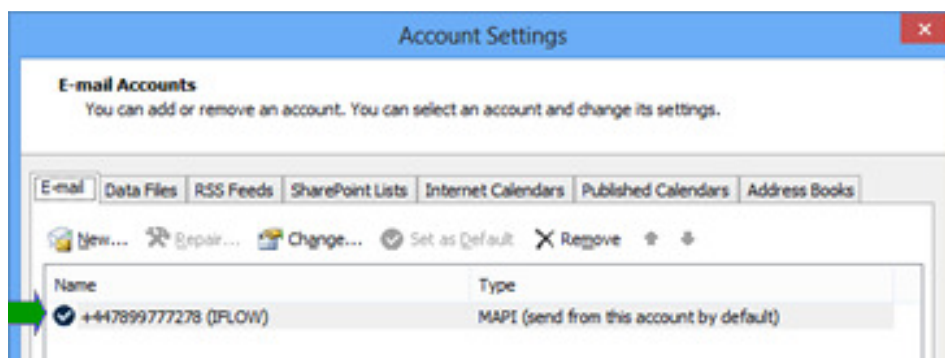
How to send a text message from Outlook

Open Outlook 2010. Go to NEW ITEMS and select TEXT MESSAGE (SMS)

Type in one or more mobile numbers in the TO field and your text message in the box provided. Click SEND when finished.

Configuring Outlook to send reminders as Text Messages

To configure Outlook to send SMS text reminders for appointments in your calendar simply follow these steps:

- Click on FILE and select **OPTIONS**
- In the Options Window click on **MOBILE**
- Under Reminders, click the **Mobile Reminders Settings…** button
- In the Reminders window tick **Send Reminders** and enter your mobile number in the box provided
- Click OK to close the Reminders window
- Click OK to close the Options window

Appendix 1 : Obtaining your IFLOW API Authorization String

When setting up your Outlook to work with IFLOW you require an API Authorization string. You can obtain a copy of this code from your IFLOW account. Please follow these steps:

- Sign in to your IFLOW account – www.iflow.net
- Under the ACCOUNT menu select USERS / USER LIST
- Highlight the user you will use to send messages from Outlook
- Click on the USER MENU and choose **VIEW USER'S API AUTHORIZATION CODE**
- In the pop-up window the API code will be given.
- Highlight the code, right-mouse-click and select COPY
  OR
  Highlight the code and press CTRL-C to copy
- Next follow the instructions for setting up Outlook 2010
- When asked for the password right-click in the box provided and choose paste
  OR
  click in the password box and press CTRL-V to paste