Using Outlook to Send and Receive Text Messages

How to Send & Receive Text Messages in Microsoft Outlook

The following procedures can be useful for those needing to reach someone via text while not wanting to share their personal mobile number.

Prerequisites:

1. Before sending a text message to somebody you will need to know their mobile phone number and the SMS gateway that their carrier uses.
2. To find the SMS gateway you will need to know the person's mobile phone carrier (i.e. ATT, Tmobile, etc). If you don't know the person's carrier, use a Carrier Lookup service such as: Free Carrier Lookup .
3. Once you have the carrier name, refer to the table at the end of this document to find the SMS gateway. You can also find it online here: https://en.wikipedia.org/wiki/SMS_gateway

   Tip: An alternate way to get both the carrier name and SMS Gateway is to ask the person you want to text, to send a text to your email address. When you receive it, it will show their full texting address.

Addressing your Message:

1. Open a new email in Microsoft Outlook
2. In the "To" field enter the 10-digit mobile phone number followed by the @ sign and the SMS Gateway, for example if the person's carrier was T-Mobile it would look like this: 2061234567@tmomail.net
3. Enter a subject for your message in the Subject field (this can be "hello" or anything you want. (Whatever you put in the subject field will appear bold when the text message is received.)
4. Enter the rest of your message in the body of the email. Keep in mind, a standard text message can contain up to 160 characters. If you include more than 160 characters many carriers will still deliver the message but certain carriers may cut it short at 160.
5. Press Send.
6. When your recipient replies to your text message it will arrive in your Outlook Inbox.
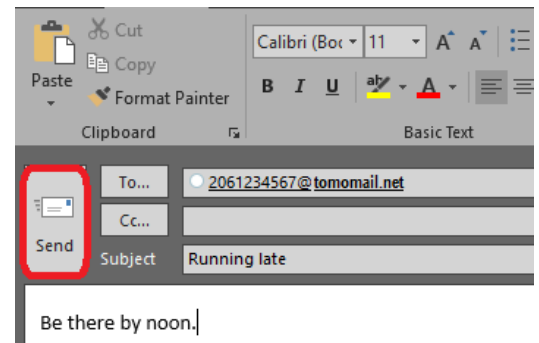
Simplifying the Addressing Task

You can simplify the task of sending text messages by setting up texting contacts in Outlook, so that you don't have to enter the address every time. Here's how:

1. In Microsoft Outlook, select the "Contacts" option by clicking the "people" icon at the lower right of the Outlook window. Then click the "New Contact" option:
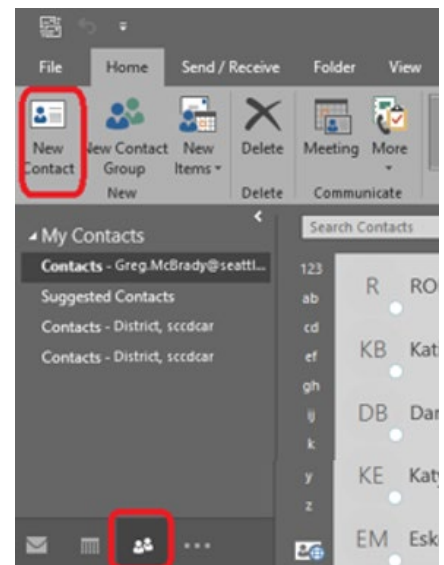
2. Then enter a unique name. If you already have a normal contact for this person add "Text" to the name to differentiate it from the other contact entry, for example "John Doe Text". Then enter the contact's text address (phonenumber+@+smsgateway and click Save & Close:
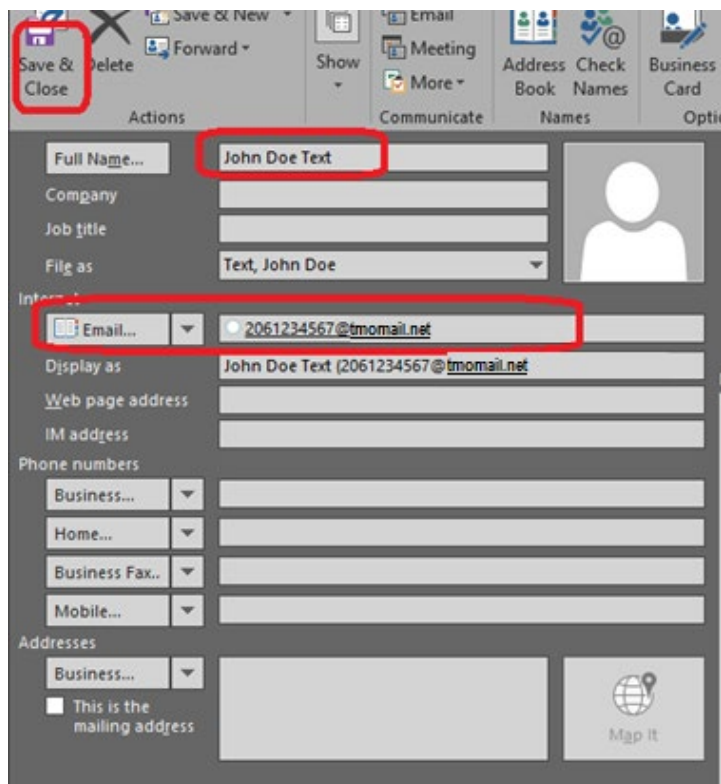

Now whenever you want to send a text to this recipient just open a new email and type the contact name in the "To" field.

## How to send text messages to multiple phones at once:

Note: This texting method is not intended for sending mass messages. Your group should have no more than 40 members…

Create a Contact Group

1. Click the "People/Contacts" icon at the lower right of the Outlook window and choose "New Contact Group" (see picture below). Then select "Add Members" and choose "New E-mail Contact". Repeat to add additional contacts to the group…
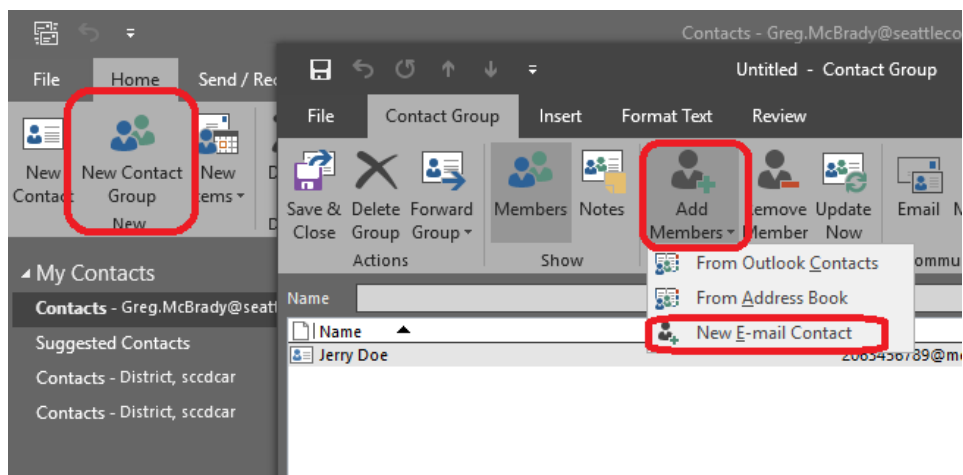
2. When finished adding contacts, give the new group a name and click "Save & Close".
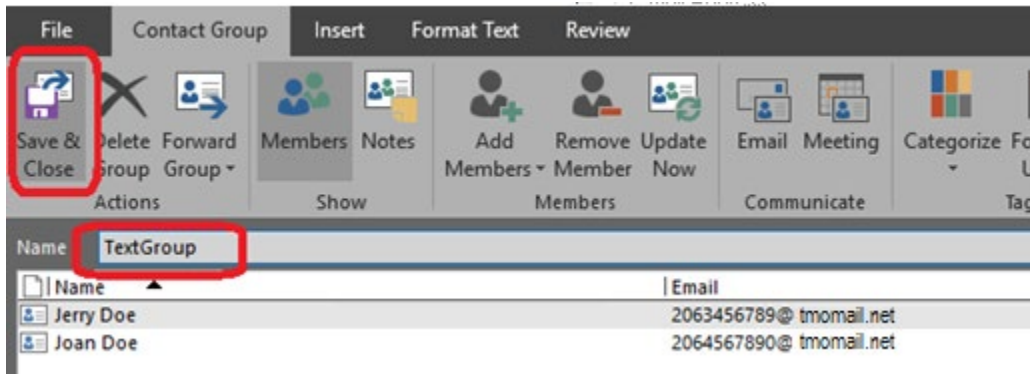
3. To send a text message to your group open a new email and type the group name in the "To" field. Type your message and click Send.
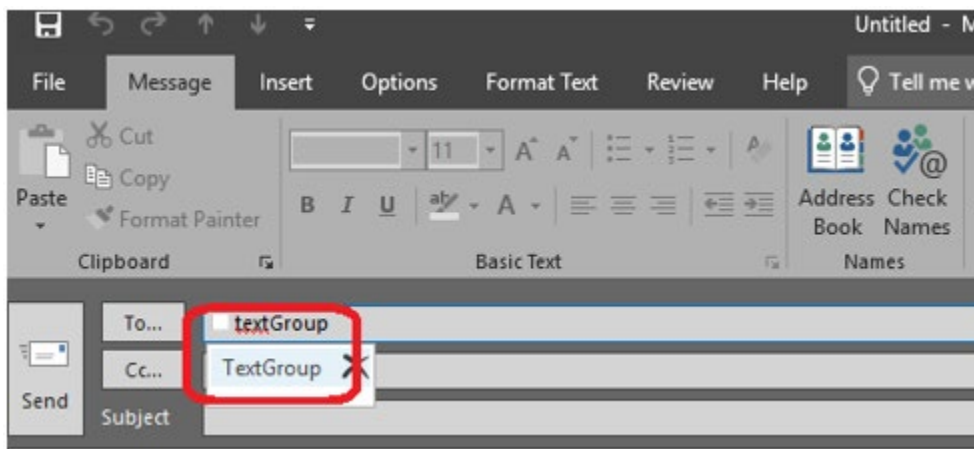
A video tutorial describing the procedures in this document can be found here:
https://youtu.be/K0LGjAdfX6s (If you get a youtube screen saying your browser is up to date click the "Browse Youtube" button to proceed to the video)

SMS gateways for US-based Carriers chart:

Mobile carrier	SMS gateway domain	MMS gateway domain
Alltel[1]	sms.alltelwireless.com	mms.alltelwireless.com
AT&T[2]	txt.att.net	mms.att.net
Boost Mobile[1]	sms.myboostmobile.com	myboostmobile.com
Cricket Wireless	mms.cricketwireless.net	mms.cricketwireless.net
Google Fi[3]		msg.fi.google.com
MetroPCS	mymetropcs.com	mymetropcs.com

Republic Wireless[4]	text.republicwireless.com	
Sprint[1]	messaging.sprintpcs.com	pm.sprint.com
T-Mobile[1]	tmomail.net	tmomail.net
U.S. Cellular[1]	email.uscc.net	mms.uscc.net
Verizon Wireless[5]	vtext.com	vzwpix.com
Virgin Mobile[1]	vmobl.com	vmpix.com

SMS gateways for Canadian Carriers chart:

Mobile carrier	SMS gateway domain
Bell Canada[6]	txt.bell.ca
Bell MTS[7]	text.mts.net
Fido Solutions[8]	fido.ca
Freedom Mobile[9]	txt.freedommobile.ca
Koodo Mobile[10]	msg.telus.com
PC Mobile[11]	mobiletxt.ca
Rogers Communications[12]	pcs.rogers.com
SaskTel[13]	sms.sasktel.com
Telus[14]	msg.telus.com

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REQUEST help
helpdesk.seattlecolleges.edu
Doc applies to all campuses – 8/1/23