Connect with Webex: SMS 101



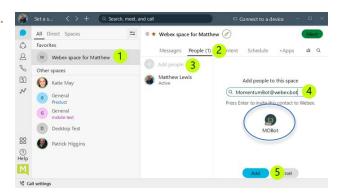
Connect with Webex offers the ability for licensed SMS users to utilize a BOT tool for sending SMS text messages.

To Add and Enable the MOBot SMS Text Tool in Your Connect with Webex

Click to open **Messaging** and then:

- 1. Click on the Webex space for <Your Name> in the list.
- 2. Click on the People tab.
- 3. Click on the + Add People button.
- Type MomentumBot@webex.bot in the data entry field. The MOBot avatar displays directly below the data entry field as a new contact.
- Click on the Add button at the bottom of the view.

Connect with Webex will create a new Contact for your MOBot and add it to the list. Now that the MOBot is added you may use it.



To Send an SMS Text Using Your MOBot

- 1. Click on the + symbol in the toolbar.
- 2. Click on Send a Direct Message.
- Type MOBot in the search field and then click on the MOBot Avatar that displays right below the field to select it. This opens a direct message chat dialog with MOBot.
- 4. In the chat to MOBot, type the word **Text** and click the Send ▷ icon (far right). *This displays a phone number field.*
- 5. Type the **Telephone Number** you wish to send an SMS text. Use the 11 digit format. **Example: 13215551212**
- Click Submit.

A new messing space (chat) is created for SMS text via MOBot to the phone number defined.

- 7. Click on the chat created for the recipient's number to open it and type @MOBot and press enter.
- 8. Then you may type the actual message you would like to send via SMS in the 'write a message to' field, too. For example:
 - @MoBot Hi Claire, it's Mike. Can I call you later today?
- Click on the Send > icon (far right) when your message is ready to be sent.

To Review Your SMS Text Responses

Incoming SMS text message responses will appear in the Messaging space (chat) within Connect with Webex that was created for the telephone number. You can edit the name of the chat as needed.

To Respond to SMS Messages

Click on the new incoming Message to view the text response and to continue to correspond using **steps 7 - 9** above to send <u>each</u> SMS text to the selected external contact.

