Introduction

Email accounts can be used to send and received SMS messages for one-to-one conversations. This guide provides the steps to setup and send SMS using your email Inbox.

How to Add the Email Address to Your MessageMedia Account

1. Hover over the "**Settings**" icon and select "**Numbers & Channels**."
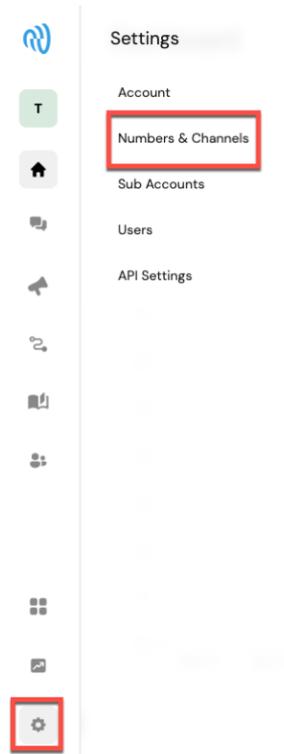
2. Select "**Settings**" at the top of the page.
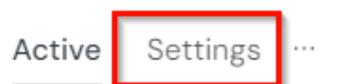
3. Scroll down to the sections labeled "**SMS**" and select "**Update**" next the Email to SMS settings.

4. Near the top of the page, you will see your "**Settings for Email to SMS**" configuration. These settings include how many messages can be sent at one time, end tags for marking the end of an SMS message, and options to include the subject line in the SMS. *Note that some options are only configurable by the Crexendo Engineering team.*

5. Once you have configured the "**Email to SMS**" settings, proceed on to the next section to add email addresses to the account. To add an email, select "**Add**."
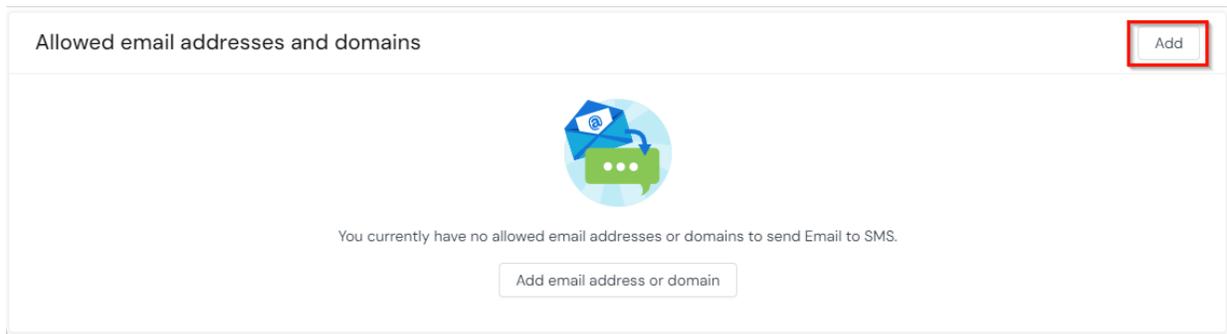
6. A pop-up window will appear and ask for a list of email addresses to add to the account. You have the options to select "All emails sent from a specified email domain" to the list by adding the domain name in the text box. (**Example**: crexendo.com).
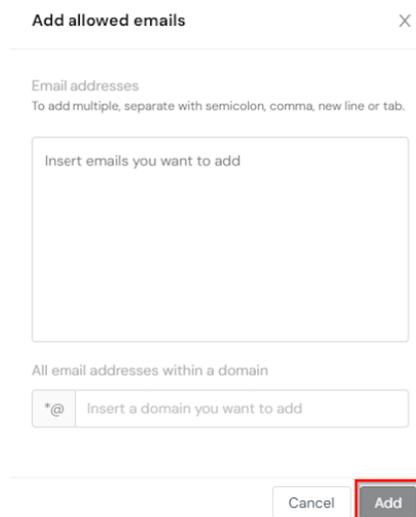
7. Once you have finished adding the emails that need access, select "**Add**" to save your changes. You can confirm that your changes have saved by checking the "**Allowed email addresses and domains**" box and seeing the added email.
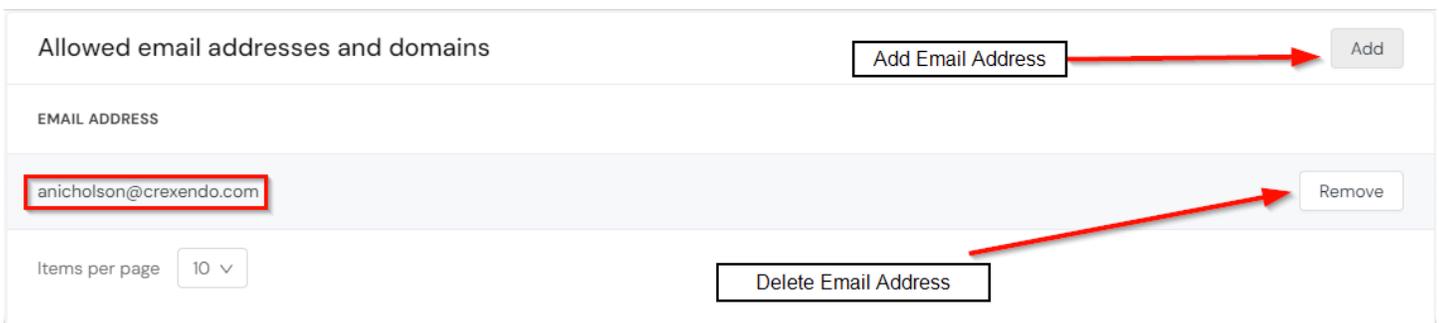
How to Send Emails from Your Email Client

1. Open your Email Client and begin a new address.

2. In the "**To**" field, type the number 1 followed by the 10-digit number you are trying to reach. After the number, add "**@e2s.messagemedia.com**". This domain name will be used for ALL messages sent via email.
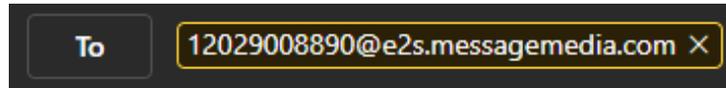
3. The subject line can be left blank, or you can add a subject if you are configured to add subject lines to your SMS messages.

4. Add your message to the body of the email. Remove all email signatures or disclaimers that may be added to the email.

5. Send the email.

NOTE: Messages sent via email will NOT appear in your MessageMedia inbox. All messages will be directed to your email address. If you do need records for messages sent over email, you can view these in the "**Detailed Report**."