

#### Message Media Guide Creating and Managing Templates

### Introduction

Templates can be used to easily send the same style of message to multiple people at once or to a single person. This guide will provide the steps to create a new template, view all previously built templates, and how to send a message using a template.

### How to Create a New Template

- 1. Login to your MessageMedia account at <u>https://hub.messagemedia.com</u>
- 2. Select the "**Library**" icon. **N** The **Library** contains all Message Templates that can be used for sending messages and campaigns.
- 3. Select "**New Template**" on the upper right side of the screen.

Library					
Message templates					New Template
NAME ≑	MESSAGE TEXT	UPDATED AT 0 🔅	ТҮРЕ	SHARED BY	
You do not have any r	message templates, once created your	templates will show here.			
Show 10 V Entrie	15				1 – 0 of 0

4. The New Template screen will show a section for formatting your message and a preview to show how the message will appear to the receiver. Fill in the blanks to create your message. Additional options available include Personalization, Google Translate, and Unsubscribe messages.

emplate name Personalize Message using Contact information Add Option to Unsubscribe from SMS Contact information Translate Message (Google) Li Personalisation C Translate Add unsubscribe y	er ID (defined a
Template name Aessage content Translate Message (Googie)	
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Let Personalisation V G Inansiate V Add Unsubscribe V	
Enter your message content.	
Your message goes here Message Preview	
4	



5. When you are satisfied with your message, select the "**Save**" button in the bottom right corner to save the Template.

ew Template	Sender ID (defined at send time)	
mplate name	This is a message	
My First Template	template. You can use this	
	template to quickly	
essage content	send messages to your	
[_] Personalisation v G Translate v	Unsubscribe link 🗸	
	To unsubscribe, tap	
This is a message template. You can use this template to quickly send messages to your contacts!	#optOutLink#	
To unsubscribe, tap #optOutLink#		
	4	
40 characters   1 SMS per contact ①		
40 characters   1 SMS per contact ③	+ Message ()	
40 characters   15MS per contact (0)	(+ Message (B)	
40 characters   1 SMS per contact (0)	(† Message	

6. Your new template will be added to the **Library** page. You can view, edit, or delete the template from the **Library**.

Aessage	e templates					
Search te	emplate messagQ					New Templ
	NAME \$	MESSAGE TEXT	UPDATED AT ① 🗘	TYPE	SHARED BY	
	My First Template	This is a message template. You can use this templat_	Today at 9:54 AM	Standard		:

## How to Send a Message Using Your Template

- 1. Select the "Inbox" icon in the left sidebar menu.
- Select "New Message" to begin creating your message. Once you have entered the Contact name or phone number of the person you are sending a message to, select "Templates" dropdown menu near the message content section.

# Crexendo®

Shared numbers pool 🗸	E Templatesq.	emoji		Click dropdown to begin choosing a Template	
Enter your message conter	My First Template	9			
		-	Click on name of the		6
character   O SMS per contact ()			Template being used	Ø	(S) Send

3. Once you are satisfied with your message, select "**Send**." To schedule your message to be send later, select the "**Schedule**" icon.

