Vodafone Text Centre User Guide for Microsoft[®] Outlook[®]



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Introduction

Thank you for choosing Vodafone Text Centre. Vodafone Text Centre adds SMS functionality to Microsoft[®] Outlook[®], making communication easier and more fun both in the office and at home. This guide helps you get started with Vodafone Text Centre, including installation and exploring most of the features.

System requirements

Vodafone Text Centre uses the Internet to send messages, so requires an Internet connection. There are no restrictions on the speed of the connection: a modem connection will work just as well as a LAN connection.

To install Vodafone Text Centre you need to have Microsoft[®] Outlook[®] installed and it must be your default email client. This must be Microsoft[®] Outlook[®] 98 or later. Vodafone Text Centre is not compatible with Microsoft[®] Outlook Express[®].

You must also have at least Microsoft[®] Windows[®] 98 with Internet Explorer 4.01 or Microsoft[®] Windows[®] NT 4.0 with Internet Explorer 4.01 and Active Desktop activated.

Installation

If you have a previous version of Vodafone Text Centre already installed on your computer, it is recommended that you first uninstall it. See the *Uninstall* section for information on how to do this. You must close all Microsoft[®] Outlook[®] windows before installing Vodafone Text Centre. Download the **Vodafone Text Centre software** and save the file, then locate the file VodafoneTextCentre.exe, and double click on it to execute the installation program.



The installation guide

A start-up dialog appears when the installation is run.



Confirm that you wish to install the program by clicking Next.

You are then asked to accept a license agreement. If you agree to the terms, click I Agree.

odafone Text Centre Setup	×
icense Agreement Please review the license terms before installing Vodafone Text Centre.	Vodafone"
Press Page Down to see the rest of the agreement.	
General Terms and Conditions	_
INTRODUCTION	
These are the general terms and conditions (the "Terms' access and use of the content and services offered to yo site at <u>http://www.vodafonce.ouk/terctente.</u> (the "Site" accessed by you on the web, by WAP or on a PDA) (col "Service" or "Services"). This Site and the Services are on behalf of Vodafone Limited Vodafone Global Content.	") governing your u on this internet), (whether lectively, the operated by or Services Limited
If you accept the terms of the agreement, click I Agree to continue. agreement to install Vodafone Text Centre.	You must accept the
< Back I f	Agree Cancel

If you have administrator rights on your computer, the following window is shown. Here you can specify whether you would like to install Vodafone Text Centre for all users on the computer or only for the current user.

Confirm the selection by clicking Next.



You can then change the folder where Vodafone Text Centre is installed. If you wish to change the folder, click **Browse** and select the destination folder.

🛷 Vodafone Text Centre Setup	
Choose Install Location Choose the folder in which to install Vodafone Text Centre.	Vodafone"
Setup will install Vodafone Text Centre in the following folder. To install in click Browse and select another folder. Click Install to start the installation	a different folder,
Destination Folder	Browse
Space required: 3.5MB Space available: 6.4GB	
< Back Instal	Cancel

Confirm the destination folder by clicking **Install**. The installation program now installs Vodafone Text Centre on your computer. This takes a few seconds.

🛷 Vodafone Text Centre Setup	
Installing Please wait while Vodafone Text Centre is being installe	d.
Extract: Register.bmp 100%	
Show <u>d</u> etails	
	ack Next > Cancel

A completion dialog window is displayed. To complete the installation, click Finish.



First use

The first time you start Microsoft[®] Outlook[®] after installing the program, a wizard opens where you can open an SMS account.



Click **Next** to display the account wizard. You are asked to enter your **Name, Mobile Phone Number** and **Email Address**.

Vodafone Text Centre - En This wizard will guide you I	nail Settings Wizard through setting up your account.
Please complete the fields pay monthly Vodafone UK of this product will appear please obtain the bill paye	below, the mobile phone number must be a mobile, all charges associated with the use on the bill associated with this number, r's permission before continuing.
Enter your name:	Mobile Phone Number:
Jim Smith	07919000000
To receive messages back address below (the email a messages should be delive smith@vodafone.com	to your email inbox please enter your email address must be the inbox where text ared).

Enter the information and click Next. The following window is displayed.

Regi (Istering Communicating with server.
1	The wizard is now communicating with the Vodafone Text Centre erver.
F	Please wait, Depending on your connection speed this may take up to wo minutes.
	Cancel

The program now verifies the supplied information with the server. An SMS message containing a **Registration Code** will be sent to the **Mobile Phone Number** you entered. You will be asked to enter this code. Do this and click **Finish**.

¥a	Indation Assure the validity of the mobile phone number.
	A code has been sent to your mobile phone as a text message. This could take up to one minute to arrive. When received please enter the code in the box below to complete the registration. The Registration code was sent as a text message to the following number: 447919000000. If you do not receive the message within one minute, then ensure your mobile phone is switched on and is in coverage, press back, ensure your personal details are correct.
	2876
	2876

A verification message appears, informing you that an email message has been sent to the specified email address. If this email address is incorrect, change it to the correct one in **SMS Options** (see the *SMS options* section).

Vodafone Text Centre Setup		
Information Registration completed.		
A registration confirmation email has been sent to: smith@vodafone.com		
Vodafone Text Centre will use the above email address when delivering replies to Inbox.		
OK Cancel		

You have now opened the account and can start using the SMS features.

Send a message

In the toolbar of your Microsoft® Outlook® window, there is a new button called New SMS.



To send a new SMS message, simply click it, just as when creating a new email. A New SMS window opens.

🎺 Vodafone Text Centre		_ 🗆 ×
<u>File E</u> dit <u>H</u> elp		
🤡 Send 🛛 😰 🎭 🛛 🗲		O verdahens"
T <u>o</u>		
From: 447919000000 (Reply to mo	bile)	-
		*
	7 . 1 . 0.0110	
Characters: U[1]	Total: USMS	1

Select recipient

Enter the mobile phone number that you want to send the message to, in the **To** field. The number can be in either national or international format.

🎺 Vodafor	ne Text Centre		_ 🗆 🗵
<u>File E</u> dit	<u>H</u> elp		
₩ <u>S</u> end	12 🕵 4		Contractions"
T <u>o</u>	07919000001		
From:	447919000000 (Reply to mo	bile)	-
			*
			-
Characters:	0 [1]	Total: 0 SMS	11.

If you want to send the message to more than one recipient, add in the numbers and separate them with a semi-colon.

You can also choose a recipient from your Microsoft[®] Outlook[®] address book. To do this, click the **To** button, and select your contact from the dialog box. You can also select distribution lists as recipients.

Address Book			×
Show Names from the:	Recipier	nts	•
Type Name or Select from List:			
	SMS Red	tipients	
Name	To-> 079190	00001	*
Administrator Anders Eriksson Anders Hardebring Andreas Wälivara Andreas Kalin Andreas Larsson Anneli Olsson Bo Rasmusson			*
New Properties	Fi	n <u>d</u>	
OK	Cancel	Help	

When you have selected the recipient, click OK. The chosen recipients are now in the To field.

NOTE: To be able to send an SMS to a contact, you must have entered the mobile phone number for that contact. Contacts whose number is missing or invalid are shown in red text.

Enter the message

Enter the message in the main field below the **From** field.

🎺 Vodafo	ne Text Centre		
<u>File</u> <u>E</u> dit	<u>H</u> elp		
₩ <u>S</u> end	12 🕵 🖇		
T <u>o</u>	07919000001; <u>Clark Jones (</u>	(07919888888);	
From:	447919000000 (Reply to mo	obile)	-
I'm testin	ig sending a SMS message fr	om Outlook.	×
Characters:	47 [1]	Total: 2 SMS	1

The maximum length of an SMS message is 160 characters. You can, however, write messages up to 755 characters. If you do this, you will get charged for each 160-character SMS message.

The number of characters you have written and the number of SMS messages this occupies is displayed on the status bar in the bottom of the window.

Send the message

Click the $\ensuremath{\textbf{Send}}$ button to send the message.

Flash SMS

A Flash SMS is a message that appears directly on the phone's screen, instead of the 'Inbox'. It's a useful alternative to normal SMS when you want to catch the recipient's attention immediately.

Use the **Flash** button on the toolbar to send the message as a Flash SMS.

Receiving reply messages in your Microsoft® Outlook® Inbox

When creating a message you can choose to receive the reply messages from the recipients of the current message in your Microsoft[®] Outlook[®] Inbox folder. To do this, select the sender labeled **Reply To Inbox** from the dropdown list in the **From** label before sending the message.

🎻 Vodafor	ne Text Centre	
<u>File E</u> dit	Help	
₩ <u>S</u> end	12 🔍 🖌	
Т <u>о</u>	07919000001; <u>Clark Jones (0791988</u>	3888);
From:	447919000000 (Reply to mobile)	•
I'm testing	447919000000 (Reply to mobile)	
Characters:	[47 [1] Tota	it: 2 SMS //

Viewing sent messages

There is a new folder in your Microsoft® Outlook® called Sent SMS. All the messages you send are stored here.



Double click on a message to view the details of it. A new window containing the details opens.



Checking message status details

You can check the status of a message by clicking the **Status details** button in the toolbar. Here you can see, per recipient, whether the message has been sent or not.

🖋 Vodafone Text Centre	
Recipient	Status
Clark Jones (07919888888)	Delivered - Your message
	Close

Forwarding a sent message

You can choose to forward a sent message to one or more recipients. In the **Sent SMS** folder, select the sent message that you would like to forward and click the **Forward** button in the main Microsoft[®] Outlook[®] window.

😢 Sent SMS - Microsoft Outlook				
File Edit View Favorites Tools Actions Help				
🛛 🖻 New 👻 🎒 📑 🗙 🕺 Reply 🕵 Reply to 🐙 🐼 Forward	f 🛃 Send			
Vew SM5				
Sent SMS				
Folder List × ! 🗅 🕅 🕼 From	Subject			
Personal Folders Conglomerate Contacts Deleted Items Of Journal Notes Otbox ProbablyJunk Sent Items Sent Items Sent IsMS Tasks	I'm testing s			

A New SMS window opens with the message field containing the original message text.

🎺 Vodafor	ne Text Centre		
<u>F</u> ile <u>E</u> dit	<u>H</u> elp		
₩ <u>S</u> end	19 🕵 🗲		
T <u>o</u>			
From:	447919000000 (Reply to mo	bile)	-
I'm testing	g sending a SMS message fr	om Outlook.	Å
Characters:	47 [1]	Total: 0 SMS	

Viewing received messages

If you have selected the **Reply To Inbox** as sender when sending a message, you will receive a reply to that message in your Microsoft[®] Outlook[®] **Inbox** folder.

😟 Inbox - Microsoft Outlook				
Eile Edit Yiew Favorites	Tools Actions Help			
🛾 🖻 New 🔸 🎒 🎦 🗙	Ø∂Reply ØReply to All ∳Ø Forward	Send/Receiv		
Vew SMS				
ICQ - 🏀 Contact 🖹 🔍 🔍 💼 🔛				
Inbox				
Folder List	× ! □ ♥ @ From	Subject		
🖃 🥨 Personal Folders	+46708362707	Thanks for letti		

Double click on a received message to view its details. A new window containing the details opens.

<mark> </mark>	×
🐳 Beply 🎻 Forward 🗙	2
To: smith@vodafone.com From: Jennifer Long (07717 255 255) Sent: Fri 2004-02-27 15:44	
Thanks for letting me know about the meeting.	•
	•

Replying to a received message

Click either the **Reply** button in the message or in the main Microsoft[®] Outlook[®] window to reply to the sender of the message. A **New SMS** window opens with the mobile phone number of the sender in the recipient field.

Vodafor	ne Text Centre		<u>_ ×</u>
Send	10p		V ectories
T <u>o</u>	Jennifer Long (07717 255 25	5);	
From:	+447919123456 (Reply to In	nbox)	-
	-		*
			-
Characters:	0 [1]	Total: 1 SMS	11.

Forwarding a received message

You can choose to forward the received message to one or more recipients by clicking either the **Forward** button in the **Message Details** window or in the main Microsoft[®] Outlook[®] window. A **New SMS** window opens with the original message text in the message field.

<mark>∲Vodafone Text Centre</mark> _Elle _Edit _Help	_ 🗆 🗙
🦋 <u>S</u> end 📴 🕵 🖗	Verdalberge
<u> </u>	
From: 447919000000 (Reply to mobile)	-
Thanks for letting me know about the meeting.	*
Characters: 45 [1] Total: 0 SMS	-

Reminders

When you create an appointment with a reminder, you can choose to receive a reminder as an SMS message as well. In the appointment toolbar there is a new button called **SMS Reminder**. To receive an SMS reminder for the appointment, click this button. The reminder will be sent at the same time specified as for the normal Microsoft[®] Outlook[®] reminder, and the message will contain as much information about the appointment that can fit in one SMS message.



NOTE: The SMS Reminder feature requires that Microsoft® Outlook® is running at the time of the reminder.

SMS options

You can configure your SMS functionality. Select **Tools/Options** in the main Microsoft[®] Outlook[®] window and click the **SMS** tab.

Options						<u>? ×</u>
Preferer Other	nces r	Mail Setup Outlooks) Mai 5py	l Format SMS	Spellin	g Security Delegates
General	Defaul Long M C C	t Home Countr lessages: Do not allow lo Allow long mes	/: ng messag sages,	United K ges (max. 1	(ingdom .60 characte	ers).
Notificati	ons —	1 + 4 ¹ - 4 + 4 + 4	1. 1. A. 1. 1.		· · · · · · ·	
Arcount	Notifica	ation mobile <u>n</u> u	mber:	+44791	.9000000 Notific	ation Options
- Account	Admini	strate your SM	5 account.		Acco	unt Options
				ок	Cancel	Apply

Enabling long messages

Use the **Long Messages** setting to send messages longer than 160 characters, which is the length of one SMS message.

If you enable this, you will be able to send messages up to 755 characters, which corresponds to five SMS messages. You will however be charged for each SMS message.

If you disable this feature, you won't be able to type more than 160 characters in the message field.

Notifications

You can choose to get a notification as an SMS message for appointment reminders or whenever you receive an email to your inbox that meets some rules. Configure these settings by clicking the **Notification Options** button.

appointments
default
coming Email.
ng Email.
high priority Email.
OK Cancel

Calendar reminders

The **Enable SMS reminders for calendar appointments** setting allows you to enable or disable the SMS reminder functionality. If you select this check box, you will enable the SMS reminder functionality and the SMS Reminder button will be visible in the toolbar of each appointment (see the section *Reminders*). When this setting is unchecked, no SMS reminders will be sent, not even for previously created appointments.

The **Follow calendar reminders by default** setting allows you to configure the default behavior for SMS reminders. If you select this check box, an SMS reminder will be sent for appointments for which the normal reminder is activated. If you deselect the check box, no SMS reminders will be sent.

Note that the **Follow calendar reminders by default** setting only controls the default behavior. You can specify the behavior per appointment (see the section on Reminders).

Email notifications

You can choose what emails generate a notification. The three options are:

- Do not send a SMS message on incoming Email
- Send a SMS message on all incoming Email
- Send a SMS message on incoming high priority email.

The SMS message contains as much of the contents of the email that can fit in one SMS message.

NOTE: The email notification feature requires that Microsoft® Outlook® is running when the email arrives.

Administrate your SMS account

Click the Account Options button to administrate your SMS account.

Account Options	×
General	
Default originator:	447919000000 (Reply to mobile)
Reply email address:	smith@vodafone.com
Default text for reply to Inb	IOX:
Registration	Register Account
	OK Cancel

Setting Default originator

With the **Default originator** setting you can choose which sender you would like to have as your default.

Changing reply email address

You can change the email address to which you will receive the replies by setting the **Reply To Inbox** as sender (see the section *Send a message*).

Set default text for Reply To Inbox

You can have a predefined signature in messages which are sent with the **Reply To Inbox** as sender (see the section *Send a message*). When you create a new message and select the **Reply To Inbox** as sender, the signature will automatically appear at the beginning of the message field.

Re-register your account

Click the Register Account button to re-register your SMS account (see the section Installation).

Uninstall

Make sure that you have closed Microsoft® Outlook® before uninstalling.

In the Start Menu, select Settings and then Control Panel. This will open the Control Panel.



Double click the Add/Remove Programs icon.

🗟 Control P	anel					
Eile Edit	<u>V</u> iew F <u>a</u> vori	tes <u>T</u> ools	Help			-
📙 🖛 Back 🕞	⇒ - € «	Search 🖻	Folders 🔇 🕉 His	story 📔 🛚	$E \times \omega $	
Address 🐼	Control Panel					•
é			M	B	2	A
Accessibility Options	Add/Remove Hardware	Add/Remove Programs	Administrative Tools	Date/Time	Display	Folder Options
A	es.	S			Ø	F
Fonts	Game Controllers	Internet Options	Keyboard	Mail	Mouse	Network and Dial-up Co
2	ų	3	0	3	2	0
Phone and Modem	Power Options	Printers	QuickTime	Regional Options	Scanners and Cameras	Scheduled Tasks
		S p				
Sounds and Multimedia	System	Users and Passwords				
Installs and rem	moves programs a	and Windows c	omponents		🖳 My Comp	outer //

A dialog box containing a list with all installed programs is displayed in alphabetical order. Click Vodafone Text Centre.

🐞 Add or Rei	nove Programs		
F	Currently installed programs:	Sort by: Name	
C <u>h</u> ange or Remove	🙀 Windows XP Hotfix (SP2) Q810565		_
Programs	🔀 Windows XP Hotfix (SP2) Q810577		
2	🔀 Windows XP Hotfix (SP2) Q810833		
Add <u>N</u> ew	🕞 Windows XP Hotfix (SP2) Q811493		
Programs	🕼 Windows XP Hotfix (SP2) Q814033		
1	🔀 Windows XP Hotfix (SP2) Q815021		
Add/Demove	🔀 Windows XP Hotfix (SP2) Q817287		
Windows	🔀 Windows XP Hotfix (SP2) Q817606		
Components	🔀 Windows XP Hotfix (5P2) Q819696		
	🔚 WinRAR archiver	Size	2,73MB
Set Program	iise InstallBuilder 8.1	Size	15,25MB
Access and Defaults	🎺 Vodafone Text Centre	Size	3,68MB
	Click here for support information.	Used	<u>rarely</u>
	To remove this program from your computer, click Remove.	Last Used On 2	Remove

The row expands, and more information about the program is displayed. Click the **Remove** button, and confirm that you want to remove the program.

The Add/Remove Programs dialog box varies depending on what Windows version you have.

Frequently Asked Questions

How do I configure my firewall to permit Vodafone Text Centre to send SMS messages?

To be able to use Vodafone Text Centre, it is important that your firewall is configured correctly.

Configure your firewall so that Microsoft[®] Outlook[®] is permitted to use incoming and outgoing HTTP through both the port 443 (secure HTTP) and the port 80 (normal HTTP). Please contact your local network administrator or refer to the firewall manual on how these settings are made.

Why can I not see some of my contacts in the address book?

When the Microsoft[®] Outlook[®] client is set to normally be connected to a Microsoft[®] Exchange server, the address book will not show the contacts that do not have an email address. This is unfortunately the way Microsoft[®] Outlook[®] works and cannot be changed in any settings. If the Microsoft[®] Outlook[®] client is set to never be connected to a Microsoft[®] Exchange server though, it is possible to have a contact that lacks an email address and still use that contact from the address book.

Since Vodafone Text Centre uses the same address book as Microsoft[®] Outlook[®], the address book in Vodafone Text Centre will behave in the same way.

The installation program tells me that Microsoft[®] Outlook[®] is not my default email application though it is. What do I do?

If the installation program tells you that Microsoft[®] Outlook[®] is not your default email application, you need to change your Internet Options settings.

In the Start Menu, choose Settings and then Control Panel. This will open the Control Panel.



Double click the icon Internet Options.

🕺 Control Pa	anel					_ 🗆 ×
<u>File Edit</u>	View Favorite	s <u>T</u> ools <u>H</u>	elp			1
🗧 Back 🔸 🕴) - E Q	Search 🕒 F	olders 🎯 🖣	n R X S) ==-	
Address 🐼	Control Panel					• 🖓 60
Ġ.	- Alian Ali		TE	Z	4	lige state of the second s
Accessibility Options	Add/Remove Hardware	Add/Remove Programs	Administrative Tools	Adobe Gamma	Automatic Updates	Date/Time
	<u> </u>	A ^A a	P.	9		I
Display	Folder Options	Fonts	Gaming Options	Internet Options	Keyboard	Mail
Ø	Ē	<u></u>	ų,	S		
Mouse	Network and Dial-up Co	Phone and Modem	Power Options	Printers	Regional Options	Scanners and Cameras
0		e			See.	
Scheduled Tasks	Sounds and Multimedia	Speech	System	Text Services	Users and Passwords	
onfigure your	Internet display	and connection	n settings.			1

A dialog window containing properties for your Internet will be displayed. Click Programs.

<u>H</u> TML editor:	et service. UltraEdit-32 Professional Text/Hex Edit	or 🔻
<u>E</u> -mail:	Outlook Express	•
<u>N</u> ewsgroups:	Microsoft Outlook	-
In <u>t</u> ernet call:	NetMeeting	•
<u>C</u> alendar:	Microsoft Outlook	•
Contact list:	Microsoft Outlook	•
<u>R</u> eset Web Settings ✓ Internet Explorer shoul	You can reset Internet Explorer to the o home and search pages. d check to see whether it is the default b	default rowser

Click on the drop list for E-mail, select Outlook Express and click Apply.

Interne	t programs You can specil for each Intern	ly which program Windows automatically uses iet service.
	HTML editor:	UltraEdit-32 Professional Text/Hex Editor 💌
	<u>E</u> -mail:	Outlook Express
	Newsgroups:	Microsoft Outlook
	Internet call:	NetMeeting
	<u>C</u> alendar:	Microsoft Outlook
	Contact list:	Microsoft Outlook
<u>R</u> eset	Web Settings	You can reset Internet Explorer to the default home and search pages.
✓ Interr	net Explorer shou	Id check to see whether it is the default browser

Click on the drop list for E-mail again, but this time, select Microsoft® Outlook® and click Apply.

	programs You can speci for each Intern	fy which program Windows automatically uses et service.		
	HTML editor:	UltraEdit-32 Professional Text/Hex Editor	ditor 💌	
	<u>E</u> -mail:	Microsoft Outlook]	
	<u>N</u> ewsgroups:	Microsoft Outlook NetMeeting		
	Internet call:			
	<u>C</u> alendar:	Microsoft Outlook	-	
	Contact list:	Microsoft Outlook]	
<u>R</u> eset W	/eb Settings	You can reset Internet Explorer to the defau home and search pages.	ilt	
Interne	et Explorer shou	ld check to see whether it is the default brows	er	

The installation program will now recognise Microsoft® Outlook® as your default email application.

Why do I not get a SMS message on an incoming high priority email?

Make sure that the high priority email notification option in the SMS options page is enabled.

Note that Vodafone Text Centre can only forward email messages put in the Inbox. If you use Outlook[®] Rules Wizard to move email messages to other folders, these messages cannot be forwarded by Vodafone Text Centre.

After I have installed Vodafone Text Centre I get a lot of junk SMS!

Actually it is junk email that is forwarded as SMS. Junk mail is often sent with high priority and your Vodafone Text Centre is set to forward high priority email to your phone.

Please note that, if you use a spam filter in Microsoft[®] Outlook[®], you may not always see the junk mail in your Microsoft[®] Outlook[®] inbox, as they may be automatically moved to a junk folder by Microsoft[®] Outlook[®]. In that case, the messages will not be forwarded by Vodafone Text Centre.

How can I see the status of my sent SMS messages?

The status of sent SMS messages can be seen by viewing the sent messages in the Sent SMS folder.

When I have selected one or more contacts from the address book and pressed OK I get an error message stating 'Unknown recipient type'. What do I do?

If you have the error message **Unknown recipient type** when selecting one or more contacts from the address book, it is most likely that one or more of the contacts you have selected do not have an email address. The address book that Vodafone Text Centre uses is actually the Microsoft[®] Outlook[®] address book that requires that each contact has an email address.

I get an error message during the registration process stating 'Vodafone Text Centre was unable to communicate with the server, please ensure you have an active internet connection'. What do I do?

If you have the error message **Vodafone Text Centre was unable to communicate with the server, please ensure you have an active internet connection** during the registration process, you have a firewall that is set to block incoming and/or outgoing HTTP traffic.

After I have installed the Vodafone Text Centre software I cannot see either the button, New SMS, nor the folder, Sent SMS. What do I do?

Unfortunately, in rare cases Microsoft[®] Outlook[®] does not automatically load the Vodafone Text Centre add-in and in these cases you need to load it manually.

	1	1		1
Preference Other	s Mail Setup Outlooks	Mail Forma	it Spellin SMS	g Security Delegates
Teperal -	1 000000	F/] ·		Dongator
	Empty the Deleter	l Thomas Ealdan un	an outling	
₽ <u></u>	Empty the Deleter	I tenis tolder up		
,	Calendar.	default program	tor E-mail, Con	tacts, and
			Adv	anced Options
AutoArchive				
M a	anages mailbox size chive file and by de	by deleting old it eting expired ite	ems or moving	them to an
			A	utoArchive
Preview par	18			
U P	se these options to review pane.	customize the ap	pearance and b	ehavior of the
the Real Property and the Real Property lies.			Pt	eview Pane
instant Mes	saging			
instant Mes	saging Enable <u>I</u> nstant Me	ssaging in Micros	oft Outlook	
instant Mes	saging Enable <u>I</u> nstant Me	ssaging in Micros	oft Outlook	Options
instant Mes	saging TEnable Instant Me	ssaging in Micros	oft Outlook	Options

Select **Tools/Options** in the main Microsoft[®] Outlook[®] window. In the **Other** tab in the dialog, click on **Advanced Options.**

A dialog window containing properties for your Advanced Options will be displayed. Click Add-In Manager.

Startup in this folder:	Tehey	-
	Junox	
Warn before perm	anently deleting items	
When selecting te	xt, <u>a</u> utomatically select entire word	
Provide feedback	with sound	
Show Paste Option	ns buttons	
Enable mail logging) (troubleshooting)	
When viewing Not Task working hours pe Task working hours pe	es, show time and date er day: 8 er week: 40	
eminder Options	Add-In Manager	

Another dialog window will be displayed. This time it contains a list of all your installed Add-Ins. Click Install.

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You will now see an Open file dialog prompting you to select a file from the Add-Ins directory. Select the file **SMSExec.ecf** and click **Open.**

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Now your Vodafone Text Centre is installed and a welcome dialog for Vodafone Text Centre will appear.

There is no New SMS button in my Outlook!

This can happen in Microsoft[®] Outlook[®] XP and Outlook[®] 2003. Do the following:

- 1. In the main Microsoft[®] Outlook[®] window, select **Help/About Microsoft Outlook**.
- 2. Press **Disabled items.**
- 3. If SMSExecutiveOutlook.dll is listed, then select it and press Enable.
- 4. Restart Microsoft® Outlook®.

Why do I get the message 'Invalid AccountId/Password' when I try to send an SMS?

When Vodafone Text Centre is installed, it is tightly connected to your Windows account. If your Windows account is altered, for example due to a reinstallation, Vodafone Text Centre must be re-registered.

To re-register, enter the **Account Options** dialog and press the button **Register Account.**. Then follow the instructions.

Why can't I paste a number to the 'To' field?

The support for copy/paste and dragging into the **To** field is limited. Please use the powerful address book lookup features.

The uninstall program hangs!

A Vodafone Text Centre clean-up program sometimes hangs when used with Microsoft[®] Outlook[®] 2003. For the installation program to finish, you need to stop the clean-up program. Do the following:

- 1. Open Task Manager. To start the Task Manager, do the following:
 - Right click the task bar.
 - Select the item **Task Manager** from the menu.
 - The Task Manager window now opens and shows all programs running on your PC.
- 2. Select Processes.
- 3. Select the entry **GWExtensionInstaller.exe**.
- 4. Press End process.

Now the uninstall program will finish.

Why does the button not appear in my Outlook® Express?

Vodafone Text Centre is not an add-in for Microsoft[®] Outlook[®] Express, it is an add-in for Microsoft[®] Outlook[®] which is part of Microsoft[®] Office[®].

What do I need to run Vodafone Text Centre?

System requirements are:

- A mobile subscription and telephone with SMS capability
- An Internet connected PC
- Microsoft[®] Windows[®] 98 or later
- 4MB disk space
- One of the following:
 - Microsoft[®] Outlook[®] 98
 - Microsoft[®] Outlook[®] 2000
 - Microsoft[®] Outlook[®] XP
 - Microsoft[®] Outlook[®] 2003