

## Send text messages from Microsoft Excel

### WHAT IS MICROSOFT EXCEL PLUG-IN

The JANET txt Excel plug-in allows you to conveniently send and receive SMS direct from Microsoft Excel. This means you can send text messages using data straight from your Excel spreadsheets.

### YOUR BENEFITS

- ✓ **Messaging direct from your desktop.** Send SMS text messages from the familiar environment of Microsoft Excel.
- ✓ **Easy to implement.** Integrates seamlessly into your software allowing you to make use of your existing Excel databases.
- ✓ **Works with your existing software.** Empower your organisation with SMS functionality with minimal expenditure.
- ✓ **Premium grade of service.** Like all products in the JANET txt range, our software plug-in processes inbound and outbound messages the instant they are sent.
- ✓ **Personalised communications.** Sophisticated 'merge field' capability enables you to make your message broadcasts relevant to your recipients.
- ✓ **Optimising administration.** Sending SMS straight from spreadsheet data helps reduce the time and cost involved in performing repetitive manual tasks.

### FEATURES

- ✓ The JANET txt Microsoft Excel plug-in enables your organisation to make direct personal communication with your audience on a large scale.

### KEY FEATURES INCLUDE:

- ✓ Simple and advanced sending options allow you to perform a 'Quick Send' as well as sending 'Templated' and 'Multiple' messages
- ✓ Definable message templates allow personalisation of mass message broadcasts
- ✓ In-product wizards guide you step by step through core functions such as sending messages and importing SMS replies
- ✓ Real time message delivery reporting
- ✓ 2-way SMS option



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### HOW CAN I USE MY MICROSOFT EXCEL PLUG-IN?

**Course information.** Send broadcasts to class lists for personal course related information including timetable changes, exam results, class locations and amendments to coursework.

**Appointment and event reminders.** Remind students and staff of key up and coming events such as appointments, career development interviews, exams and dates for submission of coursework.

**Confirmation messages.** Use the merge field capability in the message template function to personalise confirmation and reminder messages. Help reinforce a letter with a confirmation SMS e.g. "Dear Mr Smith, a letter with further details has been posted to you, if you do not receive this letter after 5 working days please call us on 020 8914 5141.

**Promotional alerts.** Keep students up to date on events in the college and university social and academic calendar. Encourage your students and staff to get behind their institution.

### INTERESTED IN USING THE EXCEL PLUG-IN?

To sign up for an Excel plug-in account or to enquire about our other services, contact the JANET txt team on **0844 822 5100** or email us at [janettxt@pageone.co.uk](mailto:janettxt@pageone.co.uk) to speak to one of our messaging specialists.

Typical cost of a 5 user basic license + 10,000 SMS block

|                         | Cost |
|-------------------------|------|
| Set up                  | Free |
| Monthly rental          | Free |
| + 10,000 SMS            | £400 |
| Microsoft Excel plug-in | £20* |

#### FREE EXTRAS INCLUDE:

Master Control account with user account creation capability  
 SmartGroups  
 Diary/Scheduler  
 Extensive range of user guides, technical manuals & toolkits  
 Unlimited telephone & email support

#### Optional Upgrades include:

Alpha-tag £25 per month

\*one-off charge