

VEXUS Connect with Webex SMS 101 User Guide

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QUICK REFERENCE GUIDE Connect with Webex: SMS 101

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Connect with Webex SMS 101

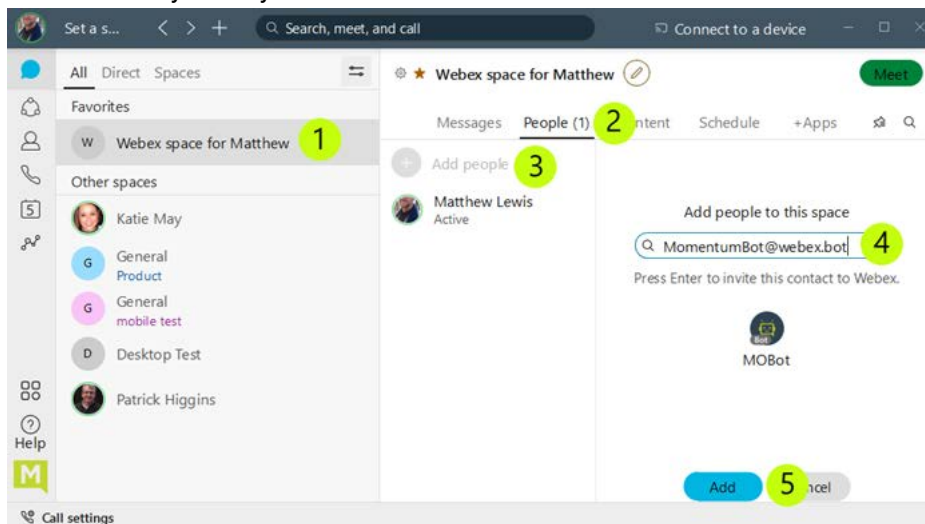
Connect with Webex offers the ability for licensed SMS users to utilize a BOT tool for sending SMS text messages.

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

Click to open Messaging and then:

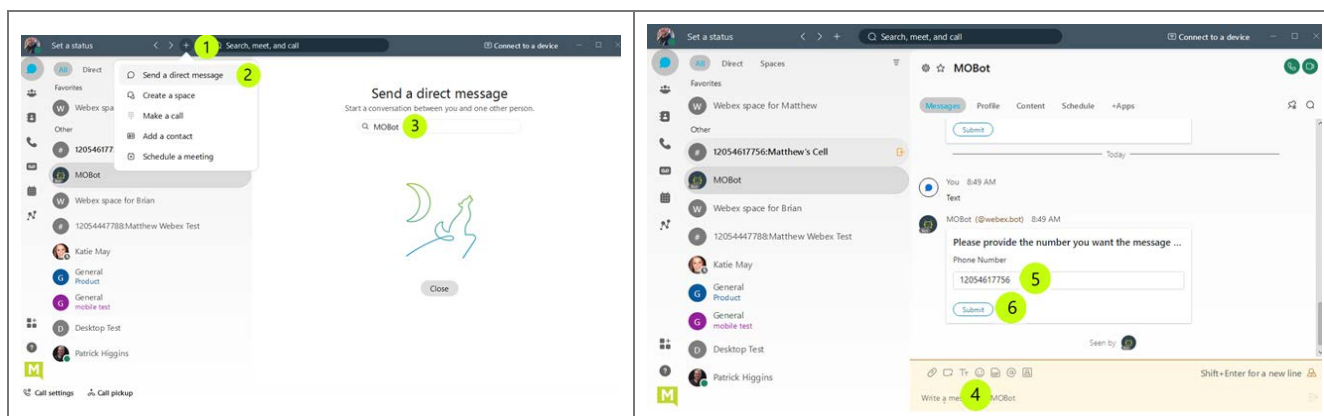
1. Click on the Webex space for <Your Name> in the list.
2. Click on the People tab.
3. Click on the + Add People button.
4. Type [UCBot@webex.bot](#) in the data entry field and then click on the UCBot avatar when it displays directly below the data entry field.
5. Click on the **Add** button at the bottom of the view.

Connect with Webex will create a new direct messaging space for your UCBot and add it to the list. Now that the UCBot is enabled you may use it.



To Send an SMS Text Using Your MOBot

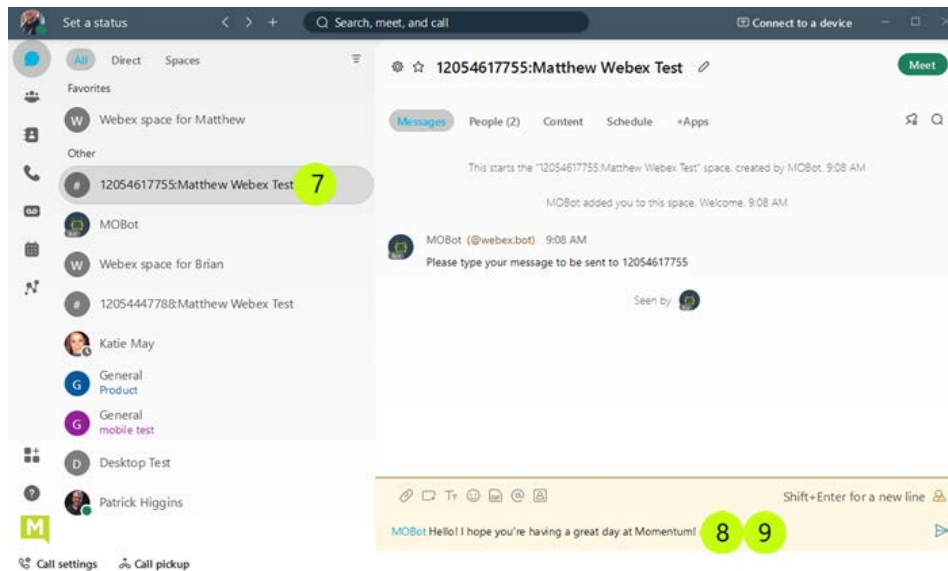
1. Click on the + symbol in the toolbar.
2. Click on Send a Direct Message.
3. Type UCBot in the search field and then click on the UCBot Avatar that displays right below the field to select it. This creates a direct message chat dialog with UCBot.
4. In the chat to UCBot, type the word Text and click 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
6. Click **Submit**.
A new messaging space (chat) is created for communicating via UCBot to send SMS to the phone number entered.
7. Click on the chat created for the recipient's number to open it, type @UCBot in the 'write a message to' field and click on the Send icon (far right).
8. Now you may type the message you would like to send via SMS Text in the 'write a message to' field.
9. Click on the Send icon (far right) be sent.



To Review Your SMS Text Responses

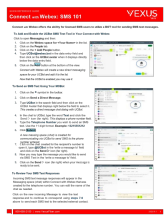
Incoming SMS text message responses will appear in the Messaging space (chat) within Connect with Webex that was created for the telephone number. You can edit the name of the chat as needed. Click on the new incoming Message to view the text response and to continue to correspond using steps 7-9

above to send each SMS text to the selected external contact.



800-658-2150
www.VexusFiber.com
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Documents / Resources

	<p>VEXUS Connect with Webex SMS 101 [pdf] User Guide Connect with Webex SMS 101, Webex SMS 101</p>
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Manuals+.