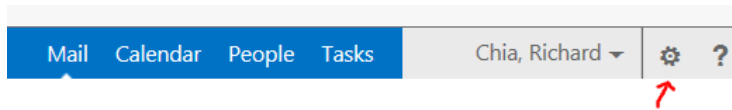
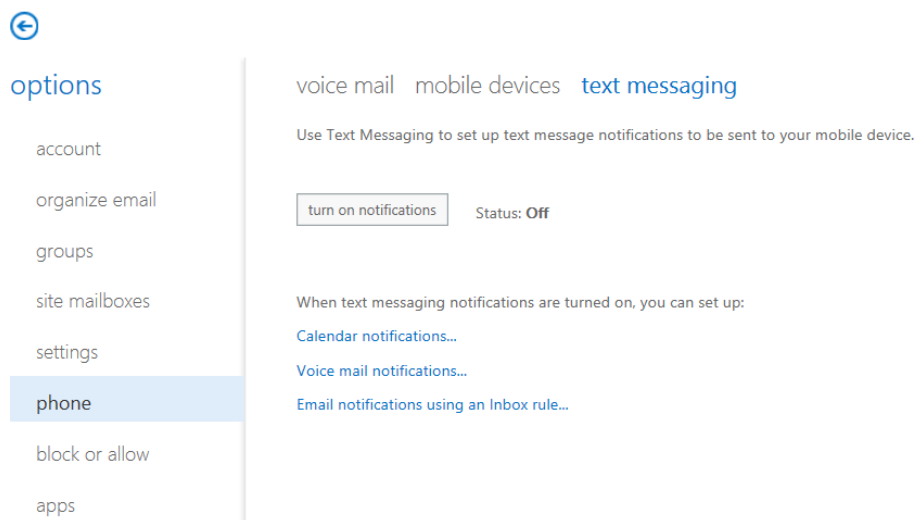


How to send email to phone as text/sms message  
(works with AT&T, Spring, T-mobile, & Verizon)

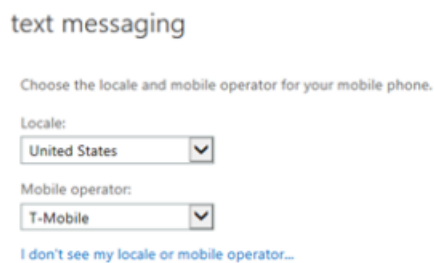
1. Goto webmail: <https://webmail.yourcompanyname.com/owa>  
Enter your email address and network password
2. Top Menu Bar > Click on the Settings Icon > Options



Under Options menu > phone > text messaging



3. Click turn on notifications



Select Your Local and Mobile operator > click next (bottom right)

Then enter your phone number and click next



Wait a few minutes – you should receive a txt message to your phone with passcode and enter info, then click finish

### text messaging

A passcode has been sent to your mobile phone in a text message. Enter that code below, and then click Finish.

Passcode:

123456 X

[I didn't receive a passcode and need it sent again...](#)

4. Now you can setup email notifications > [Set up email notifications using an Inbox rule](#)

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has a back arrow icon at the top, followed by a list of options: 'options', 'account', 'organize email', 'groups', 'site mailboxes', 'settings', 'phone' (highlighted in blue), 'block or allow', and 'apps'. The main content area has tabs for 'voice mail', 'mobile devices', and 'text messaging' (selected). Below the tabs, it says 'Use Text Messaging to set up text message notifications to be sent to your mobile device.' There is a 'delete settings' button and a notification status 'Notifications: Receive notifications at 8183'. Below this are links for 'Change notification phone number...', 'Set up calendar notifications...', 'Set up voice mail notifications...', and 'Set up email notifications using an Inbox rule...'.

### new inbox rule

The screenshot shows the 'new inbox rule' configuration page. It starts with 'Apply this rule...' and a 'Name:' field containing 'ININ Switchover'. Below that is a section 'When the message arrives, and:' with a dropdown menu showing 'It includes these words in the subject or body...' and a note '\*Indicates if a switchover was performed\*'. The next section is 'Do the following:' with a dropdown menu showing 'Send a text message to...' and a note '+181838'. At the bottom, there is a link for 'More options...'.

Don't forget to click save

save