

# **SMS for Microsoft Teams User Guide**

## **SEND A TEXT**

Start a conversation with the newly created Bot. You will find the Bot in the **Apps** section. Click on the Bot's name to start.



Click the **Open** button. As depicted in the screenshot below:



Once you click **Open**, you will need to send any private message to this Bot.

Activity	🖹 messagete	estbot Chat About			
Chat	8	By using messagetestbot, you agree to the Terms of U	se and Privacy Statement.		
Teams				14:21 hello	0
L.			<b>4 ♥ ⊖ ⊜ ⊜ ⊕ </b>		0
Calls	EB_	messagetestbot 14:22			
EB .		Please provide the number you want the	e message to be sent to		
mesogenez.		Phone Number			
		+1 999 999 9999			
		Submit			
9.332.54					
BB					
~~~~~		Type your questions here			
(?) Help				⊳	

It should respond back with a Card that allows you to enter the receiving party's phone number.

Enter the receiving party's phone number and hit **Submit**.

Activity	B messagetes	tbot Chat About		
Chut	8	By using messagetestbot, you agree to the Terms of Use and Privacy Statement.		
Tearrs			14:21 hello	0
Contraction of the second	œ	messagetestbot 14:22		
B reconjuted		Please provide the number you want the message to be sent to Phone Number		
		9987137770		
		Submit		

Once you submit, it should create a new Team with the receiver's phone number as the Team name.



### **SEND A MESSAGE**

For sending a message to the receiver's phone, you can either reply back to the messages or you can start a new conversation.

### **Option 1: Reply Back to the Message**

Click on the name of the Team to which you need to send a message.

Once you are inside the Team, click **Reply**.

			2
	Add more people	Create more channels	Open the FAQs
₿ <mark>,</mark>	message or 14:24 Please our message to b ← Reply	e sent to 9987137770	
	New conversation		

Once you click Reply, search for the Bot's name with the "@" prefix. Select the Bot from the list of available options.

	Add more people Create more channels
	Suggestions
B°	B messagetestbot messagetestbot
	@me



Once you select the bot, type in the message that you want to send and hit enter.

Your message will be sent as SMS to the mobile number of the receiver.

### **Option 2: Start a New Conversation**

Click on the name of the Team to which you need to send a message.

Once you are inside the Team, click on New Conversation.



Once you click on the New Conversation, search for the Bot's name with the "@" prefix and select the Bot from the list of available options.



Once you select the Bot, type in the message that you want to send and hit the Enter key.



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Once you hit Enter, your message will be sent as SMS to the mobile number of the receiver.

Note: this process works for both the Teams desktop app, web client, and the mobile app.

### **RECEIVE A TEXT**

Simply provide your Teams phone number to any of your contacts. When they send you a text you will receive it in both the Teams desktop app as well as the mobile app.

If there is an Incoming SMS for the mapped number, you should see the message appear in the Microsoft Team's Team. The message should appear in the new Team if you are receiving a message for the first time. All subsequent messages appear in the same Team.

The Team name by default is the phone number from which the message was initiated (sender). You can rename this space to something more meaningful, for example, "Jane's Mobile Phone".

# To activate the SMS feature, please reach out to your

Account Manager or Fusion Connect Support.

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