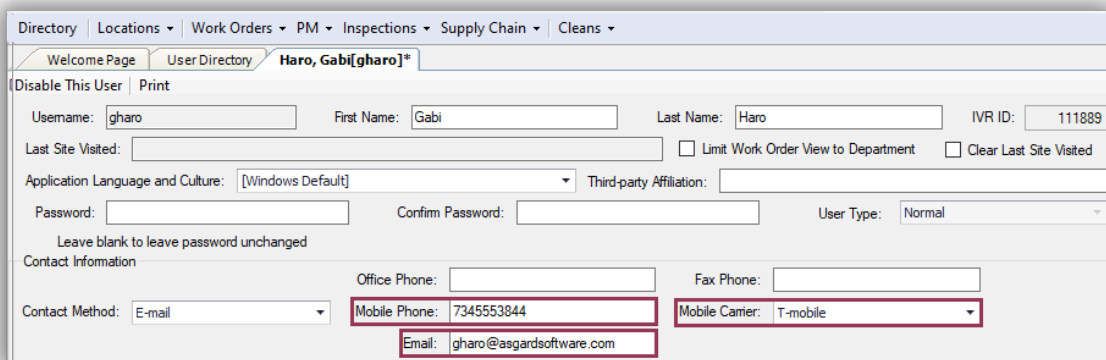


Follow the steps below to send SMS (text) messages from the Directory in the main Desktop application to a user's mobile phone. SMS messaging from the Asgard Desktop Application is only available for U.S. cell phone numbers. For users with international mobile numbers, we can use the SMS Gateway email address (i.e. 44123456789@orange.uk) to send Asgard notifications via text message. For assistance with SMS text messaging or the Asgard Directory, please contact support@asgardsoftware.com.

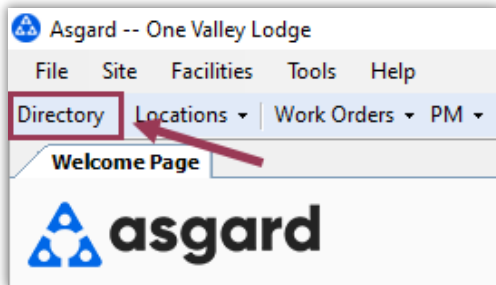


### Before you begin:

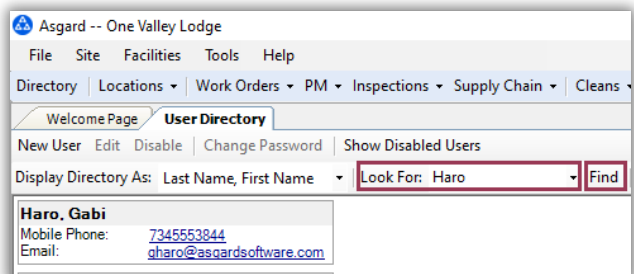
- The intended recipient must have a **user profile**
- The recipient's **mobile phone number** and **mobile carrier** must be entered in their user profile
- An **email address** must be associated with your own user profile



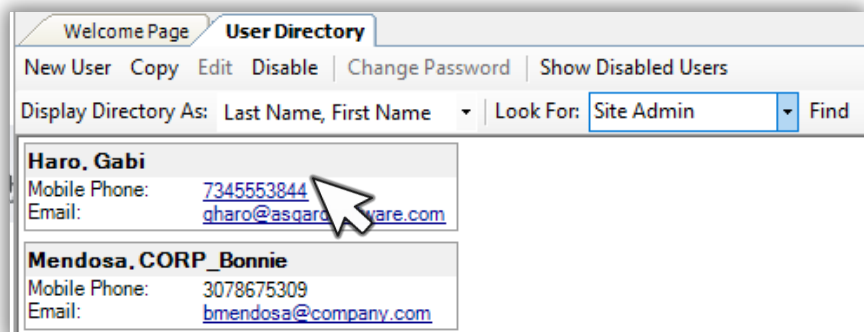
**Step 1:** Click the **Directory** button.



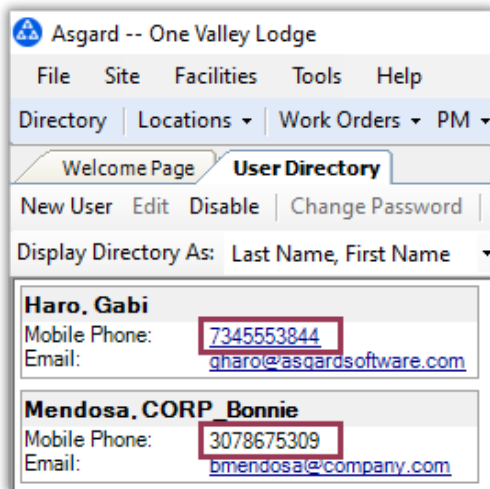
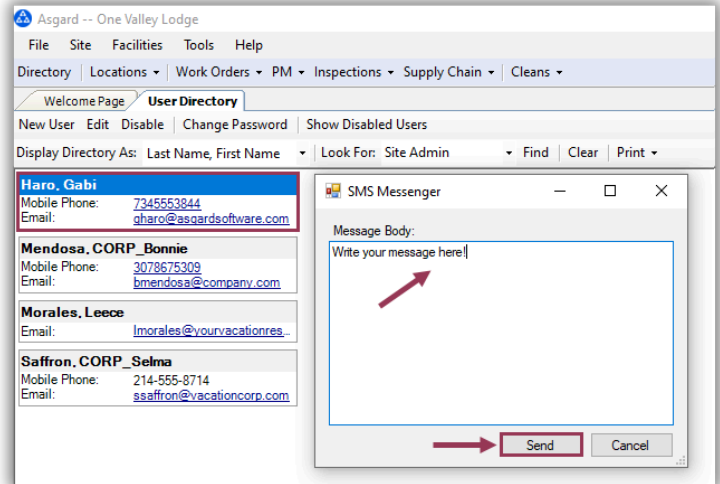
**Step 2:** Search for the recipient by **Name** or **Department** and press **Enter** or click the **Find** button.



**Step 3:** Hover your cursor over the user's phone number, press the **Ctrl** key on your keyboard and **Click**.



**Step 4:** Type your message into the **SMS Messenger** window. The recipient's name will be highlighted in blue. Click **Send**.



If a phone number displays in **black**, it is not eligible to receive SMS messages from the Directory. Remember to check that the mobile carrier is indicated in the user's profile.

Phone numbers configured to receive SMS messages will display in **blue**.

**Step 5:** The user will receive your message as a text on their mobile phone. If the user responds, it will be sent to the email address associated with your user profile.

