

Vodafone PC SMS 2010

(Software version 4.7.1)

User Manual

July 19, 2010

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1. Introduction

Thank you for choosing Vodafone PC SMS 2010. PC SMS 2010 allows you to send SMS text messages from a PC running the Microsoft® Windows® Operating System to any mobile phone worldwide.

This guide will help you get started with PC SMS 2010, from the installation to exploring most of the features. Shown views and icons in this documentation might seem different if your operating system differs.

1.1 *System Requirements*

PC SMS 2010 uses the Internet to send messages, and thus it requires an active internet connection. There are no restrictions on the speed of the connection, and a modem connection will do just as fine as a LAN connection.

The new PC SMS 2010 is compatible with Microsoft® Windows® XP (Home or Professional), Windows Vista and Windows 7 (all versions) and with Internet Explorer 6.0, 7.0 and 8. For Windows XP, Active Desktop should be activated.

1.2 *Reply-to-Inbox*

It is possible to receive SMS replies from the recipient. These messages will be sent back to the e-mail inbox of Outlook Express.

A requirement for this functionality is that the e-mail address supplied when installing and registering PC SMS 2010 must match one of the e-mail accounts/e-mail addresses used in the Outlook. If an incorrect e-mail address was supplied during registration, the e-mail address can be changed in the **Accounts** tab in **SMS Options**

1.3 *What's new?*

Vodafone PC SMS 2010 has some great new features for you in order to send messages to your contacts. As of 2010 PC SMS now offers:

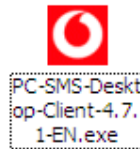
- Plug-in for Microsoft Outlook Express
- Plug-in for Microsoft Outlook 2007
- Support for Windows Mail (Windows Vista and Windows 7 versions only)
- Windows Sidebar Gadget (Windows Vista & Windows 7 only)
- Plug-in for Internet Explorer (6.0, 7.0 and 8.0)
- Desktop version
- Integration with your Windows Contacts or Outlook contact lists
- Scheduled messages

- Reply option from recipients

2. Installation

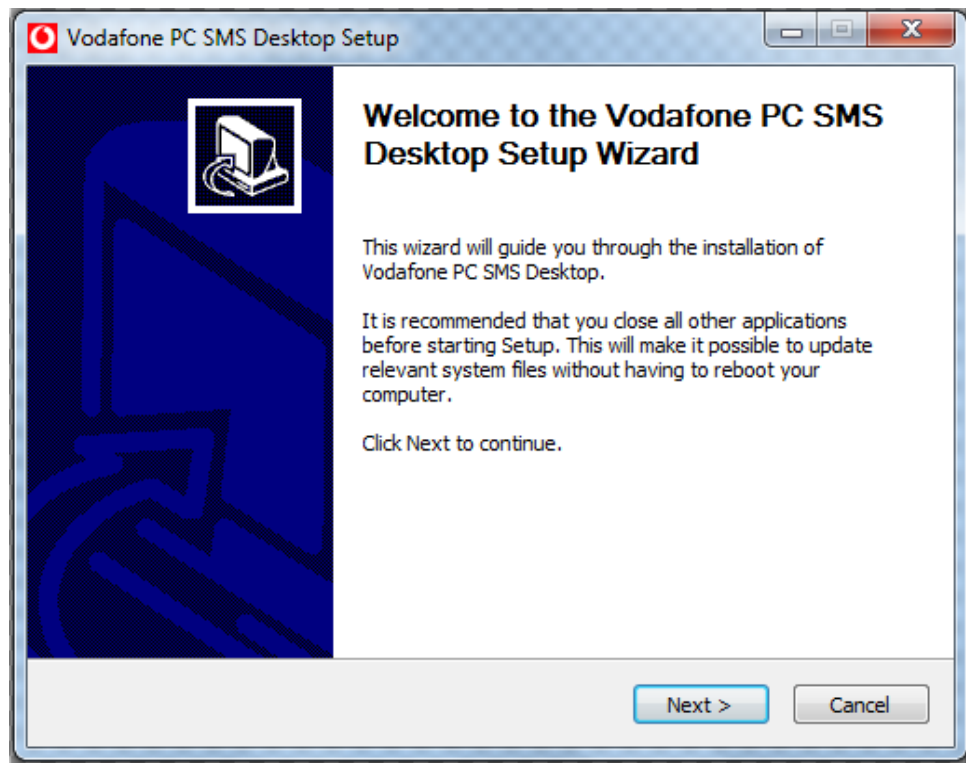
If you have a previous version of PC SMS 2010 installed on your computer, it is recommended that you first uninstall it. Please refer to the Uninstall section for information on how to uninstall the program.

To install the PC SMS 2010, you must download the installation file to your computer.

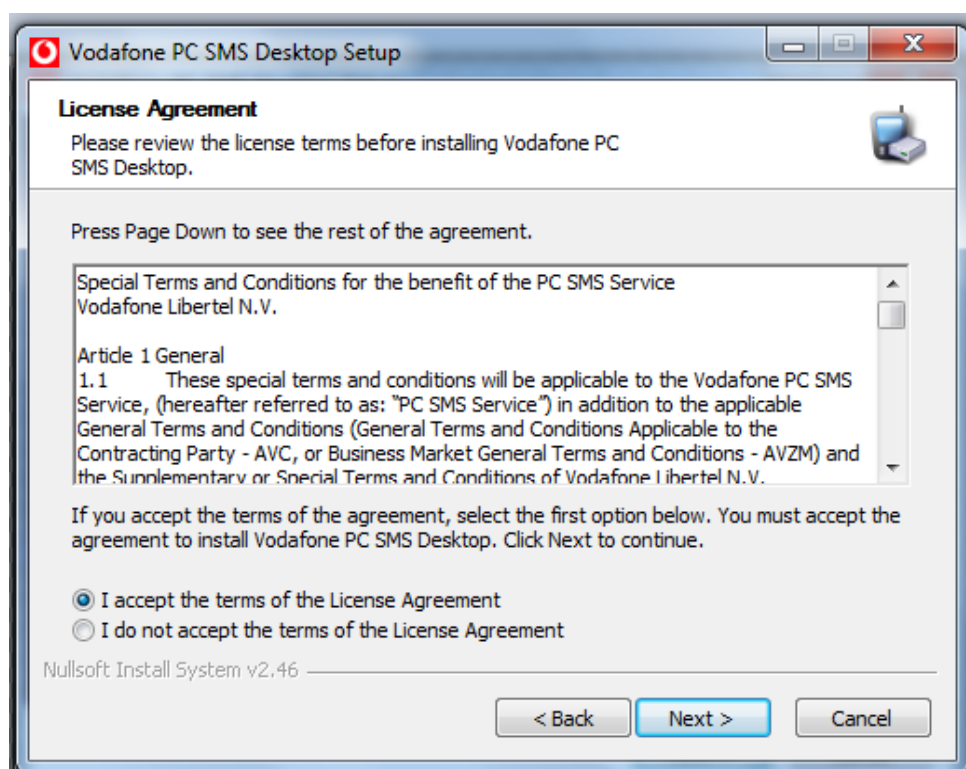


Before starting the installation process of PC SMS 2010, please make sure that Internet Explorer and Opera are both closed.

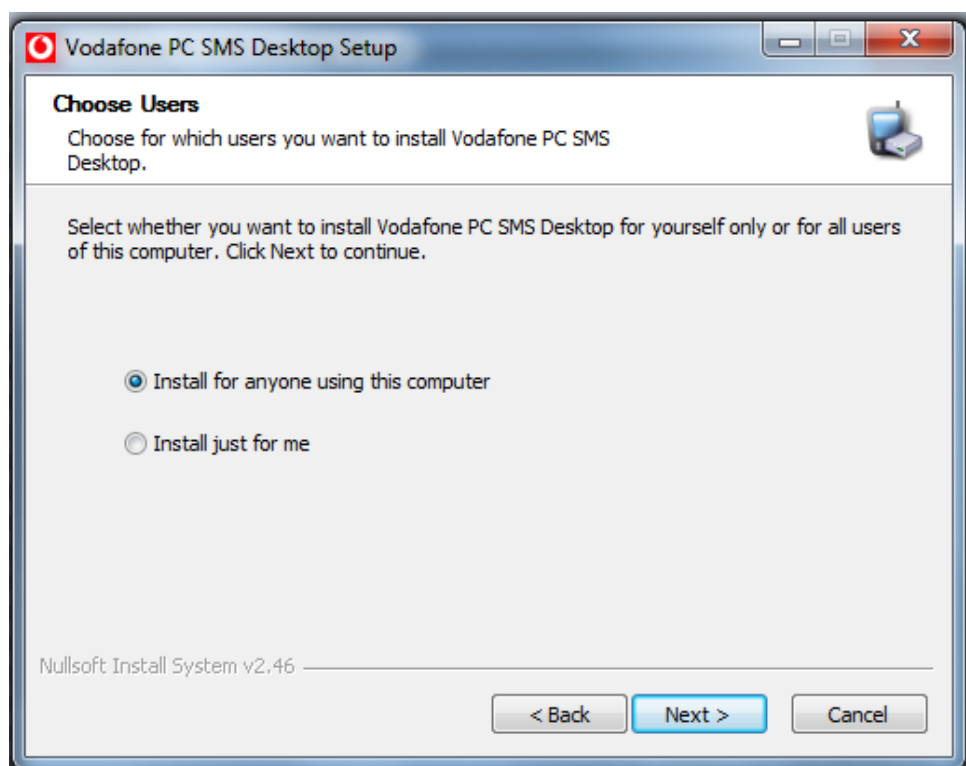
Locate the installation file on your computer and double-click on it. After files have been extracted, a **start-up screen** is displayed.



Click the **Next** button to continue the installation.

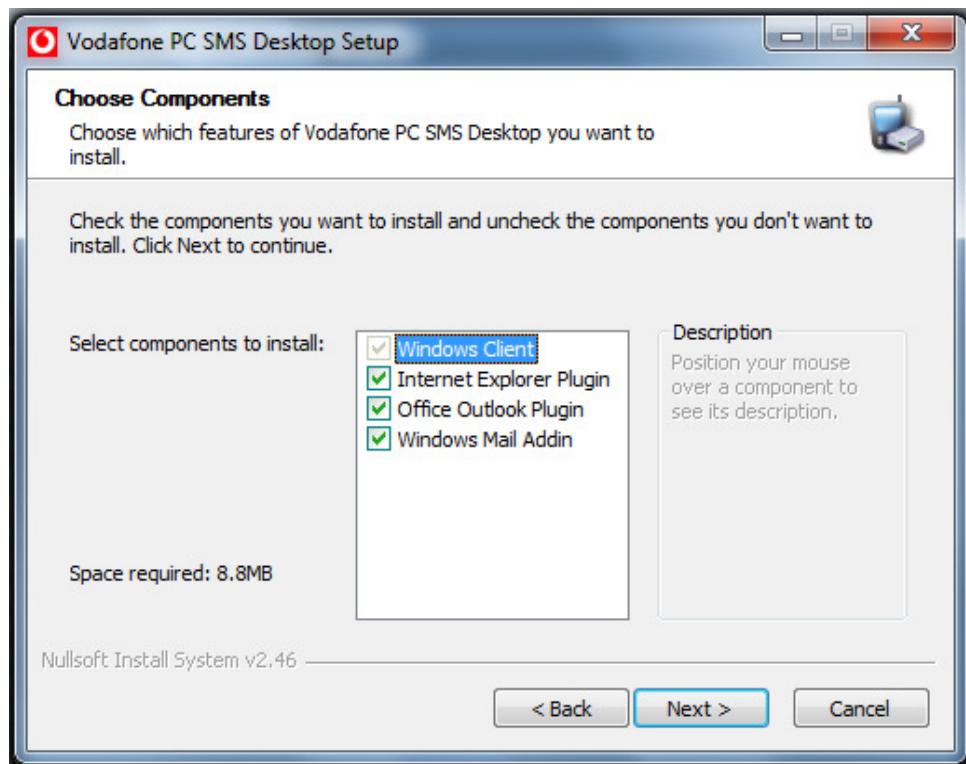


The Vodafone PC SMS **License Agreement** is displayed; to agree to the terms of the agreement, click on **I Agree**.



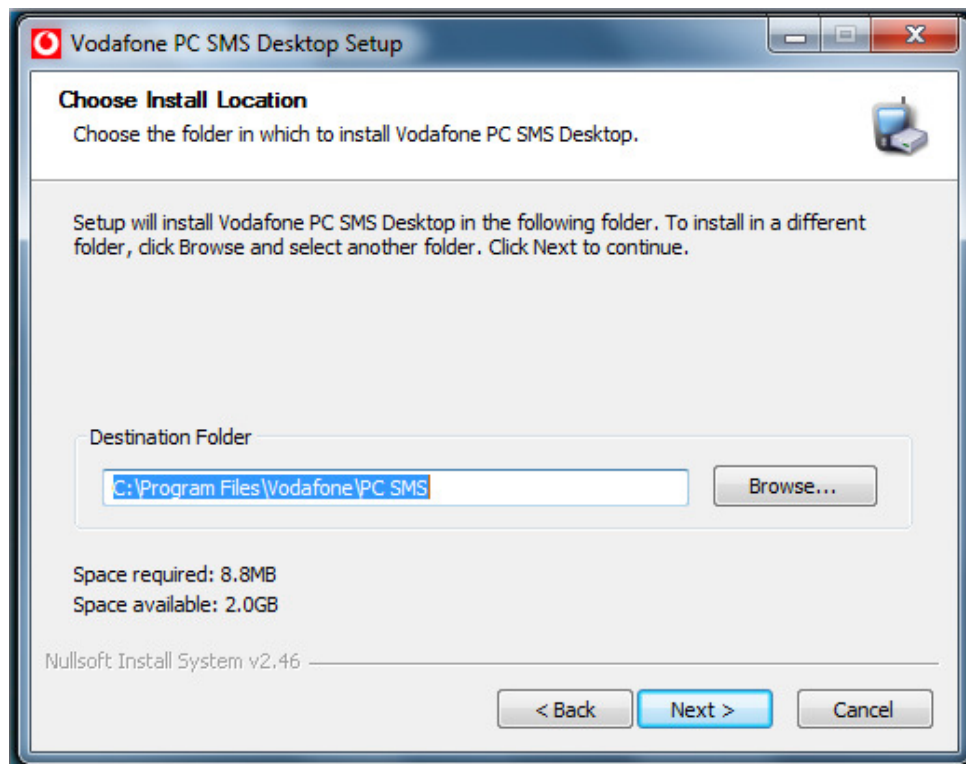
If you have administrator rights on your computer, the window seen above is shown. Here you can specify whether you would like to install the PC SMS 2010 for all users on the computer or only for the current user.

In the next window you can specify what components you want to install.



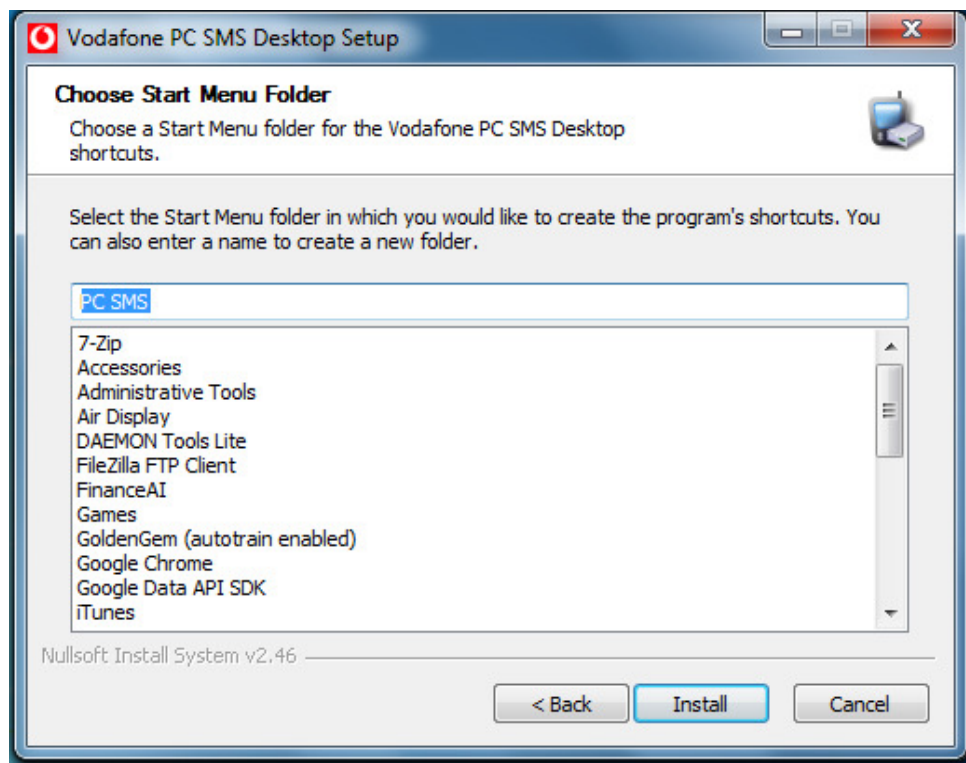
NOTE: If you wish to install the deselected functionality at a later stage, you will have to run installation of PC SMS 2010 again.

Confirm the selection by clicking **Next**.

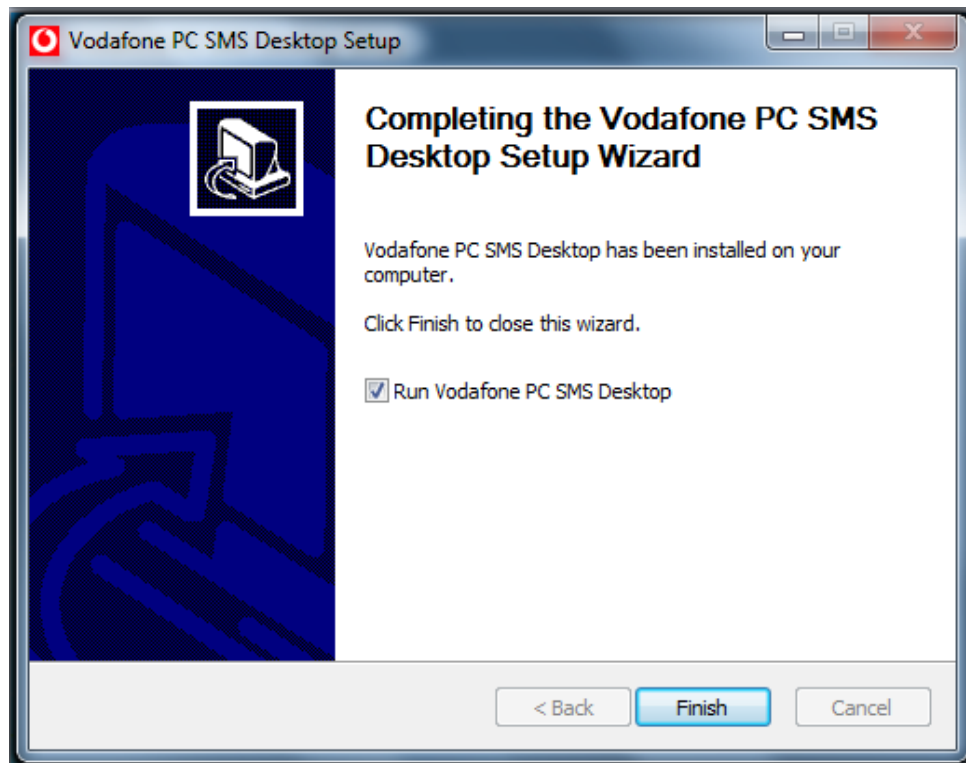


This window allows you to change the path where the PC SMS 2010 is installed. The default installation location is *C:\Program Files\Vodafone\PC SMS 2010 Client*. If you wish to change the path or folder, click **Browse**, select the destination folder and click **Next** to continue the installation.

You can choose the Start Menu Folder which you would like to create the program's shortcuts.



Click **Install** to continue the installation. The installation program now installs the PC SMS 2010 on your computer. A progress dialog similar to the following is displayed as installation proceeds. When installation is complete, the following window will be displayed.



Click the **Finish** button to complete the installation.

3. Registering a PC SMS 2010 account

When the installation is finished, the application opens automatically, displaying a **Welcome** screen as shown below. You can continue with setup at this time, or select **Cancel** to exit the **Welcome** screen. If you do not perform setup now, the **Welcome** screen will be displayed again when in any of the following cases:

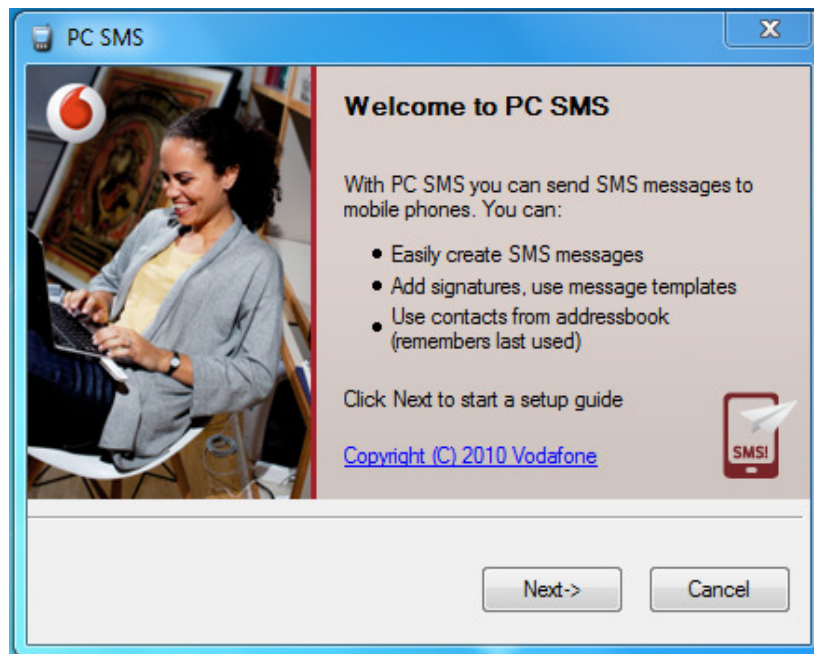
- Start the application (from the Start Menu, select the Programs menu and the program group **PC SMS**, then New SMS).
- Selecting any of the options in the list of the PC SMS icon in the system tray. This is shown in the lower

right corner of Windows by the following tray icon



- Clicking or selecting any options in the PC SMS Internet Explorer Toolbar

In the **Welcome** screen, click **Next** to register.



Next is the account wizard. The wizard will help you to enter information such as your **Mobile Phone Number** and **Email Address**.

It is important to verify that you've correctly filled in these details, as PC SMS might not work otherwise.

Please fill in your Vodafone mobile number in the format containing your local land code For instance, for the Netherlands the land code is +31: **+31612345678**

The screenshot shows a Windows-style dialog box titled "Account Wizard". Inside, the "Open Account" section is active, featuring a Vodafone logo in the top right corner. The text reads: "This wizard will help you to open an account." Below this, it states: "In order to send SMS messages you need to open an account." The user is prompted to "Enter your mobile phone number below with which you would like to open the account." The "Mobile Phone Number:" label is followed by a text input field containing "+31612345678". Another prompt says: "Enter your email address below if you want to be able to receive SMS messages into your inbox." The "Email Address:" label is followed by a text input field containing "john.doe@yourcompany.com". At the bottom right, there are two buttons: "Next >" and "Cancel".

Enter the information and click **Next**.

The program now verifies the supplied information with the server. In case you entered your **Mobile Phone Number**, you will have a SMS message sent to it containing a **Registration Code**. You will be asked by the program to enter this code. Do this and click **Finish**.

The screenshot shows the same "Account Wizard" dialog box, but now the "Registering" section is active. It features the Vodafone logo in the top right corner and the text: "Communicating with server...". Below this, it says: "The program is communicating with the server." and "Please wait...". At the bottom right, there is a single "Cancel" button.

Account Wizard

Validation
Assure the validity of the mobile phone number.

A registration code has been sent to your mobile phone. This should arrive to you within a minute. Enter this registration code below to complete the registration.

The registration code was sent to the mobile phone number:
31631000220.

Registration Code:

< Back Finish Cancel


Account Wizard

Information
Registration completed.

An email message has been sent to the address [redacted]. Verify that this message arrives, because reply SMS messages sent to you will be sent to this email address.

OK Cancel

PC SMS

 Registration process successfully completed. You can now send SMS.

OK

After entering the registration code, the program will ask you to confirm that you have received a registration e-mail. Verify that you have received the e-mail and click **OK**.

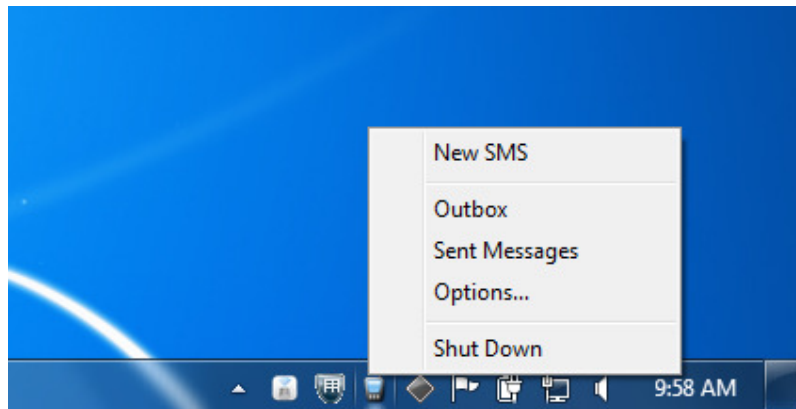
You now have opened the account and can start sending SMS messages.

4. Sending a SMS message

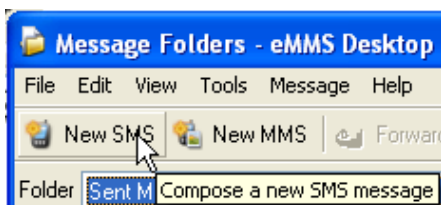
To create an SMS message, you can open a New SMS window. There is a multitude of ways to do this:

4.1 In Windows:

- Right-click on the icon in the system tray and then select New SMS

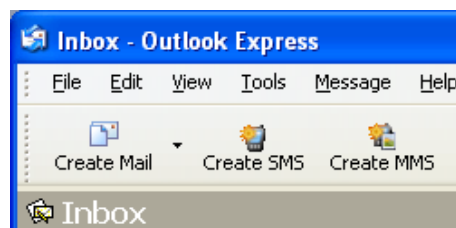


- Double-click on the desktop icon.
- Open a new message through the Start icon in Windows: choose Programs, PC SMS, and New SMS.
- In any PC SMS window, click on File | New SMS.

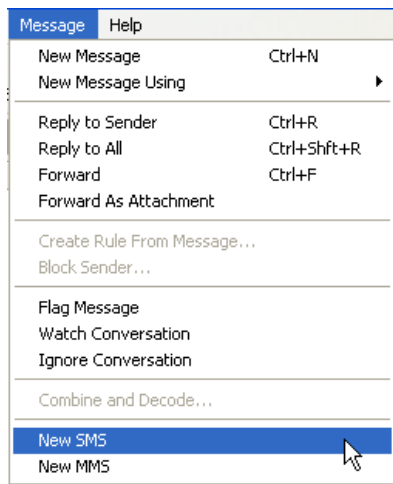


4.2 In Outlook Express

- Click on Create SMS button in the toolbar:



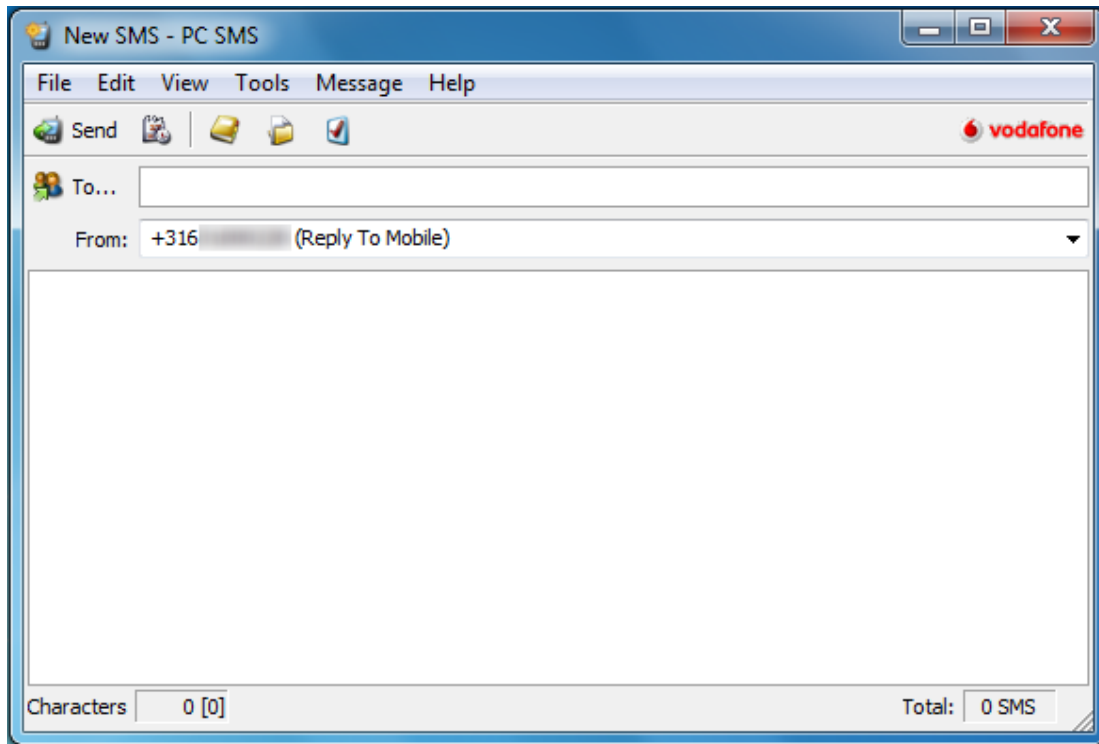
- Select Message | New SMS from the main menu.



4.3 In Internet Explorer

- Select New SMS in the dropdown menu of the PC SMS Toolbar
- Select a text from a web site that you would like to send. After right-clicking you can send **New SMS** in the context menu.





Enter the **Mobile Phone Number** in the **To:** field or click the contact icon. To add more than one recipient, separate the recipients with a semicolon (";"). Then type the message in the message body area.

Click the **Send** button to send the message.

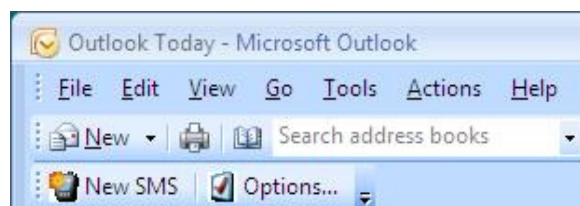
- Select a text in the web browser, right-click on it and select "Send as SMS"



Enter the **Mobile Phone Number** in the **To:** field of the window that appears. To add more than one recipient, separate the recipients with a semicolon. Then type the message in the message body area.

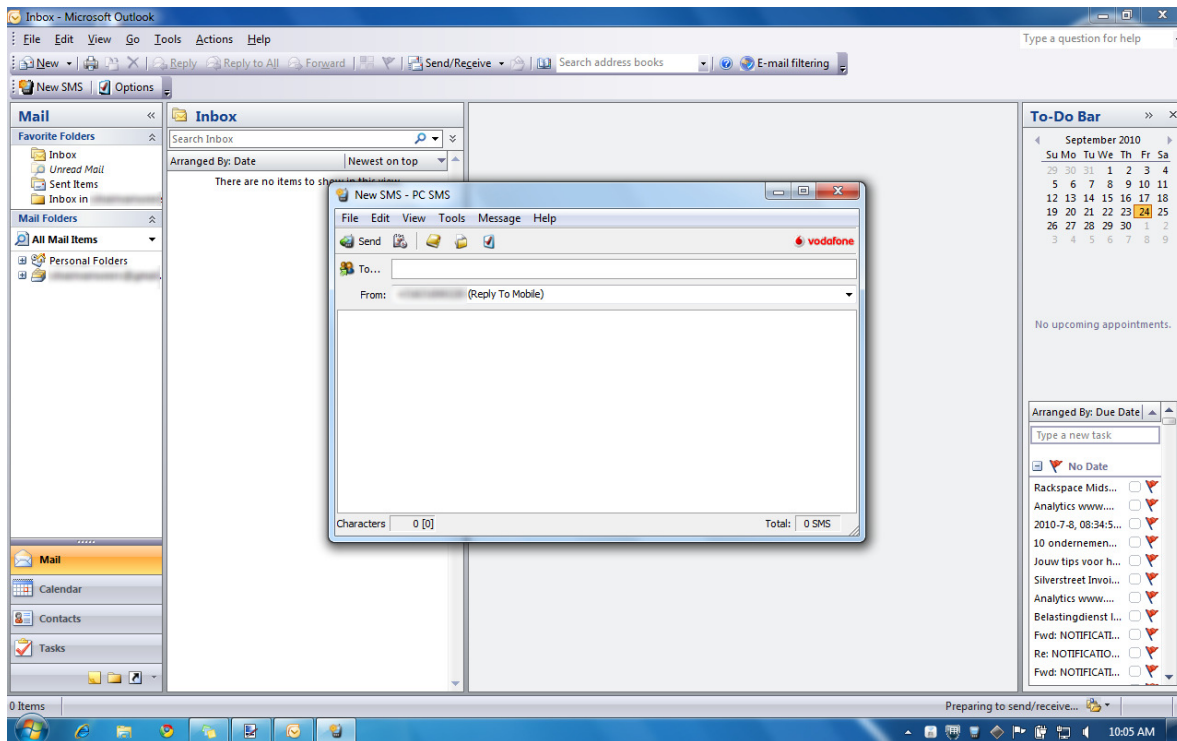
Click the **Send** button to send the message.

4.4 In Microsoft Outlook 2007



- To open a New SMS window, you have two choices: either you click the "New SMS" button, or you go to the Actions menu and select "New SMS"

A New SMS window opens:

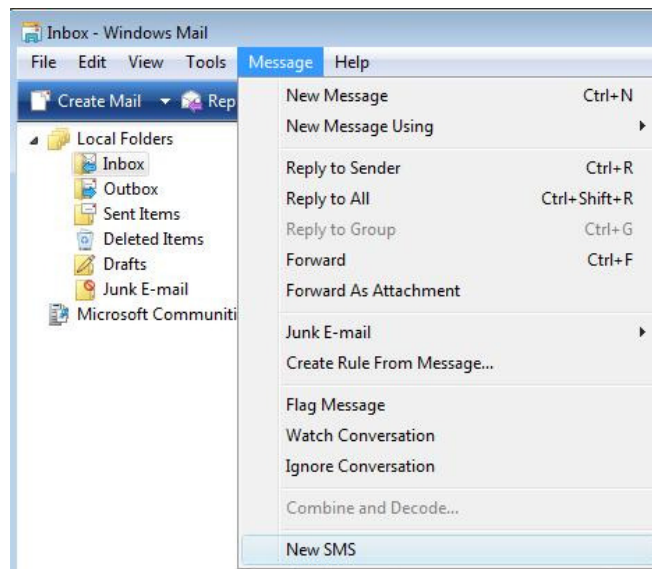


- Compose a SMS message by typing text in the text field
- Type a valid phone number in the recipient field and press the Send button

The message will be sent and received successfully onto the recipient's mobile device.

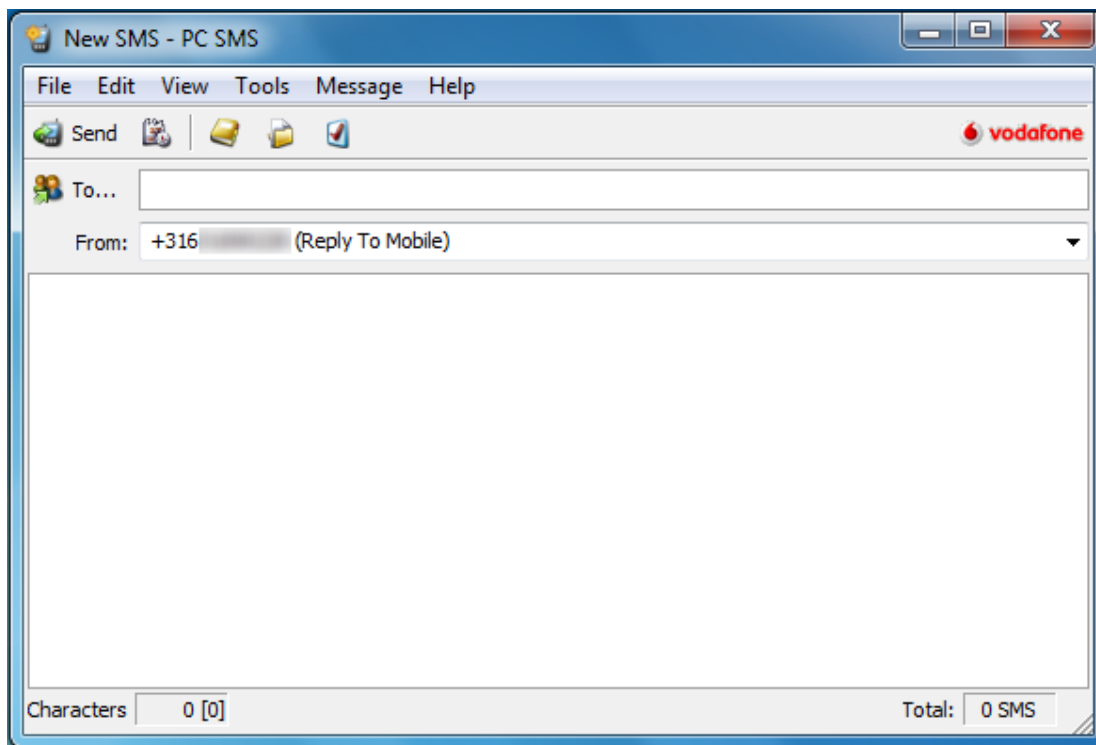
4.5 In Windows Mail / Windows Live Mail

Windows Mail ships automatically in Windows Vista and Windows 7 ships with Windows Live Mail. PC SMS is compatible with both versions.



- To open a New SMS window, you have two choices: either you click the "New SMS" button, or you go to the Actions menu and select "New SMS"

A New SMS window opens:



4.6 Character count

As you type a message, you will see a count of the characters in the message in the status bar, as shown above, and the number of messages that will be sent is displayed in parentheses. Each SMS message can be up to 160 characters.



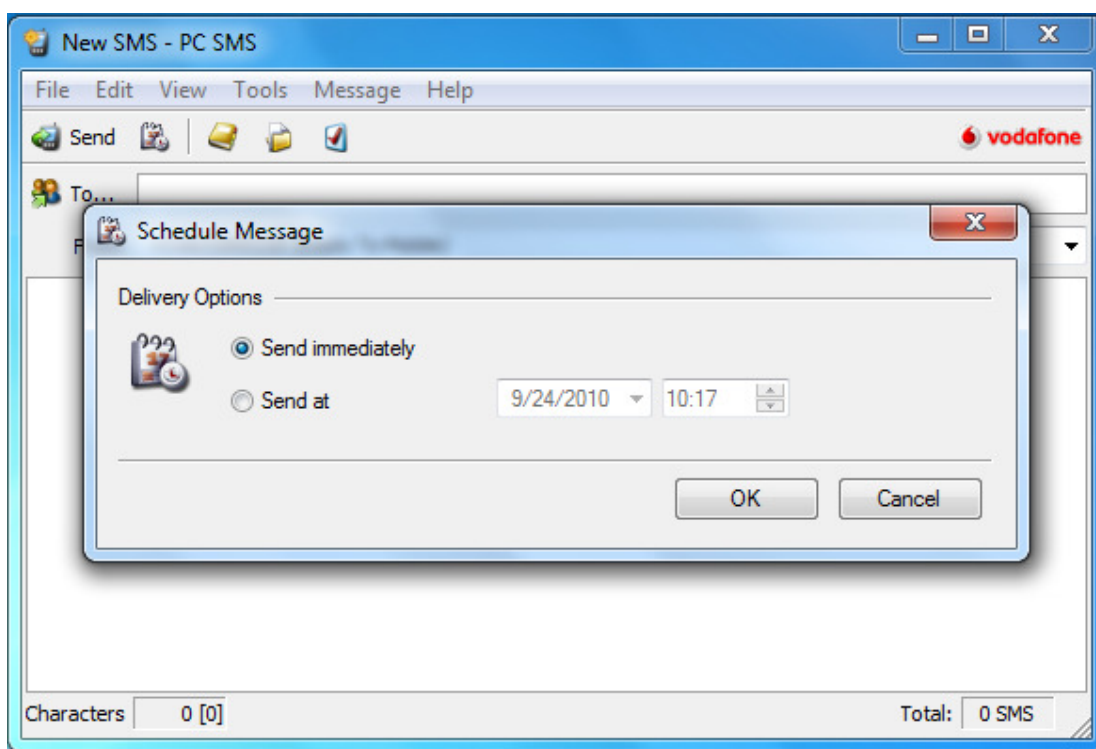
EXAMPLE: the status bar displays "77(1)" to tell you that you have entered 77 characters and that 1 messages will be sent. You can only send multiple messages if the option "Allow long messages" is selected.

5. Scheduled Messages

For each new message, you can schedule a later delivery time rather than having the message sent immediately. Click on the **Schedule Message** button (shown below) or select **Message** → **Schedule Message**.



The **Schedule Message** window, shown in the screenshot below, is displayed.



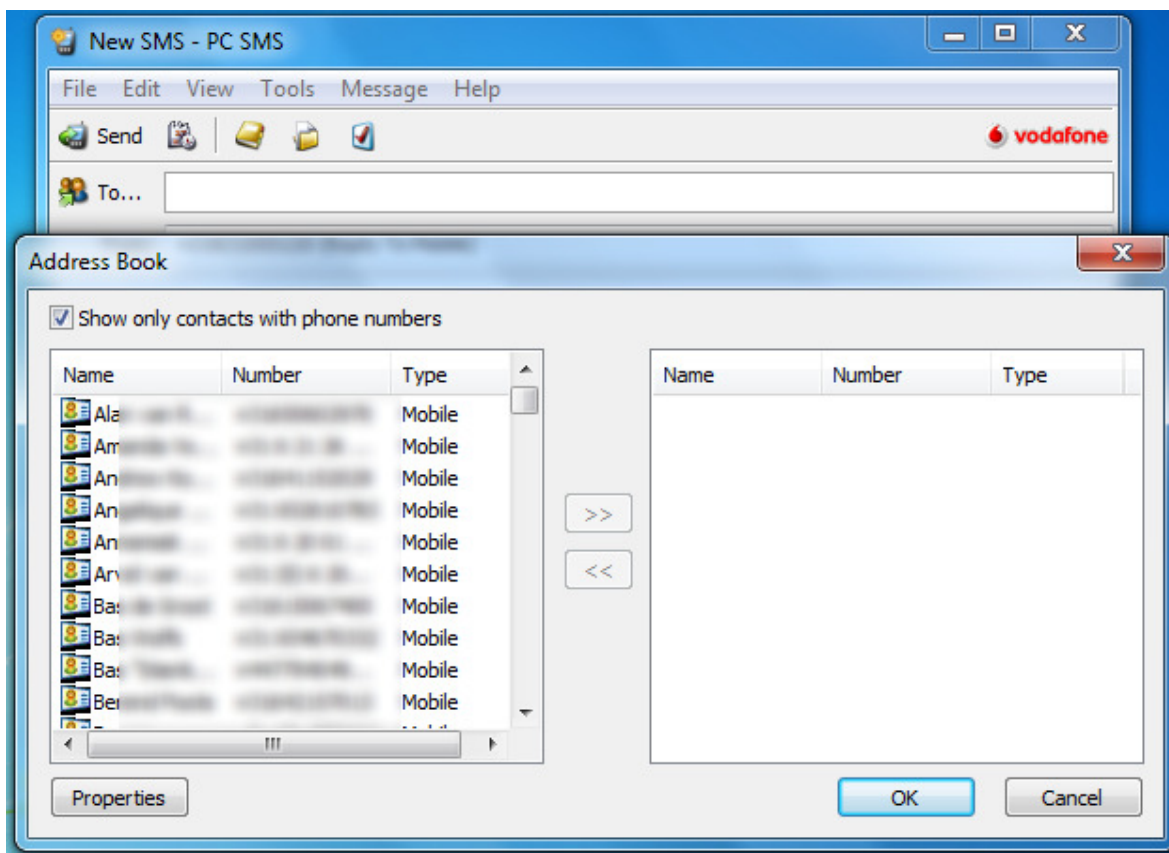
This setting permits you to either send the message immediately (default), or to schedule the message to be sent at a later time. In the latter case, the date and time fields are used to specify the time at which the message should be delivered. For your convenience, scheduled messages are stored in the Outbox until they have been delivered. Additionally, all scheduled messages are stored on Vodafone's server so the application/computer do not have to remain open.

5.1 *Selecting recipients from the Address Book*

You can also select recipients from your PC SMS 2010 Address Book (the Windows Address Book). To do so, click the **To:** button. A dialog box with your contacts appears where you can select the contacts you wish to send to. You can also select distribution lists as recipients.

Double-click the recipient name you want to send the message to, and click **OK** to add the recipient mobile phone numbers in the **New Message** window.

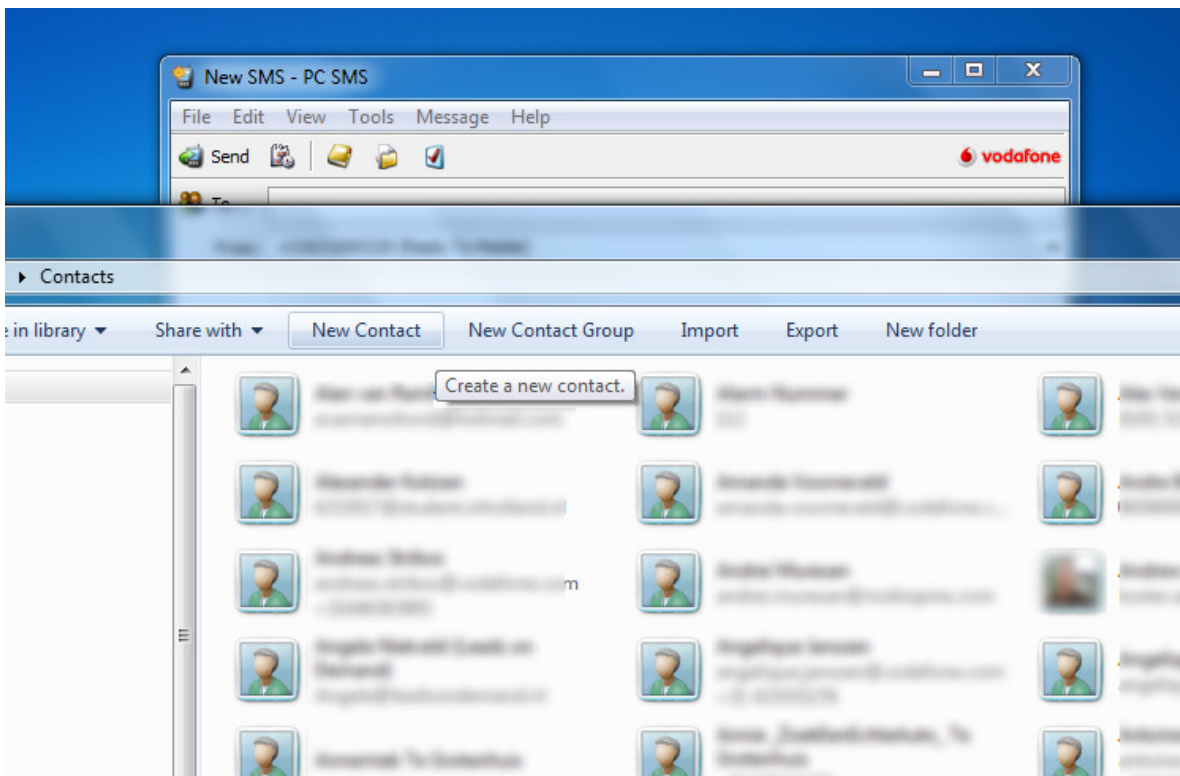
By selecting the tick box **Show only contacts with phone numbers** it is possible to filter and remove users without phone numbers.



5.2 Adding a new contact

You can add new contacts to the address book. To do so, follow the steps below.

Click on the **Address Book** icon. The **Windows Address Book** window is displayed.

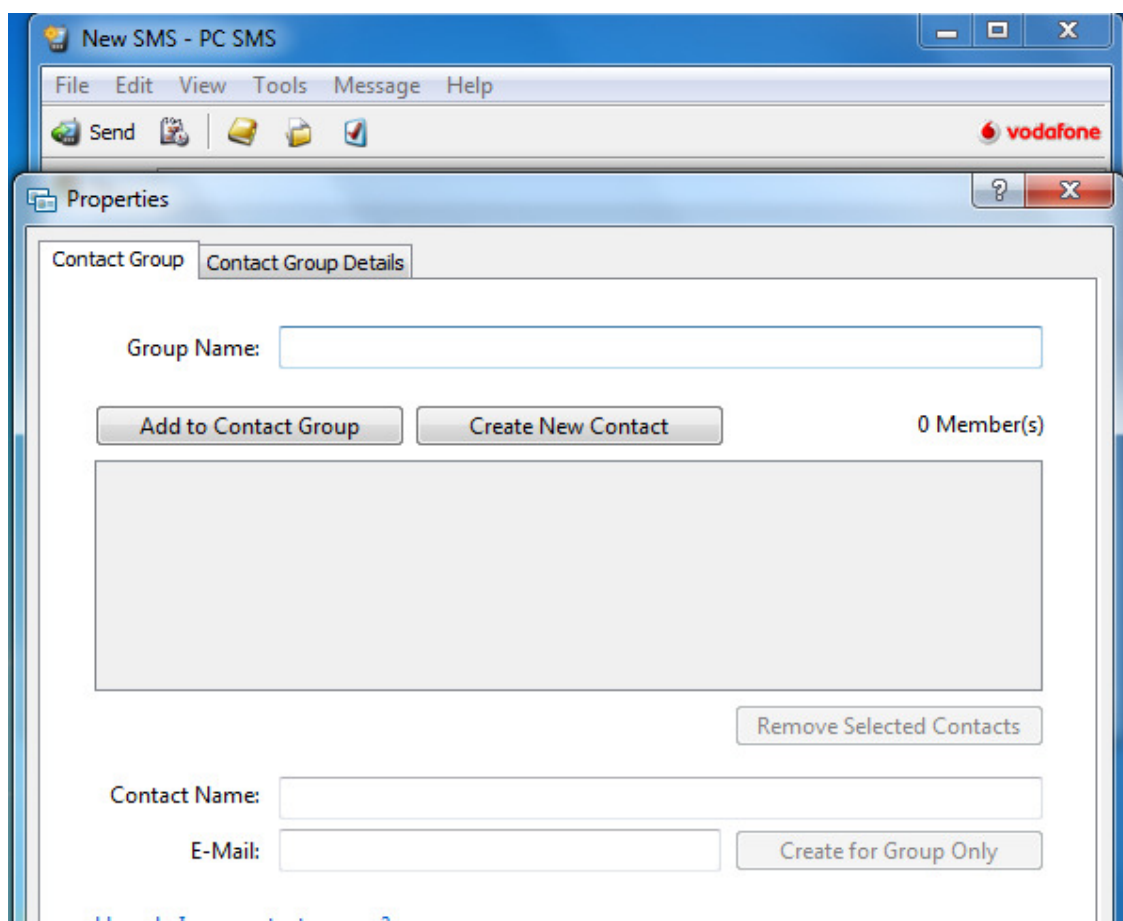


- Select **File | New Contact**.
- The **Name** tab appears first. In this tab, enter the person's first name in the **First** field and the last name in the **Last** field.
- Select the **Home** tab.
- Enter the person's mobile phone number in the **Mobile** field.
- Click the **Finish** button.

5.3 Adding a new group

You can create a group of people that you might need to send a single SMS message to all at once. To add new groups in your address book, follow the steps below.

Click on the  **Address Book**. An **Address Book** window is displayed. In this window, select **File | New Group**.



- In the **Group** tab, enter the group name in the **Group Name** field, then click the **Select Members** button. A **Select Group Members** window is displayed.
- In the **Name** column, double-click the name of each person you want to add. Then click **OK**.
- To add the selected recipient(s) to the group, click **OK**.

5.4 Automatic name checking

When composing a new message, if you wish to search for a recipient's name automatically, type the first three characters of the person's name in the **To:** field. All matching names will be displayed. Select the name you want and press **Enter** to add this name to the list of recipients.

To add more than one recipient, enter a semicolon after the previous recipient and repeat the above steps.

You can view a recipient's personal details by clicking on the recipient's name.

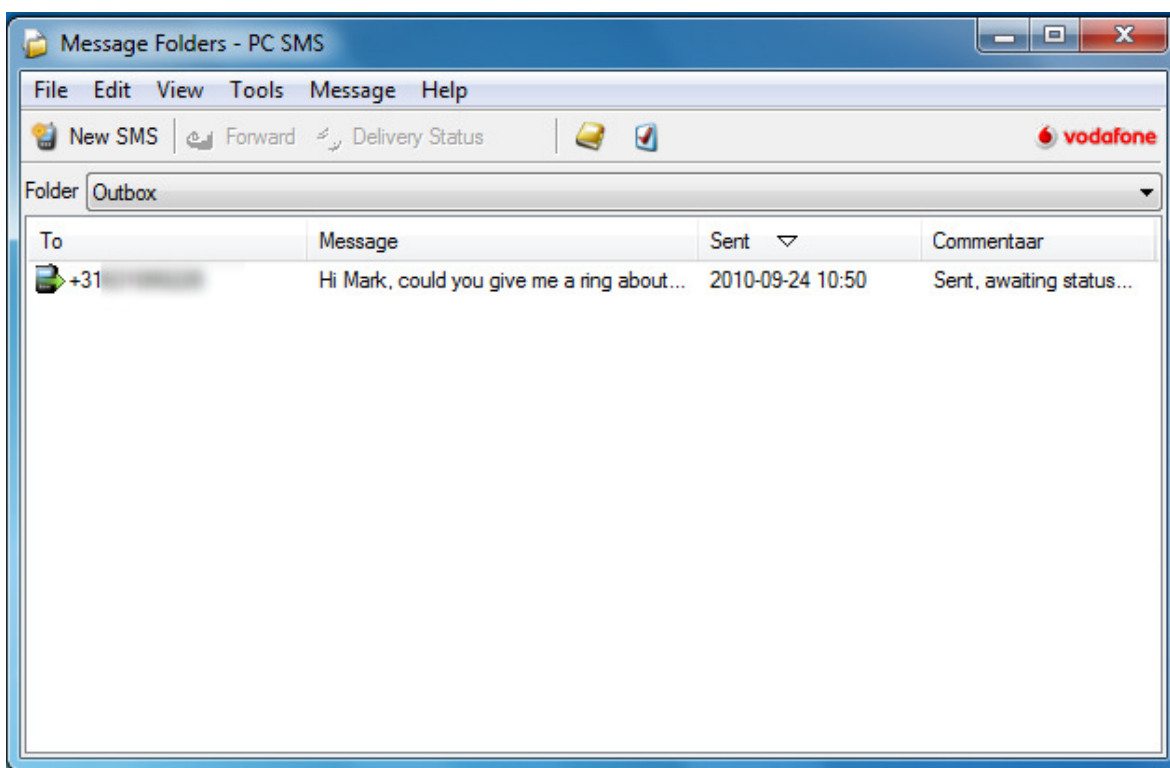
5.5 Signatures or Templates

See

Message Template section for a description of how to create and insert signatures or templates.

5.6 Outbox

Messages that you schedule are displayed in your **Outbox** folder in **Message Folders**.



They are also stored on the central message server. You can view scheduled messages that have not yet been sent on the **Scheduling** tab in the **Options** window; see **SMS Options** for more details.

If you are not connected to the server when you send a scheduled message, you will receive a warning message telling you that you have no connection, and that the message will be sent when you are connected again. The message is then stored only in your **Outbox** folder. PC SMS 2010 will continue to try to send the message to the central message server.

NOTE: If PC SMS 2010 is unable to contact the message server before the scheduled delivery time for the message, the message will not be sent.

6. View Incoming SMS

PC SMS offers to receive SMS replies from the recipient. The replied messages from your recipients will be sent back to your e-mail inbox in the supported Outlook versions.

6.1 Viewing incoming SMS

All incoming SMS messages are received in the Outlook inbox (if the e-mail address to the Outlook inbox was supplied at registration). The messages are similar to e-mails but with some differences. The sender is the mobile phone number of the person who replied to the message.

Each message can be opened in the same way you open an e-mail. When opened, you can forward, reply or delete each message. It is also possible to mark the message and use the buttons in the Outlook Express toolbar.

7. Outbox folder

After you press the Send button, the message is temporary stored in the Outbox until it is sent from your computer. If your computer does not have an Internet connection when you send the message, it is kept in the Outbox until the Internet connection is restored. If there is a failure when sending a message, it will be kept in the Outbox, possible for you to manually resend at a later stage.


Note: When you set a message to be sent at a later time (see *Schedule Message*), the message will be stored in the Outbox until the time you have entered.

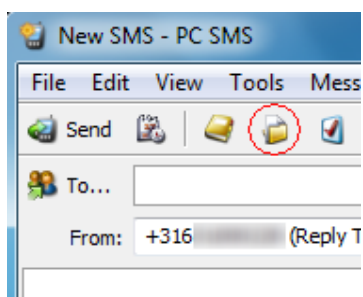
7.1 View the Outbox folder

The Outbox can be reached in several ways:

Right-click the system tray icon and select **Outbox**.



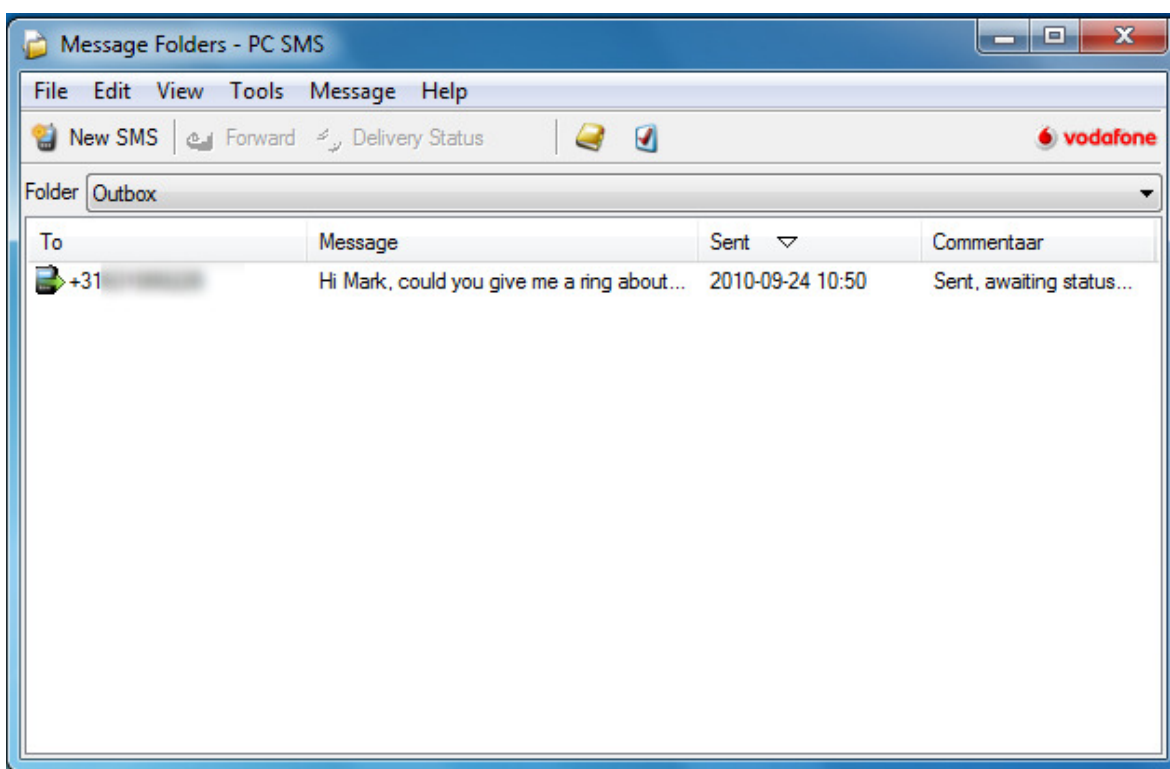
Alternatively, in any New SMS select **View | Outbox**, or click the  button and a **Message Folders** window opens.



Select the **Outbox** folder from the drop-down list.

In Outlook Express, you can select **View | SMS Outbox** from the main menu.

In the Message Folders window, messages are displayed in the main box, with columns labelled **To**, **Message**, **Sent** and **Comment**.



7.2 View a message

Select the **Outbox** folder from the drop-down box and double-click on a message to view it.

7.3 Edit and resend a message

Double-click on a message to open it for editing. When you press **Send**, this will be treated as a new message and the original message will be removed from the Outbox. This function can be used when a message send has failed.

7.4 Delete messages in the Outbox folder

Unwanted messages can be deleted from the Outbox by selecting them and pressing Delete key or by using the **Delete** item in the **Edit** menu.

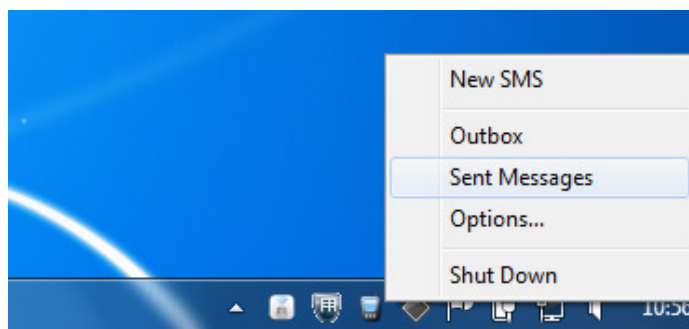
8. Sent Messages folder

All messages that have been sent from your computer are stored in the **Sent Messages** folder. You can view the details of the sent messages, including their status.

8.1 *View the Sent Messages folder*

The Sent Messages folder can be reached in several ways:

Right-click the system tray icon and select **Sent Messages**.

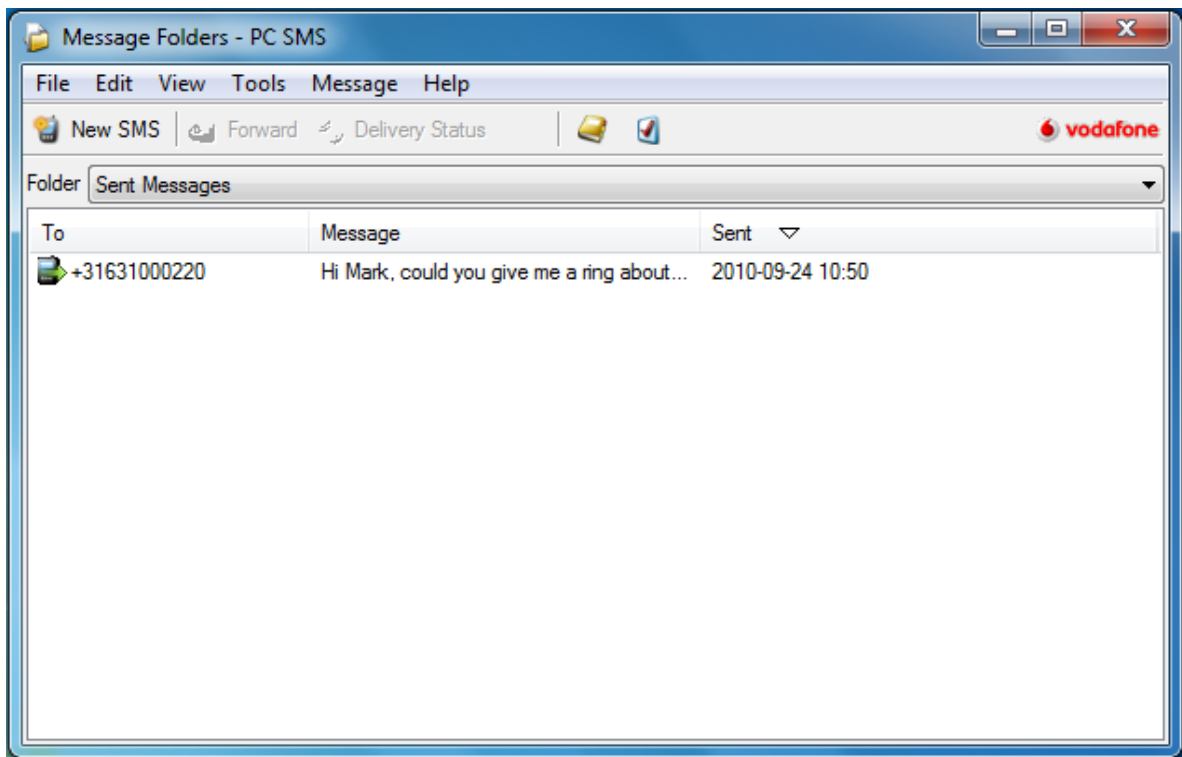


Alternatively, in any New SMS window, select **View | Sent Messages**, or click the  button and a **Message Folders** window opens.

Select the **Sent Messages** folder from the drop-down list.

In Outlook Express, you can select **View | Sent SMS** from the main menu.

Messages are displayed in the main box, with columns labelled **To**, **Message**, **Sent** and **Comment**.



The MS will have different icons and can hence be separated in the list.

8.2 View a message

Select the **Sent Messages** folder from the drop-down box and double-click on a message to view it.

8.3 Edit and forward a message

Double-click on a message to open. You can forward the message by changing the recipients and clicking on **Send**

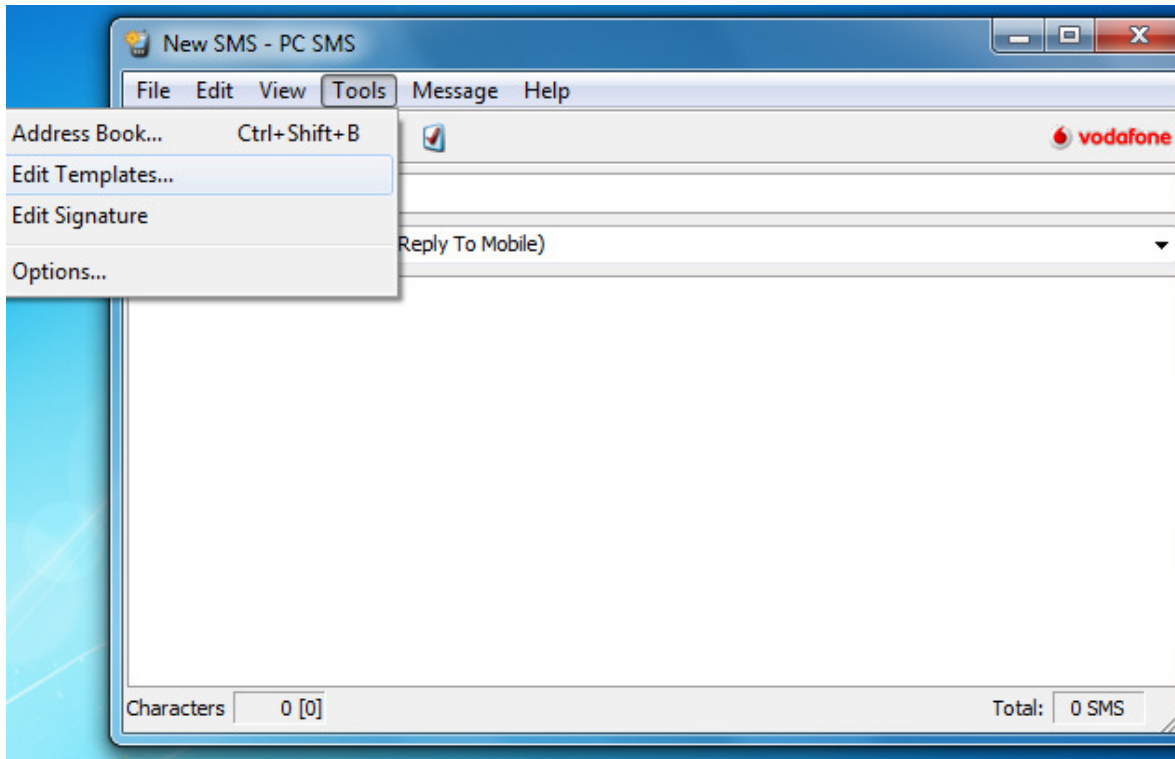
8.4 Delete messages in the Sent Messages folder

Unwanted messages can be deleted from the Outbox by selecting them and pressing Delete key or by using the **Delete** item in the **Edit** menu.

9. Message Template

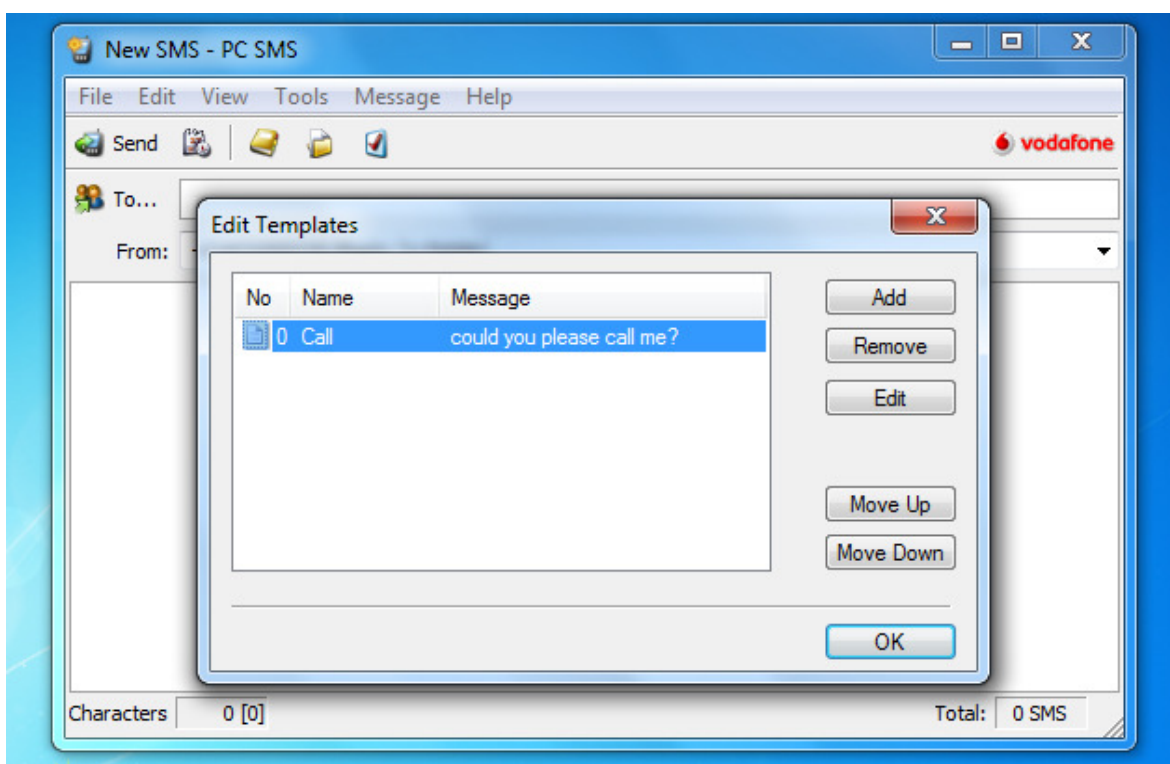
Users can store pre-defined message templates in the application, so they do not have to retype frequently used phrases. Some examples of commonly used templates include "I will call you back", "I will meet you at", "I will be at home by", etc. Predefined templates gives you a head start for entering messages.

Template can be created and edited via the **Tools | Edit Templates** menu



9.1 *Creating a message template*

You can create up to ten message templates. Each message template is assigned a key number and name.



To create a message template, select **Tools | Edit Template** in the New SMS window. The **Edit Template** window opens. Click on the **Add** button to open an **Add Template** window, as shown above. Enter the name for the template in the Name field, enter message text in the text box, and then click **OK** to add the message template.

*NOTE: You can mark a message template to be used as your signature. To do this, in the **Add Template** window, enter your signature in the message text box and select the **Signature** check box. To add your signature automatically to outgoing messages, you should also select the **Insert Signature** check box in **Options**. Only one template can be marked as your signature.*

*NOTE: You can use the **Move Up** and **Move Down** buttons in the **Message Template** window to change the order of the templates stored in the application. This also changes their key numbers (see the next section).*

9.2 Using a message template

When you are composing a message in a **New SMS** window, there are two ways to use a message template for the message:

- If you know the key number for the template, press Ctrl-<number>. For instance, to use template number 2, press Ctrl-2.
- If you do not know the key number for the template, you can select the template under Message | Insert Template, which displays a drop-down list of all the templates you have created and lets you select a template to use.

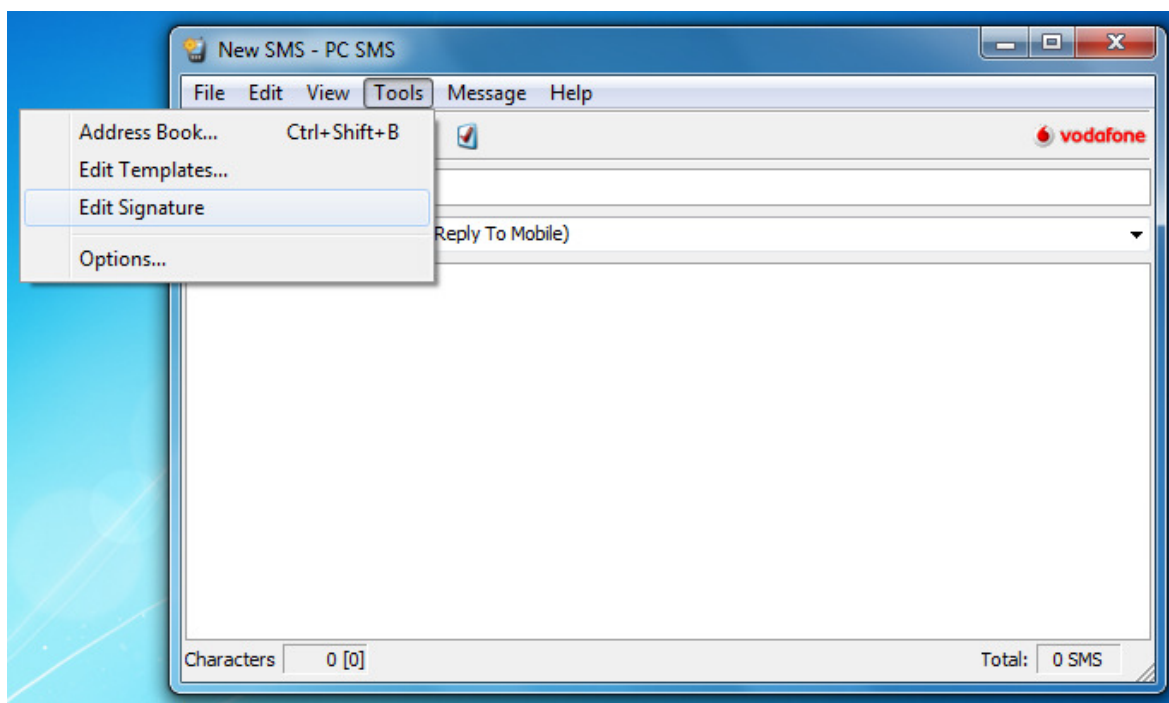
9.3 Removing a message template

In the main menu of the **New Message** window, select **Tools | Edit Templates**. The **Edit Templates** window is displayed. Select the template you wish to remove and click the **Remove** button.

9.4 Creating a Signature

Besides templates, also signatures can be used. PC SMS 2010 offers two kinds of signature, one for Reply to Mobile and one for Reply to Inbox. The reason for the two signatures is that e.g. the user sometimes wishes to have a signature only when creating Reply to Inbox messages.

Signatures can be created and edited via the **Tools | Edit Signature | for Reply to Mobile** or **For Reply to Inbox** menu.



9.5 How to use signatures

Whenever a signature is available, it is automatically inserted into the text field when opening a **New SMS** window. If e.g. a signature is available for Reply to Inbox, it is inserted when the user selects Reply to Inbox in the **From** selector. When switching to Reply to Inbox, the signature is automatically replaced with the corresponding signature.

10. Internet Explorer Toolbar

With the PC SMS Internet Explorer Toolbar, Vodafone offers a new and rapid way to send SMS messages through your web browser.



10.1 Using the PC SMS Toolbar

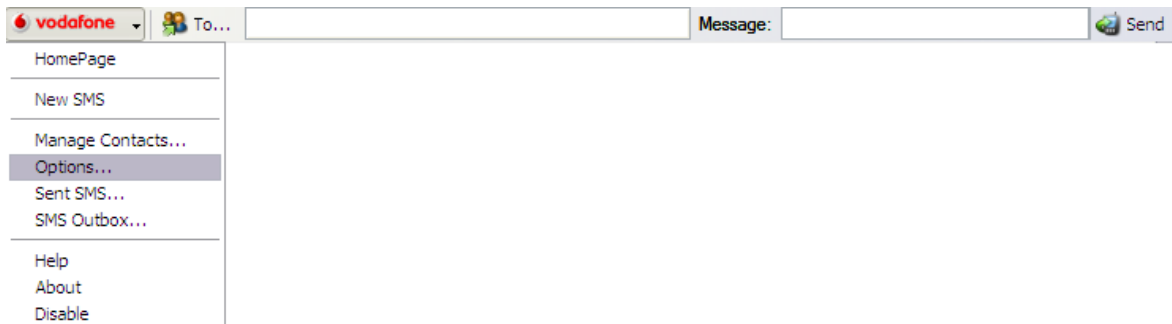
After installation of PC SMS 2010, the PC SMS Toolbar will be visible in Internet Explorer as an additional toolbar.

Note: During installation, it is possible to deselect PC SMS Toolbar and it will hence not be installed. If you wish to use PC SMS Toolbar at later stage, the application must be installed again.

With the PC SMS Toolbar it is easy to create and send a SMS Message. It is possible to write up to 160 characters. Texts longer than 160 characters will be truncated.

10.2 Access Menu

When pressing the logo button of PC SMS Toolbar, the access menu will be shown. From this menu, a set of important actions such as message folders, options and general functions are gathered.



The following actions can be selected:

- Home page.
- New SMS. Opens a SMS Composition window
- Manage contacts. Opens the Windows Address Book
- Options. Opens the Options dialogue.
- Message folders
 - Sent SMS – Folder with all sent messages
 - SMS Outbox – Folder with messages that could not have been sent
- Help
- About
- Disable

10.3 Deactivating PCSMS Toolbar

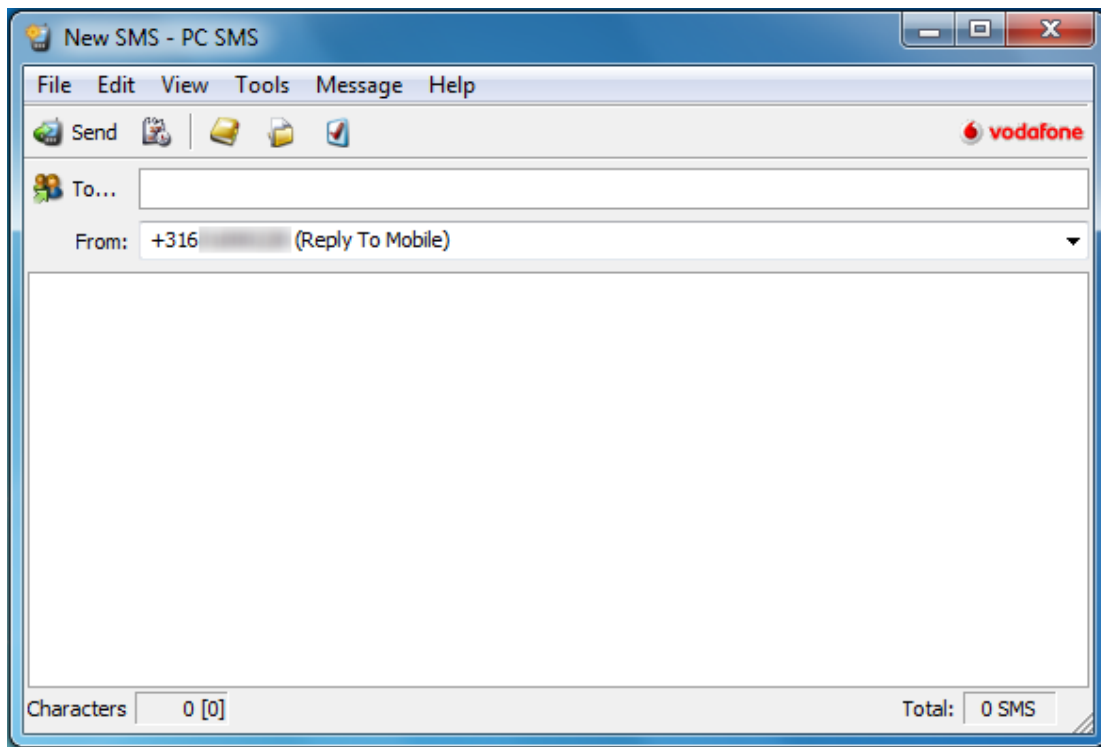
The toolbar can be hidden using the Internet Explorer's standard way of handling toolbars: Go to **View | Toolbars | PCSMS Toolbar** to activate or deactivate.

11. Microsoft Outlook (2007)



- To open a New SMS window, you have two choices: either you click the "New SMS" button, or you go to the Actions menu and select "New SMS"

A New SMS window opens:

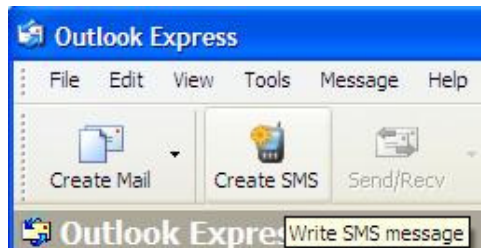


- Compose a SMS message by typing text in the text field
- Type a valid phone number in the recipient field and press the Send button

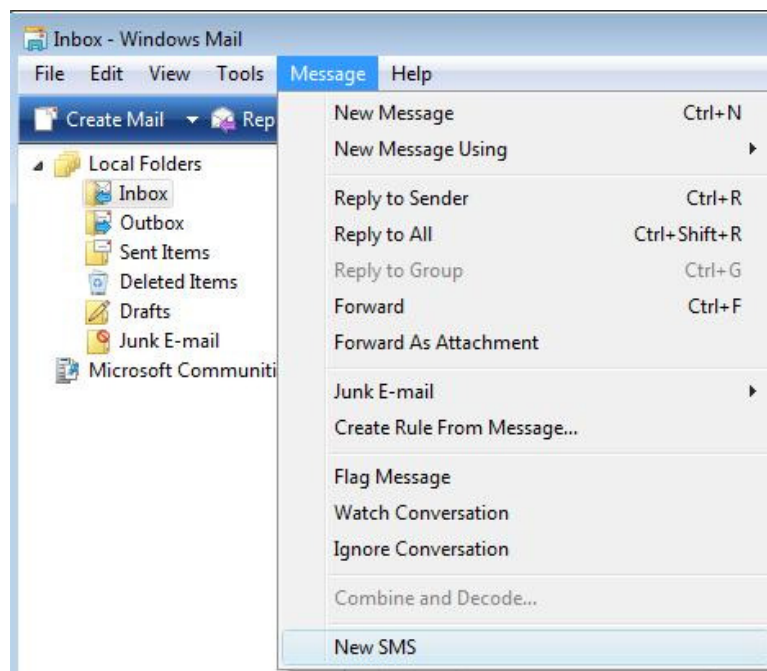
The message will be sent and received successfully onto the recipient's mobile device.

12. Outlook Express, Windows Mail, Windows Live Mail

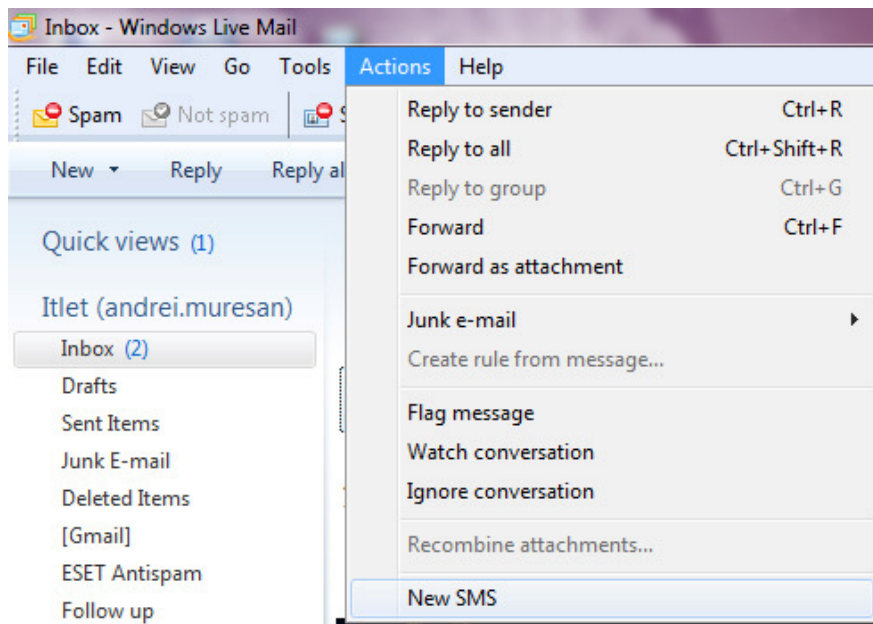
If you are using Outlook Express, just click on the "Create message" button.



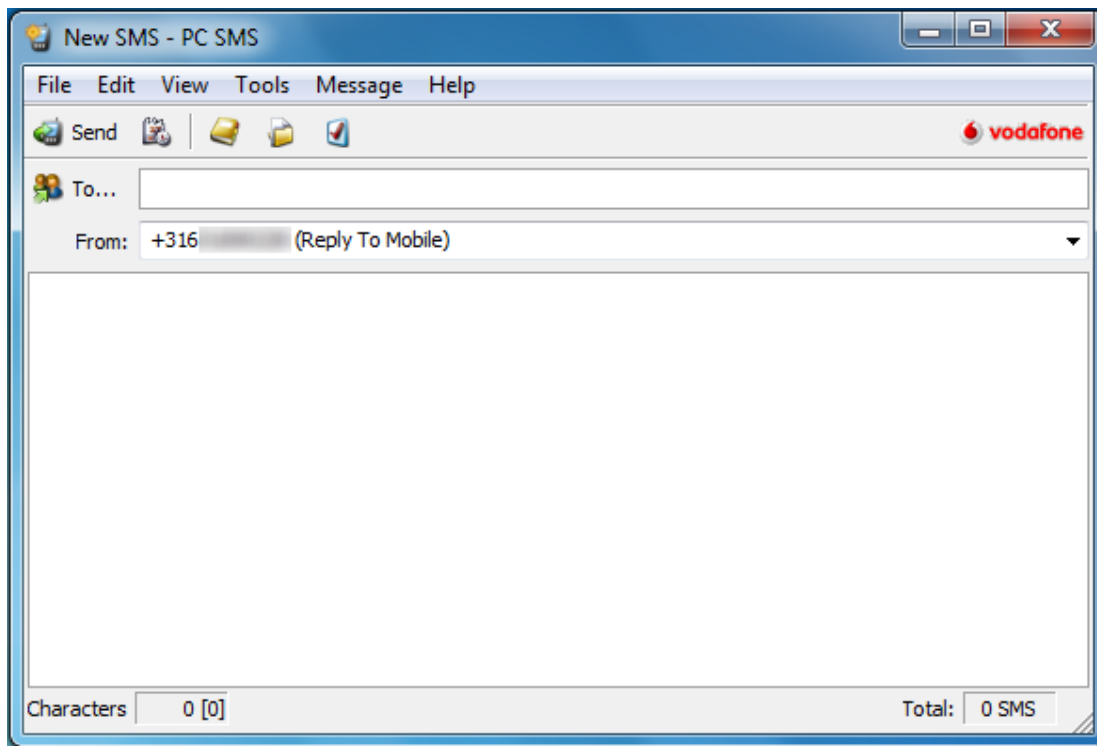
If you are using Windows Mail, select "New SMS" from the Message menu.



If you are using Windows Live Mail (Windows 7), select "New SMS" from the Actions menu.



As a result of both the above actions, the New SMS window opens, allowing you to create and send text messages:



13. Live Update

Every time PC SMS 2010 is communicating with the main server, it will request information about newer versions of the program. When a version newer than the currently installed is available, a pop-up will be shown in the lower right corner of Windows. When clicking on this window, a Web page will be opened where the new version can be downloaded.

14. Options

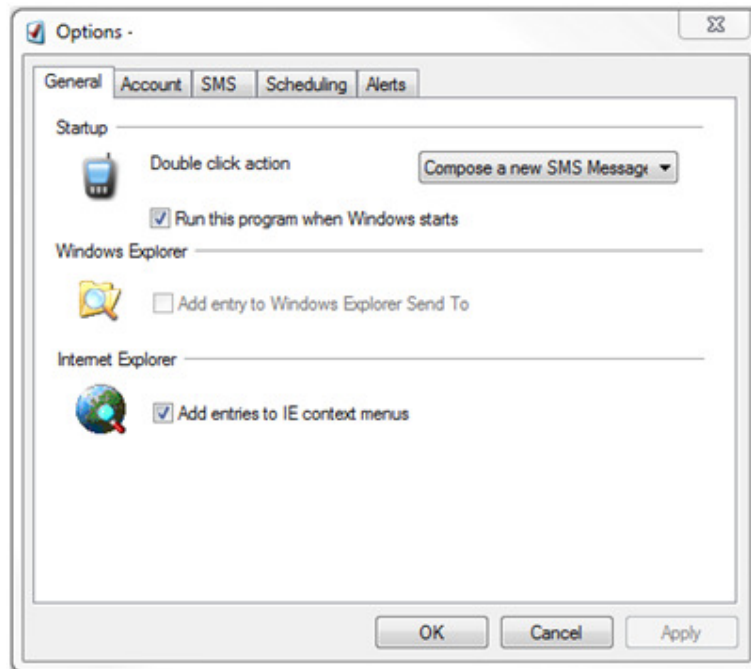
The **Options** window allows you to configure PC SMS 2010 to meet your specific needs.

To open the **Options** window, you can click on the **Options** button in any **New Message** window, or select **Tools → Options** in any PC SMS 2010 window. You can also select **Tools | SMS Options** from the main menu in Outlook Express.

The **Options** button is available from all windows in PC SMS 2010.

14.1 General tab

The first tab in the **Options** window is the **General** tab, shown in the screenshot below



Regional settings

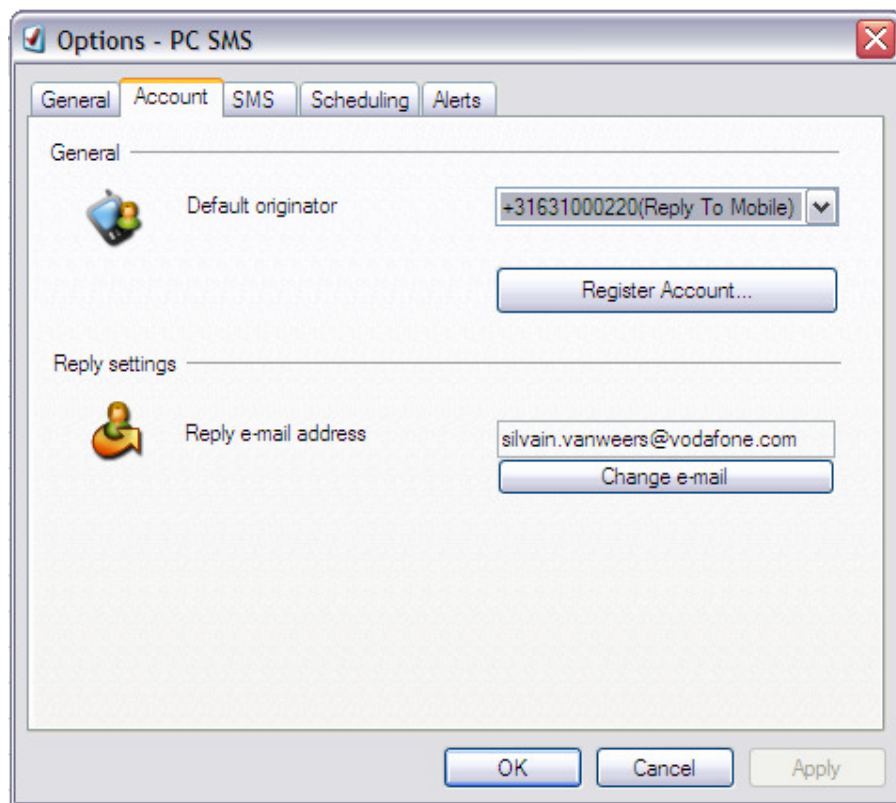
This setting allows you to select the default home country for PC SMS 2010. This should be the country in which your mobile phone is registered.

Start up

This section allows you to specify what action the program will take when you double-click on the icon in the system tray and desktop icon. Select the desired action from the drop-down list.

The **Run this program when Windows starts** checkbox determines whether PC SMS 2010 should start automatically when you start the Windows operating system on your computer. Select the checkbox to start PC SMS 2010 automatically.

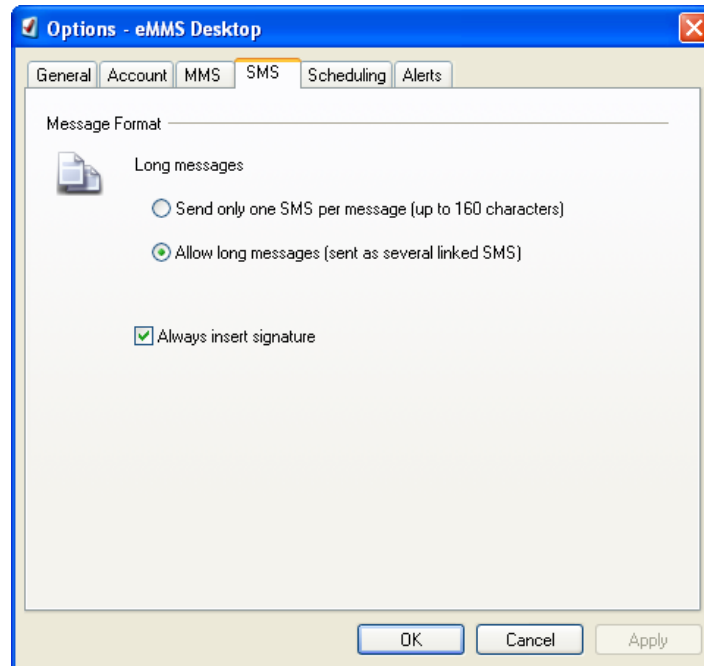
14.2 Account tab



This tab allows you to select the originator that should be used by default when you compose a new SMS message. The "Reply to Mobile" option is initially selected when you install the application and may be the only option available to you, depending on how your application is configured.

The **Register Account** button allows you to start the account registration process again. See the **Registering PC SMS 2010 account** section for details on how this process works.

14.3 SMS tab



Message Format

This setting specifies how a message will be sent, by default, when the message exceeds the maximum SMS message length of 160 characters.

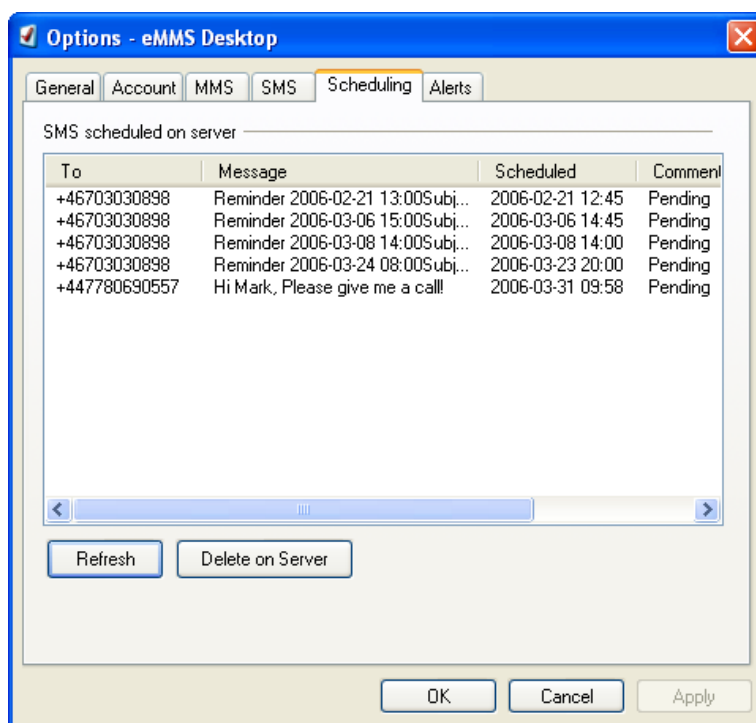
The following are the three available options.

- Send only one SMS per message. If the message exceeds 160 characters, the message is rejected.
- Allow long messages. You can type more than 160 characters. As the option text says, messages longer than 160 characters will be sent as multiple linked SMS messages.

The **Always Insert Signature** checkbox determines whether your signature is inserted automatically when you compose a message. For more information about specifying a signature, see the Creating a message template section.

14.4 Scheduling tab

The next **Options** tab is the **Scheduling** tab, shown in the screenshot below.



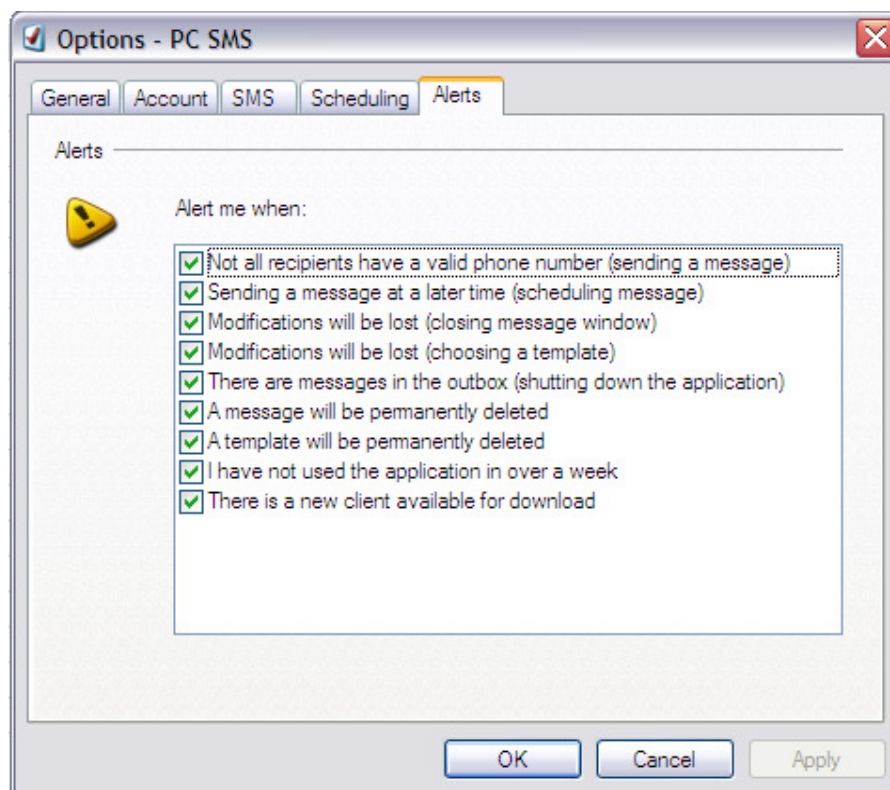
This tab displays all messages that are scheduled on the server for your account, regardless of which PCSMS client was used to send them.

To refresh the message list, click on the **Refresh** button.

To delete messages on the server, select one or more messages in the list and click on the **Delete on Server** button.

14.5 Alerts tab

The last **Options** tab is the **Alert** tab, shown in the screenshot below.



This tab includes the following checkboxes:

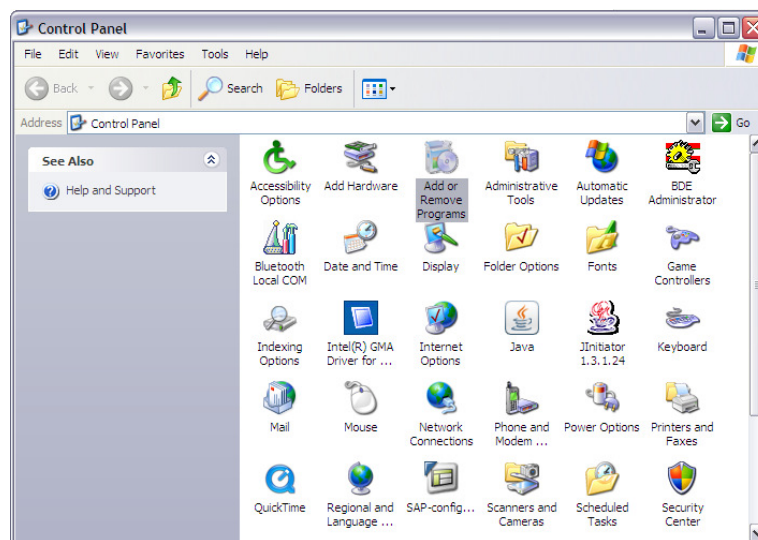
- Not all recipients have a valid phone number (sending a message) – If you check this box, PC SMS 2010 will alert you when you attempt to send a message and at least one recipient lacks a valid mobile phone number.
- Sending a message at a later time (Scheduled message) – If you check this box, PC SMS 2010 will alert you when a message is scheduled and will be sent at a later time.
- Modifications will be lost (closing message window) – If you check this box, you will be warned when you attempt to close a New SMS window in which you have entered message text but not yet sent the message. The warning will indicate that you are about to lose the message text you have entered.
- Modifications will be lost (opening a template) – If you check this box, PC SMS 2010 will warn you if you select a template after entering message text in a New SMS window, because the template text will replace the text you have entered manually.
- There are messages in the outbox (shutting down application) – If you check this box, you will get an alert when you attempt to shut down PC SMS 2010 and there are messages in the outbox waiting to be sent.
- A message will be permanently deleted – If you check this box, you will be warned before deleting a message.
- A template will be permanently deleted – If you check this box, you will be warned before deleting a template.
- I have not used the application in over a week – If you check this box, PC SMS 2010 will warn you when a week has passed without you using the application.
- There is a new client available for download – If you check this box, PC SMS 2010 will alert you when a new version of the client application is available for you to download.

15. Uninstall

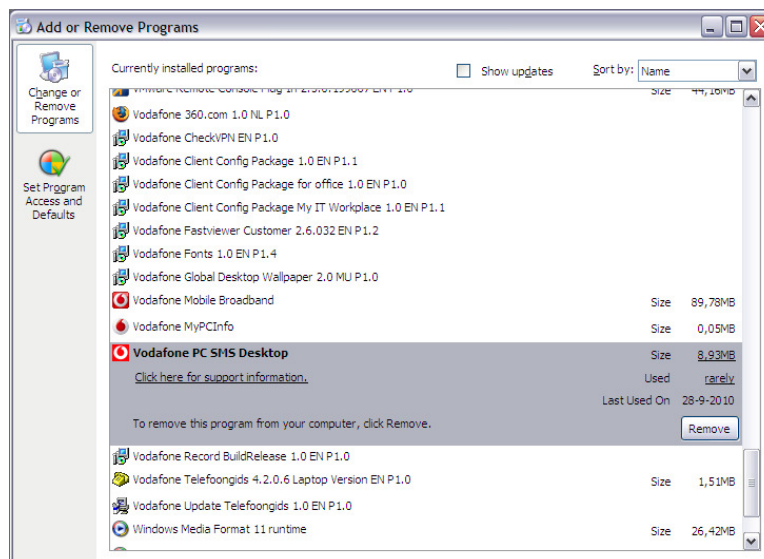
The program is most easily uninstalled by selecting **Start Menu | Programs | PC SMS 2010 | Uninstall** and follow the instructions. Another possibility is described below.

Before continuing with the uninstall process please make sure that the PC SMS 2010 application, Outlook Express and Internet Explorer are closed.

In the **Start Menu**, choose **Settings | Control Panel**. This will open the Control Panel.



Double-click the icon **Add/Remove Programs**. A window is displayed containing a list of all installed programs in alphabetical order.



Click the row that says **PC SMS 2010**. The row expands, and more information about the program is displayed. Click the **Change/Remove** button, and confirm that you want to remove the program.

*NOTE: The **Add/Remove** Programs window may look a bit different on some computers, depending on what Windows version you have.*

Click the **OK** button to Uninstall.

After you click **OK**, the installed files and directories are removed from the computer. Click the **Finish** button to complete the un-installation.

The PC SMS 2010 is now removed from your machine, and un-installation is completed.

Note: the Outbox and the Sent Messages folders will still remain after the un-installation to prevent unwanted loss of information.