# How to automatically send an email message as well as your text message

If your contacts have an email address stored in the Contacts list, you can send any text out as an email at the same time.

1. Open e-txt™ by clicking on the ⬤ icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**

2. Ensure that the **SMS Messages toolbar** is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).
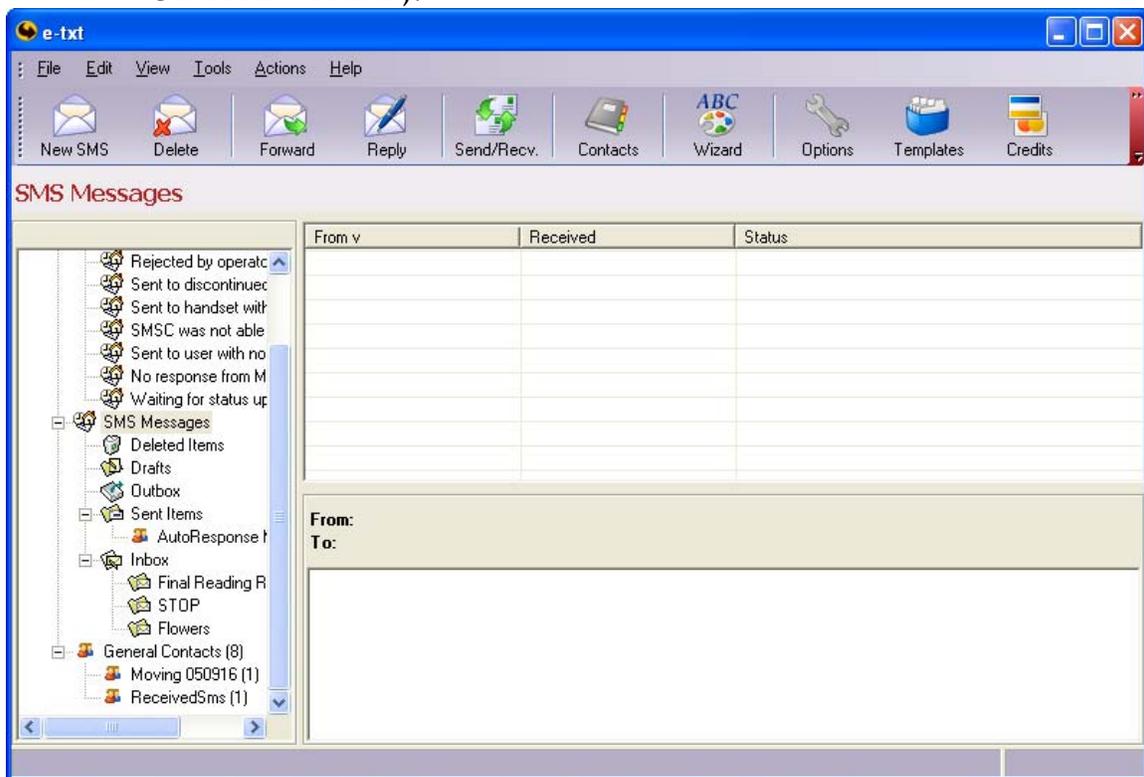
3. Go to **Tools ->Options**:
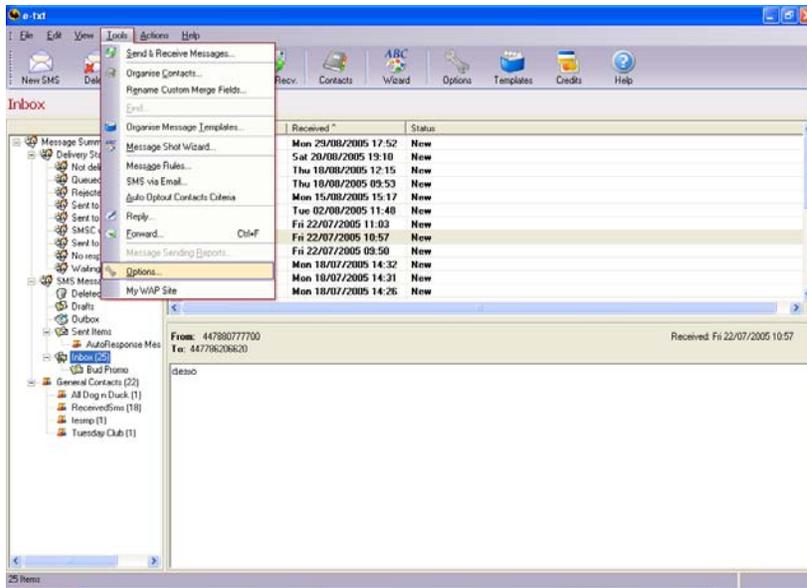
4. In Options, select the General Tab
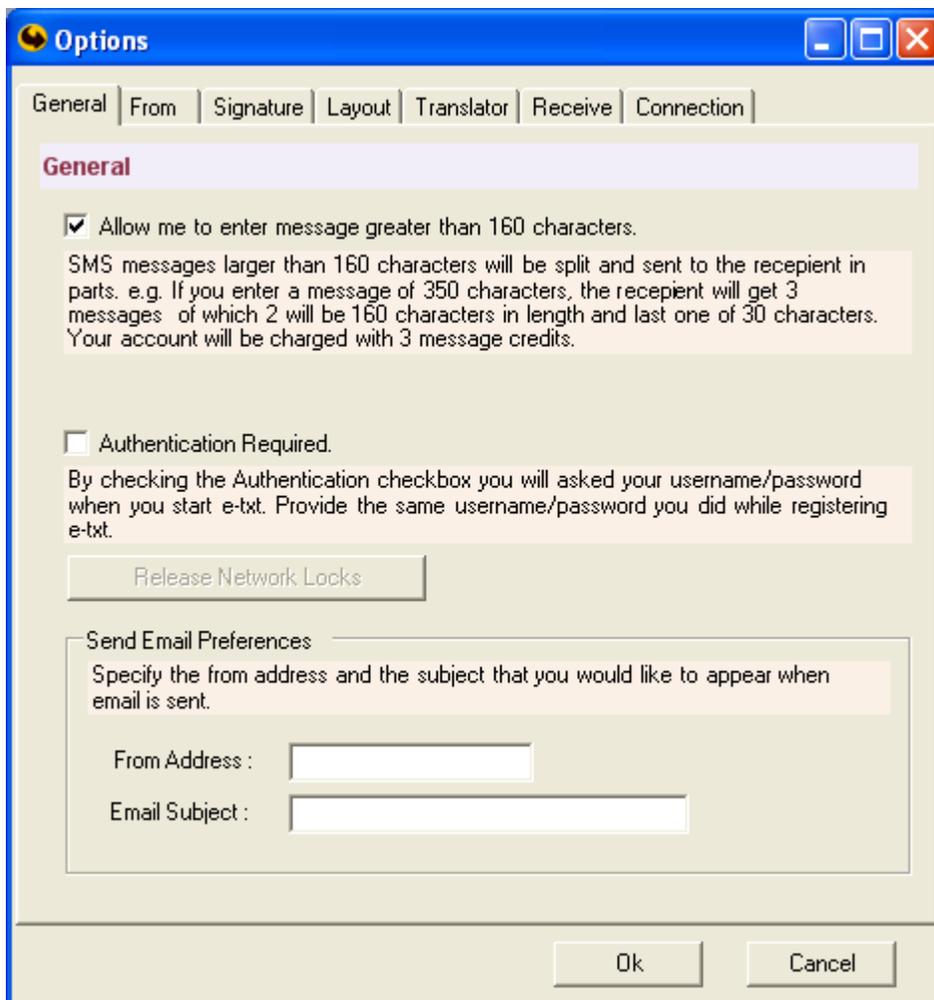
5. Fill in the From Address and the Email Subject as shown below. Note you can change the Subject line each time you do a promotion.
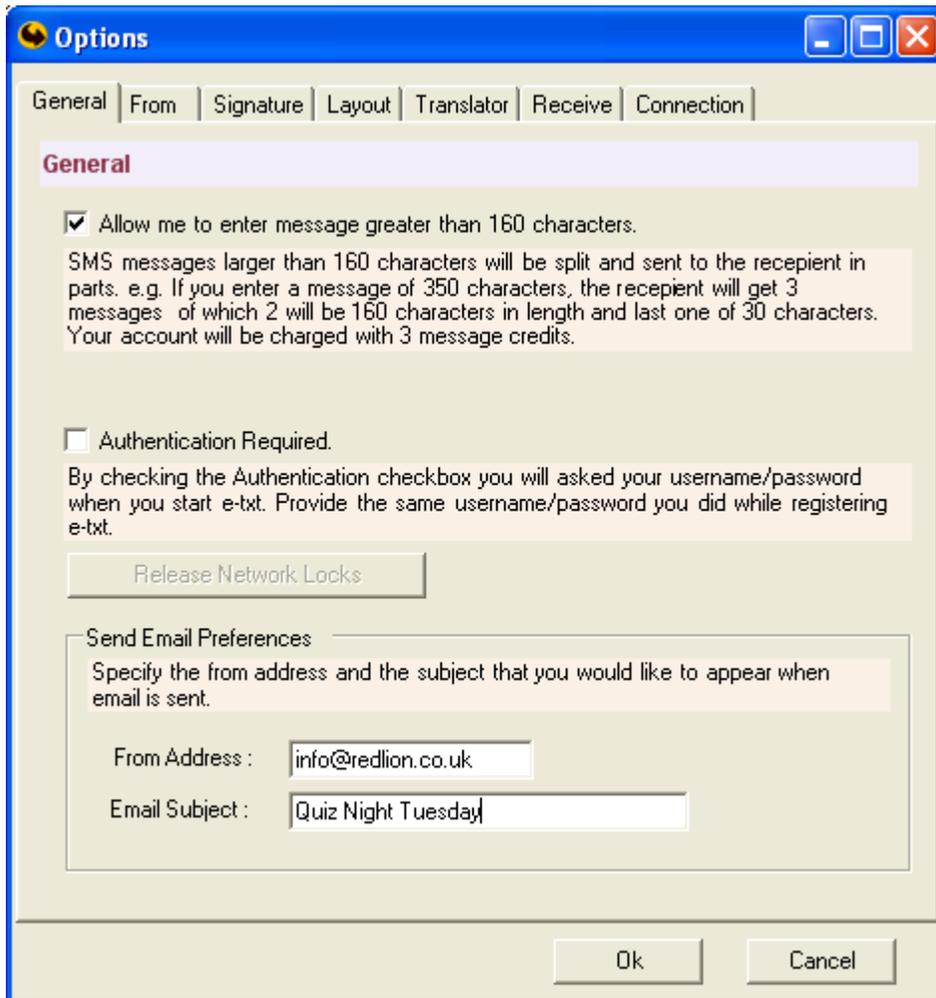
6. Click OK

7. Click on New SMS Window
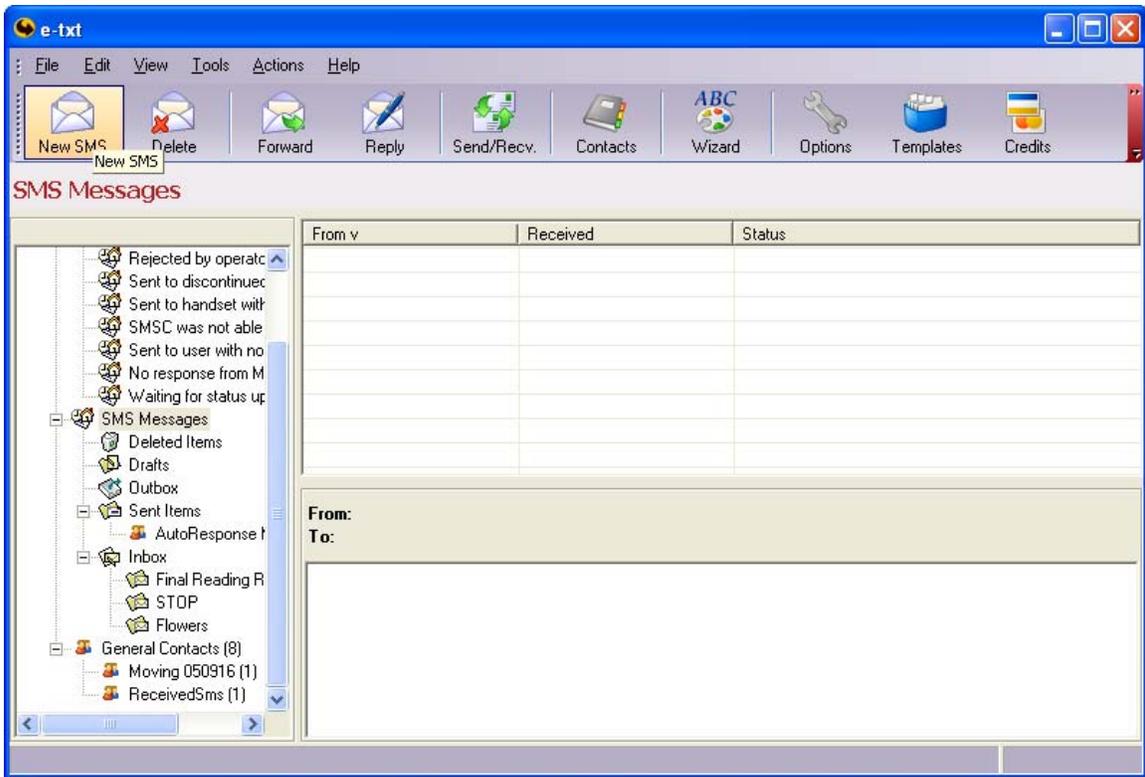
8. Check the 'Send Email' option towards the top right of the box as shown:
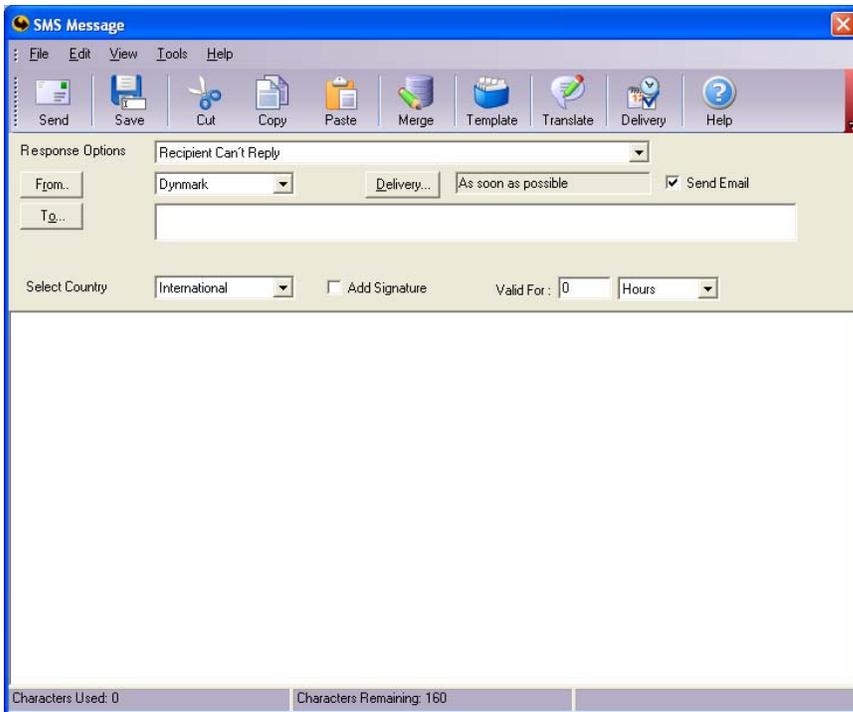
When you send your text, it will now be sent as an email to those people for whom you have an email address.