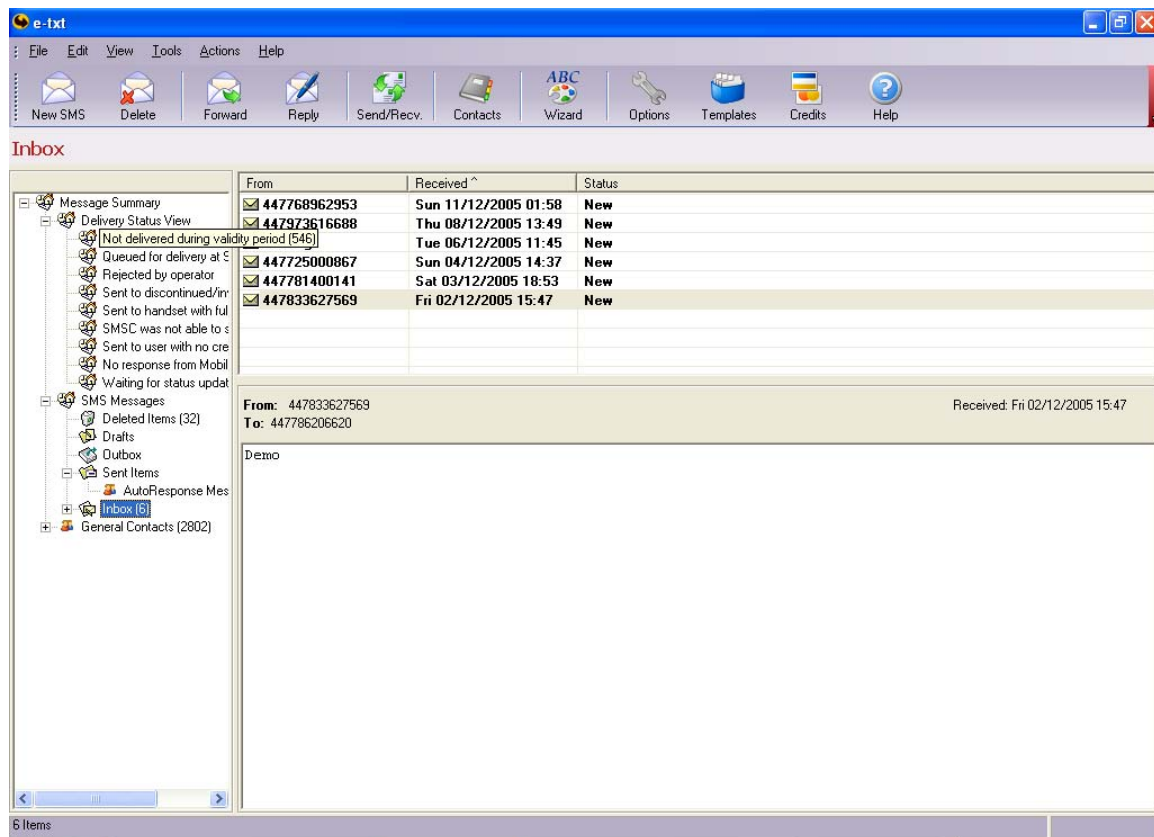## How to set the validity period for a text message

You will find it is often necessary to set a validity period for a text message. For example, if you are running a promotion to get people to your Bar by 8pm, you don't want
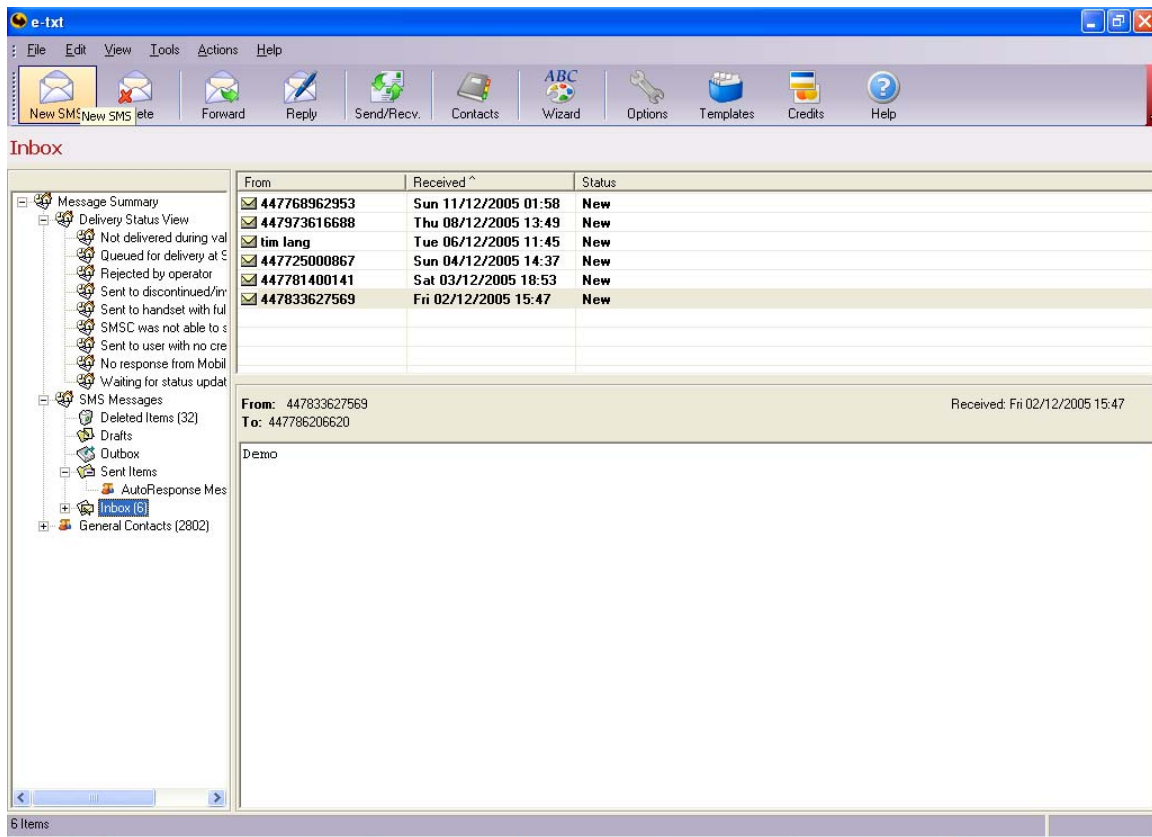
- To pay to send texts to people whose phones are not switched on until after then
- To have the embarrassment of them getting a text the next morning from you.

To set a validity period:

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. Click on **New SMS** (top left icon) to open a new SMS window

4. Write your message

In the message above, you will see the promotion is valid till 8pm. To set the time period of the validity of the message, type in the number of hours in the **Valid For** box. If, for example, you sent the offer at 2pm, to make it only valid until 8pm, set it 6 hours as shown.

It is also possible to set the validity period for a number of minutes or days. Simply click on the arrow to the right of the two **Valid For** boxes and select the required measure.

SMS Message

File   Edit   View   Tools   Help

| Send | Save | Cut | Copy | Paste | Merge | Template | Translate | Delivery | Help |

Response Options   `Recipient May Respond To A Mobile Number` ▼

From..   `447974193782` ▼   Delivery...   `As soon as possible`   ☐ Send Email

To...   `[                                        ]`

Select Country   `International` ▼   ☐ Add Signature   Valid For : `6`   `Days` ▼

Minutes
Hours
Days

Characters Used: 0   Characters Remaining: 160