# How to set the sender ID (sender name or other identification) of a text message

When you send a message, you can choose from several ways to identify yourself, depending on what sort of response you want to get (or not get). There are 3 ways of doing this. For each of them start by:

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

2. Ensure that the **Contacts toolbar** is displayed by having a contacts folder selected in the **Main Navigation Tree** (If a **Message** folder is selected the Main Toolbar changes dynamically to the **Messaging Toolbar**).

3. Click on **New SMS** (top left icon) to open a new SMS window.
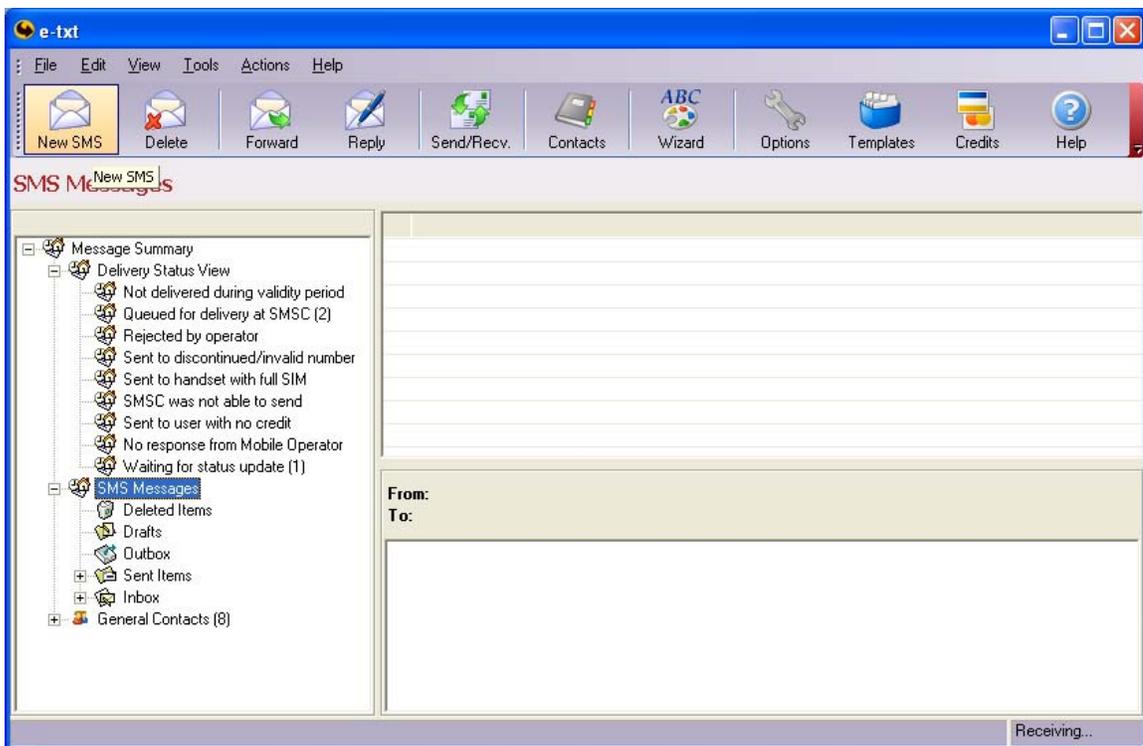
4. You will see there is a Response Options box with 3 response options listed:
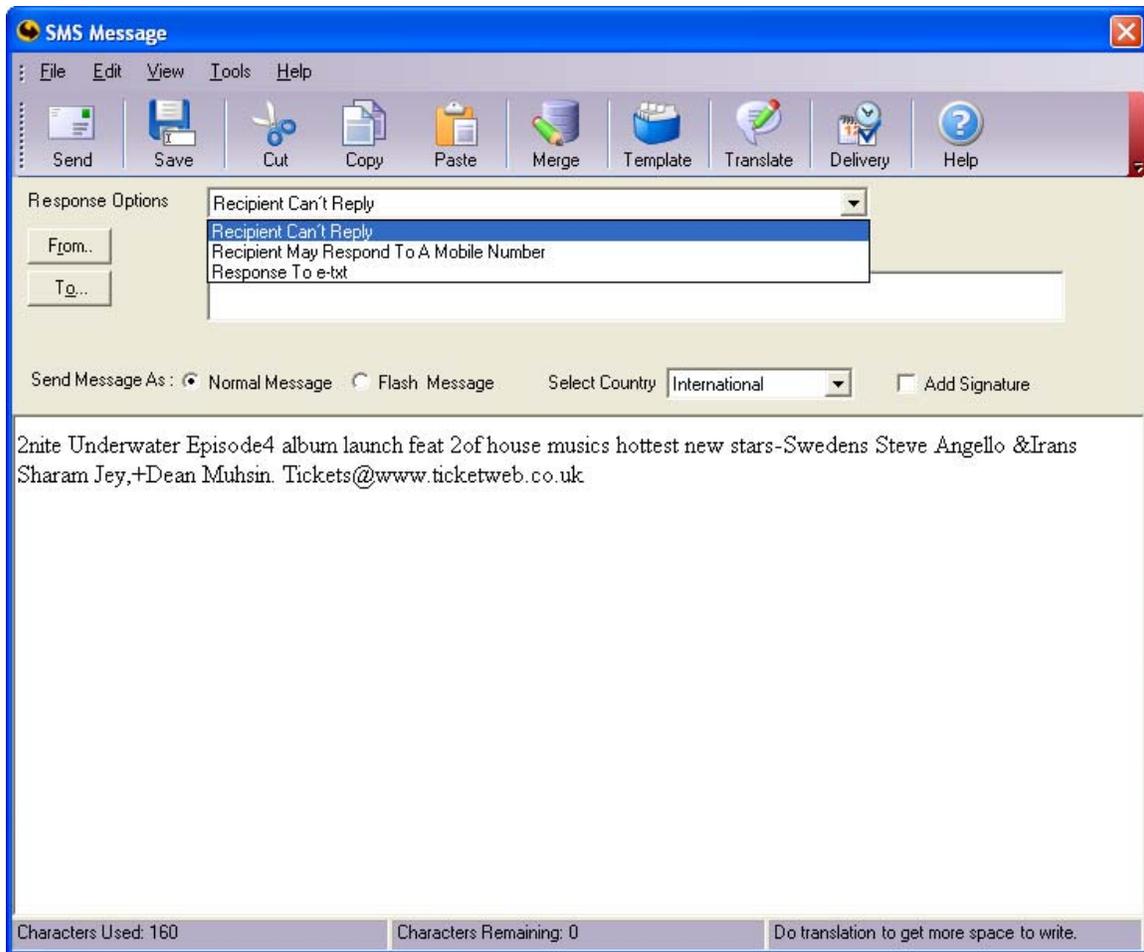
- **Recipient Can't reply** – this means you can put your name e.g. "Kings Head". The name can be up to 11 characters long.
- **Recipient May Respond to a Mobile** – this is useful if you are sending an individual message that may get a response, and then leaving the office. You can request that the response is sent to a mobile phone.
- **Response to e-txt** – This is ideal for promotions as if the recipient replies, the message arrives in your inbox just like email, and can then be responded to automatically (don't you wish email was like that?!). It is also good because it let's people opt-out if they want to **(see "How to set-up automatic Opt-outs")**

(a) 'Recipient Can't Reply' Option

Click on the **From** button and you will be able to enter, for example, your business as the sender name or sender ID (Identification). This means that when people read your text, they will immediately see that it came from your name.

NB It also means that you can recognise text tickets that have been sent directly from you, compared to tickets that have been forwarded by your recipient to a friend of theirs.

Below you can see what the window will look like when you are about to add 'Kings Head' as a sender.
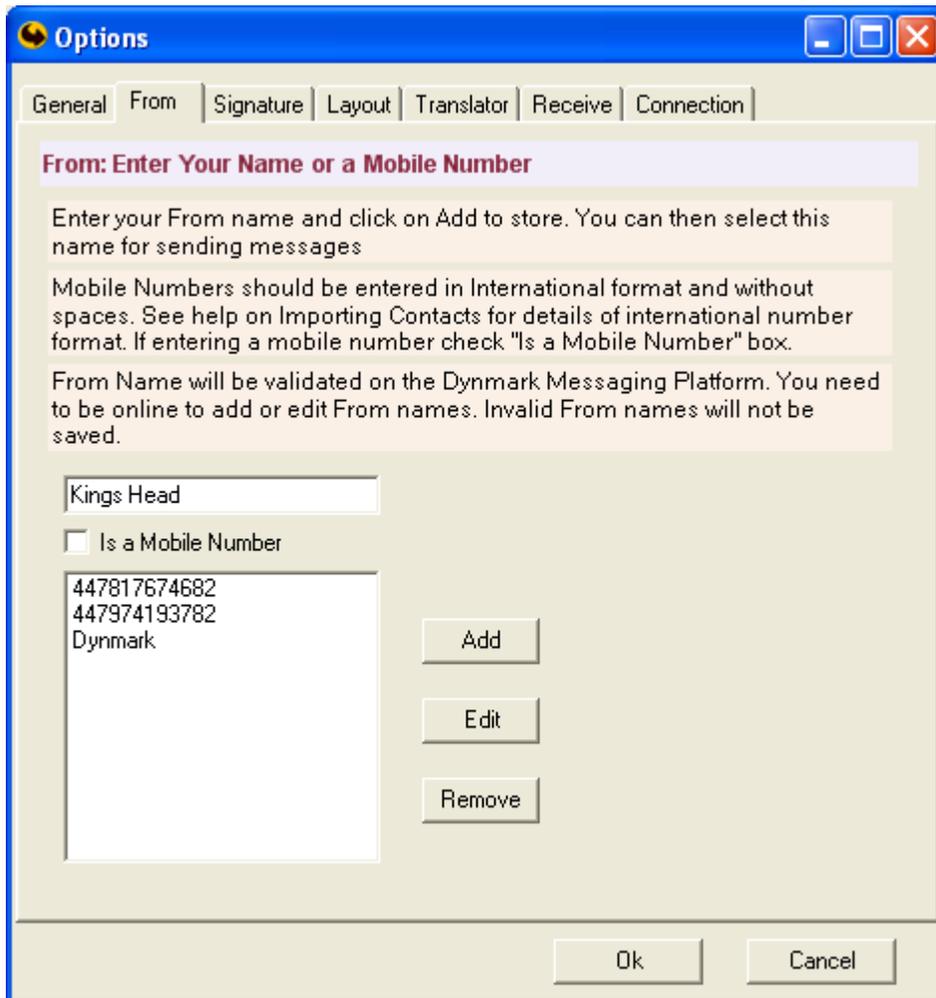
You will find that the sender name is limited to 11 characters. This is the international standard for SMS text messages and is therefore the longest it can possibly be.

(b) 'Recipient may Respond to a Mobile Number' Option

If you want people to respond to a mobile phone, you can set the Sender ID to a mobile telephone number. This means that people will think the message comes from your mobile, and if they reply, the message will be received back to your mobile. This is good if you only expect a small number of individual replies, and will not be at your PC.

Simply enter the number in the box in international format, which means:-
- For UK numbers it starts with **447**
- Ensure that there are no spaces

Check **Is a Mobile Number** and click **Add**. There are 2 examples in the window above.

(c) When you have already set the Sender ID

When you choose either of the options above, if you have already set ID's, e-txt will choose one of your pre-set names or mobile numbers. If for example you have chosen **Recipient Can't Reply**, you can choose which pre-set Sender ID to use by clicking the arrow to the right of the 'From..' button, to get this box:
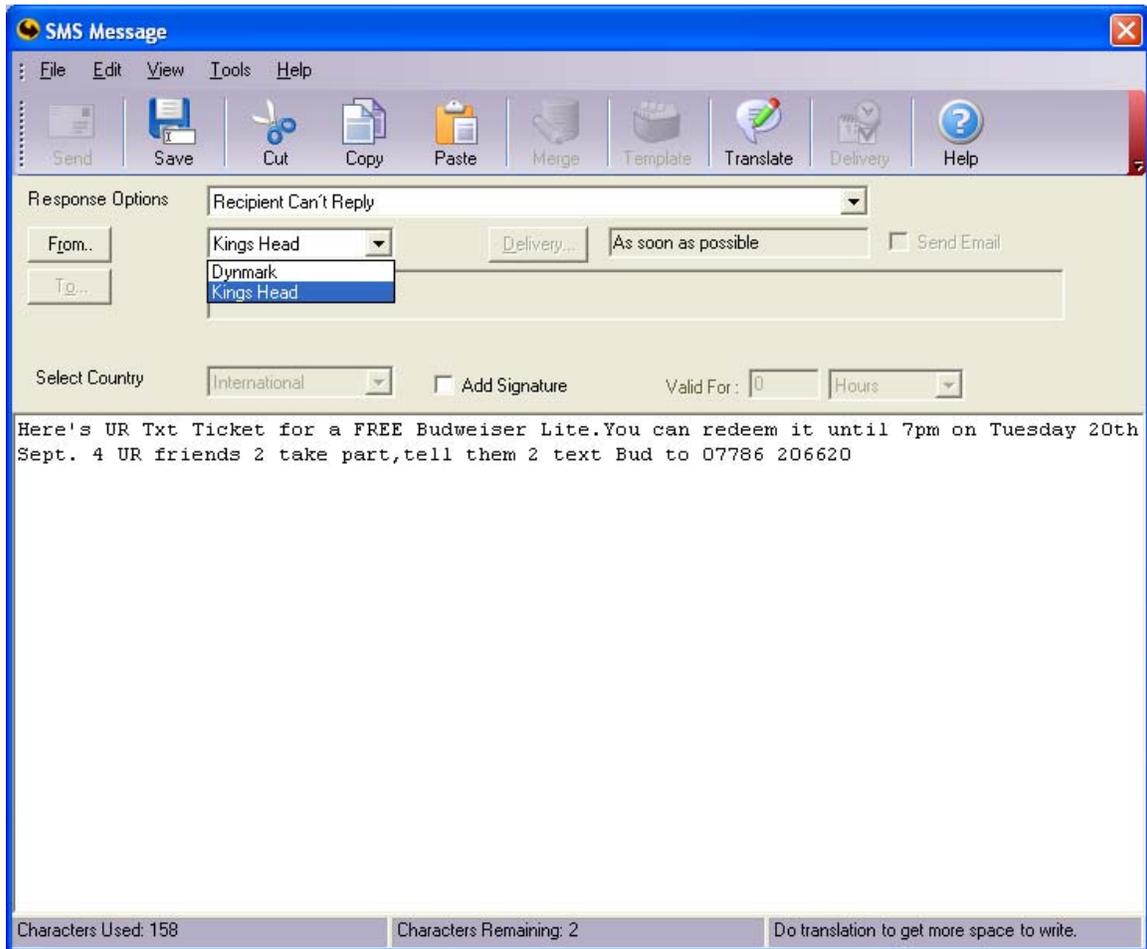
Simply highlight the one you want.