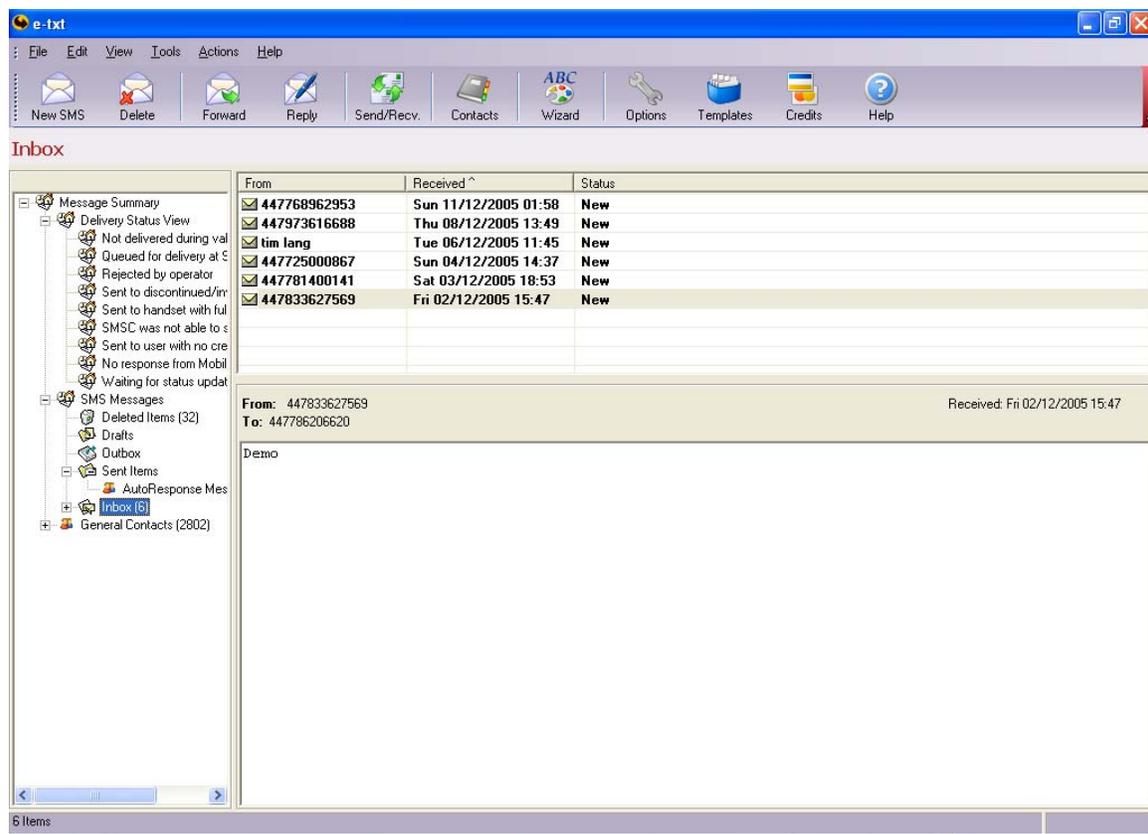


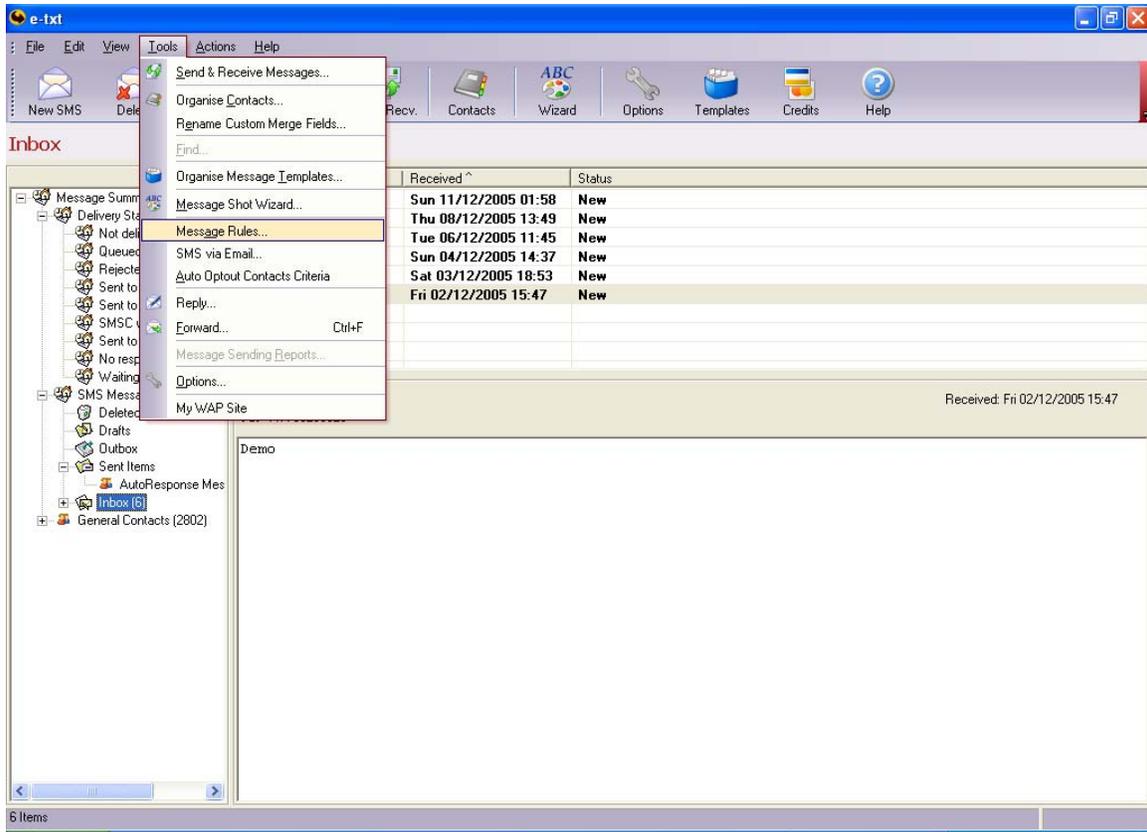
## How to set up automatic Opt-outs

People will be much happier to receive your texts if they feel they are in control and can opt-out at any time. e-txt™ comes with the facility for people to do this.

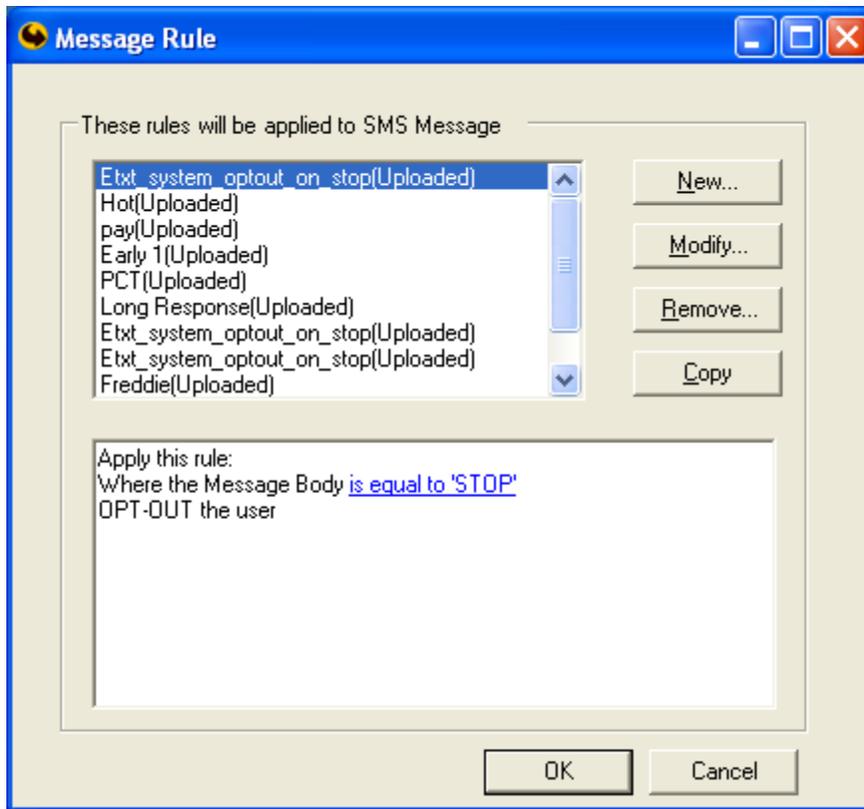
1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**
2. Ensure that the **SMS Messages toolbar** is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).



3. Go to **Tools** on the main toolbar and click on **Message Rules**



4. You will get this box:



You will see that there is a rule already entered “Etxt\_System\_optout\_on\_Stop (Uploaded)”

In the second box, you can read that if the message body is equal to ‘STOP’, it will OPT-OUT the user. This means their OPT-OUT box will be ticked and you can’t send them more messages.

Contact Details Custom Fields

Enter name and other details of the contact

First Name: Helen Last Name: Spinner

Nick Name:   Optout

Mobile: +44 7823652023 UK  
Enter mobile number in local format 07XXXXXX\_(without spaces)

Email:

Company:

Notes:

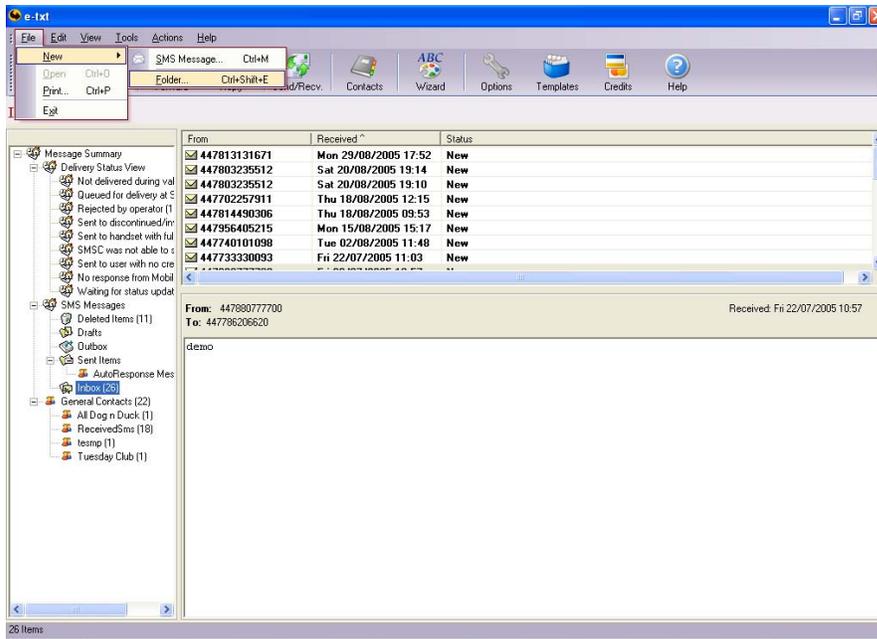
OK Cancel

Their name also appears greyed out in your contact list

5. You can choose to keep this rule, modify it or delete it and make your own Rule. We recommend to consider Modifying it so that messages saying STOP get routed to a subset of the Inbox.

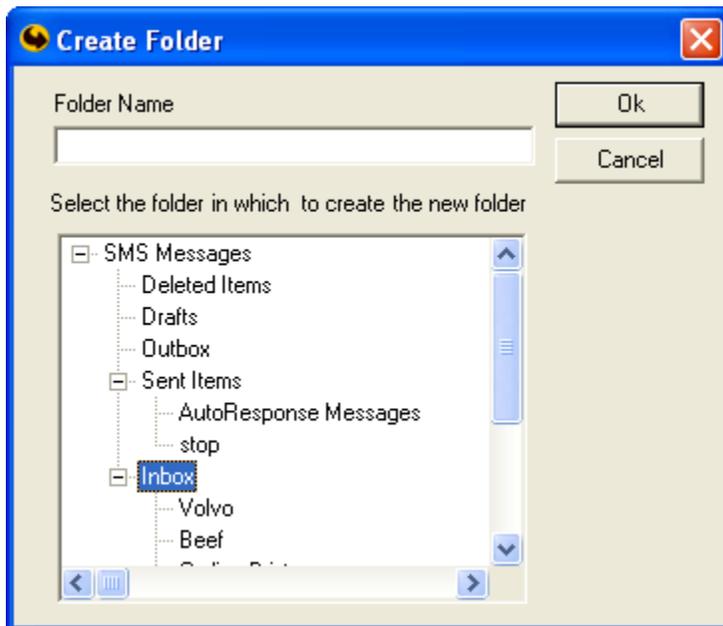
To do this, the first thing to do is to set up a folder to receive all the messages saying STOP.

6. 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**).

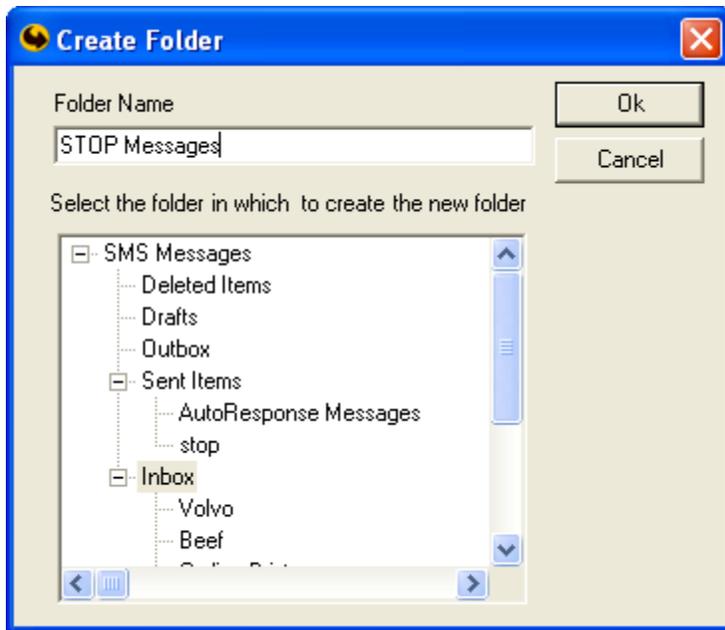


Go to **Start** -> **New** -> **Folder** as shown above

Highlight the **Inbox** as shown

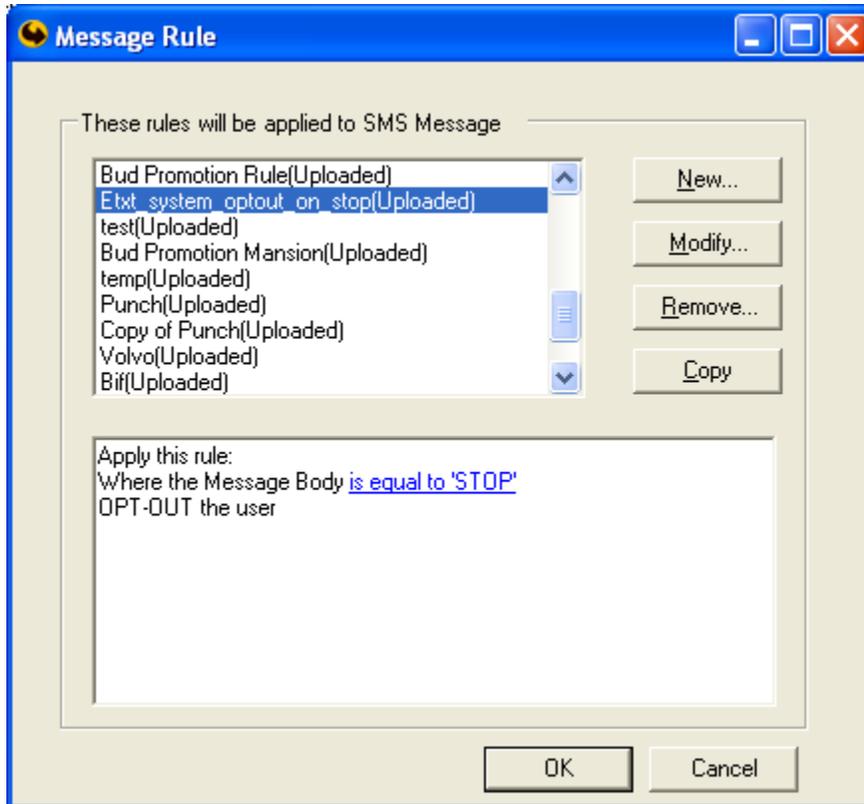


Then in the Folder Name box, write "STOP Messages" or something similar

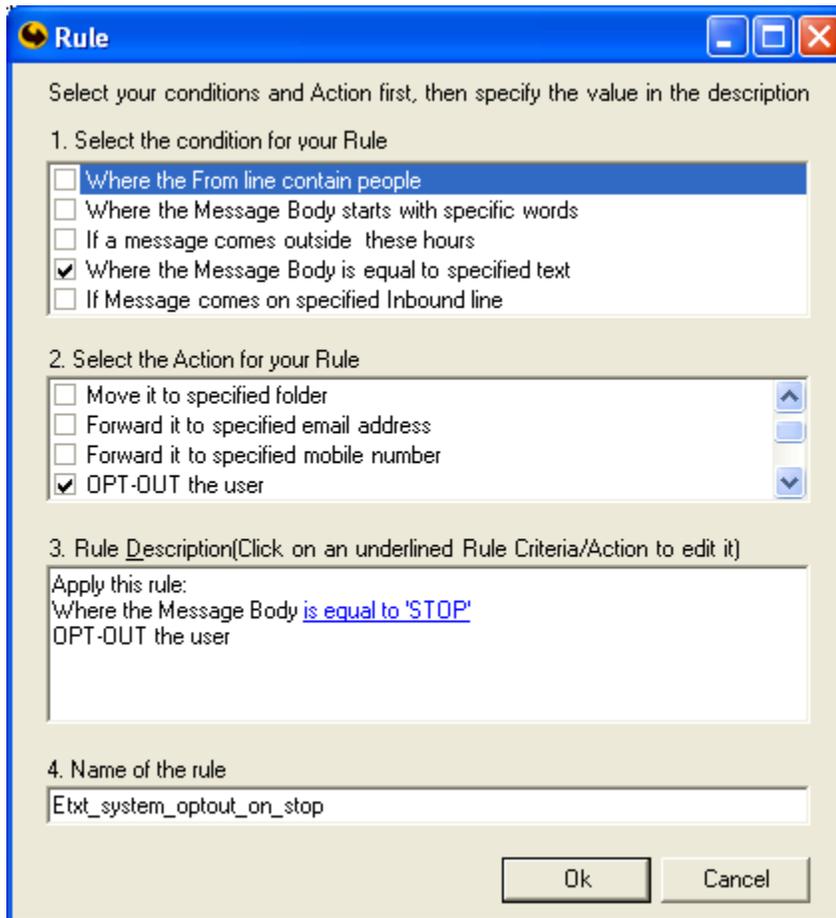


And click OK

7. Now go back to the **Rules** Window as shown here



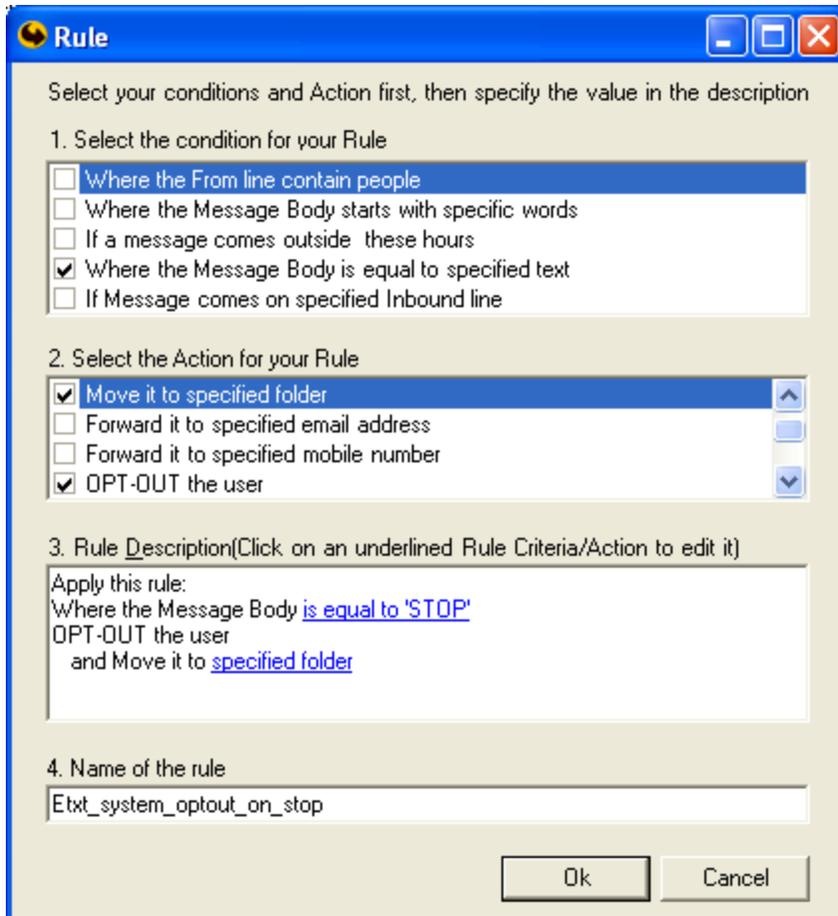
And **Modify** the “Etxt\_System\_optout\_on\_Stop (Uploaded)” Rule to see this Window



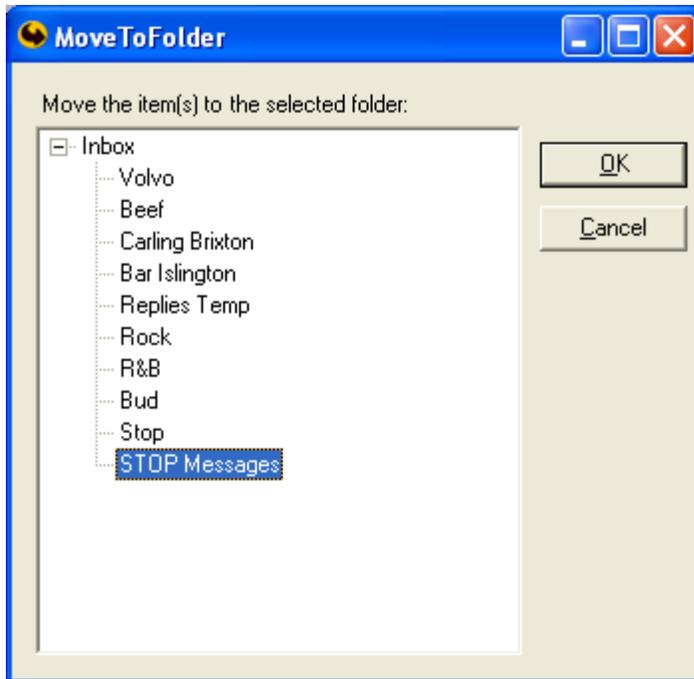
You will see the first box **Where a Message Body is equal to specified text**. Is already ticked.

In the second box **OPT-OUT the user** is already ticked.

Tick the “Move it to specified folder” box

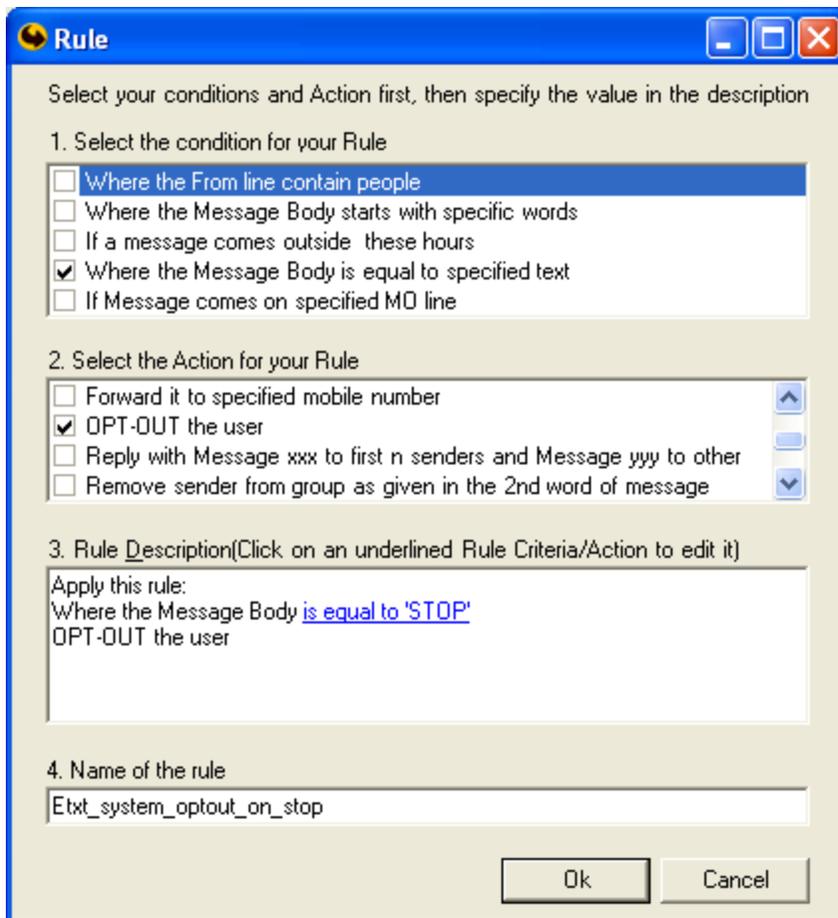


The third box shows the description of what the Rule will do, in simple English. Click on the [specified folder](#) text to show this window



Highlight **STOP Messages**, and click **OK**

The fourth box is for the Rule Name. It is currently called Etxt\_System\_optout\_on\_Stop, but you can change this if you wish



Click OK to complete the adjustment of this Rule