
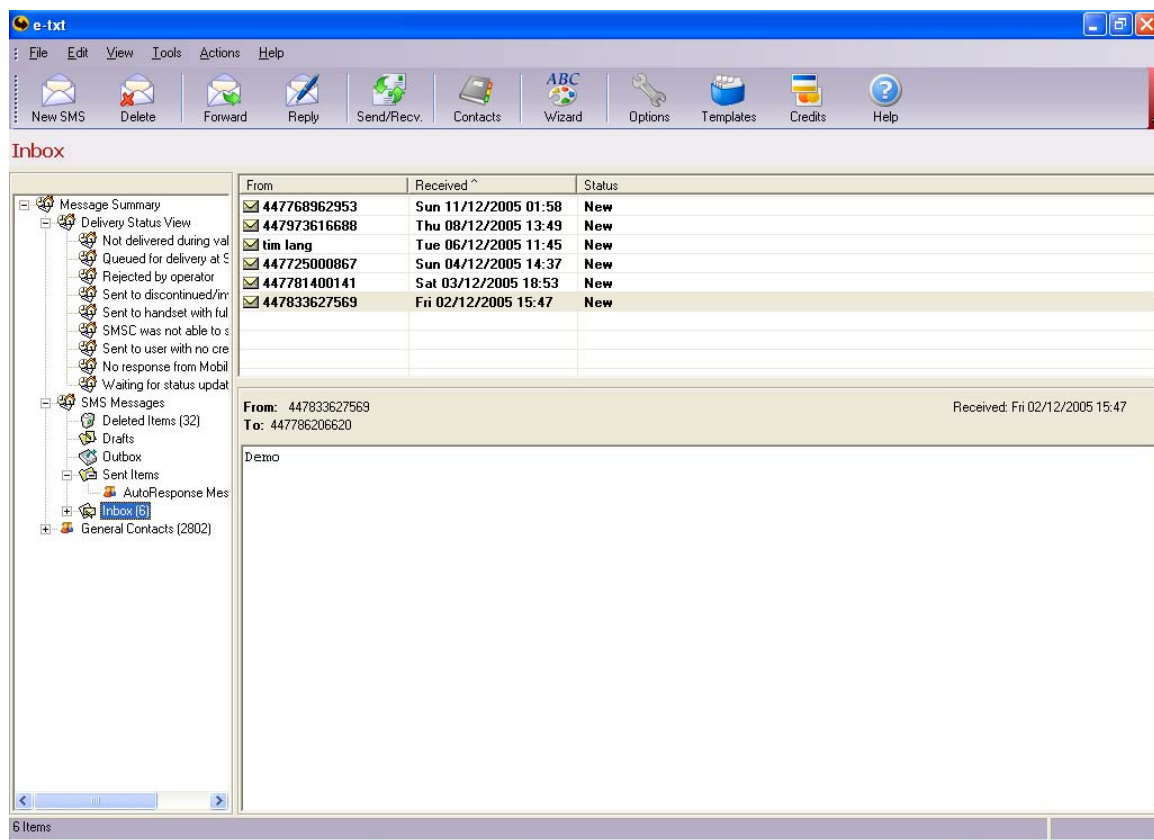


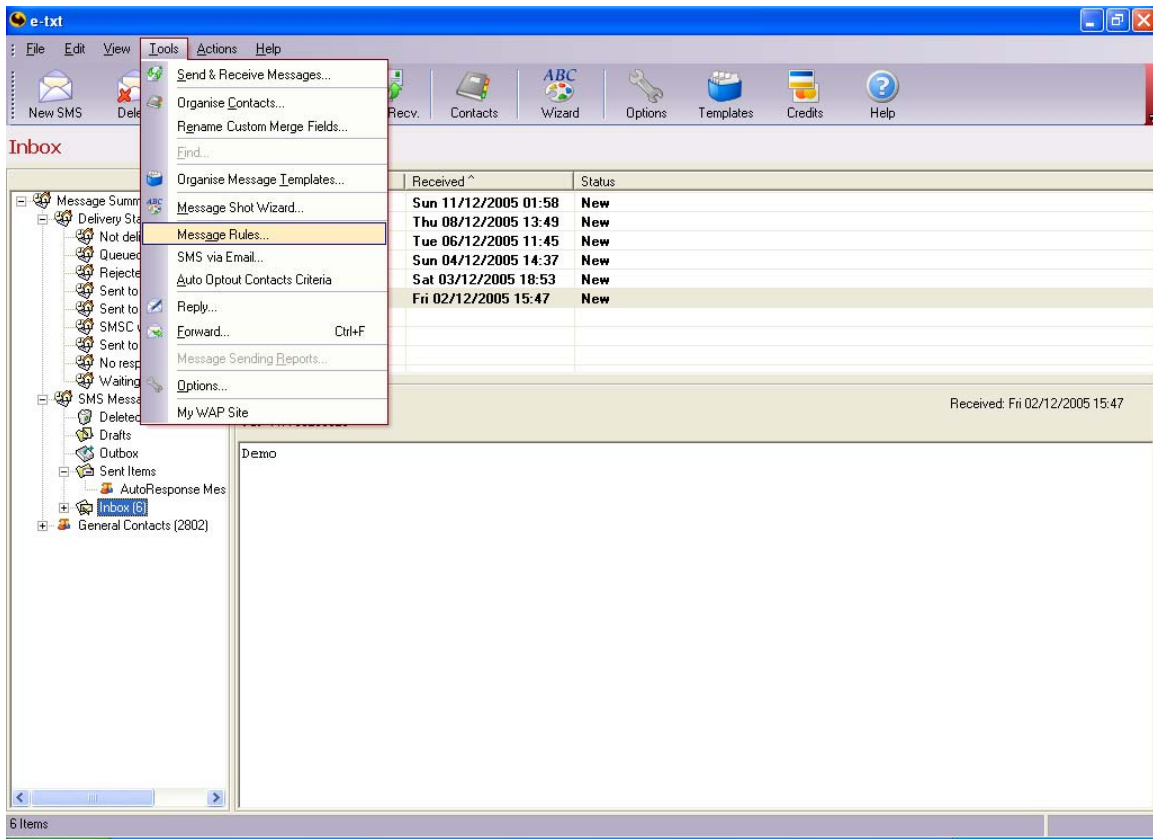
## How to set up automatic Opt-outs

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.

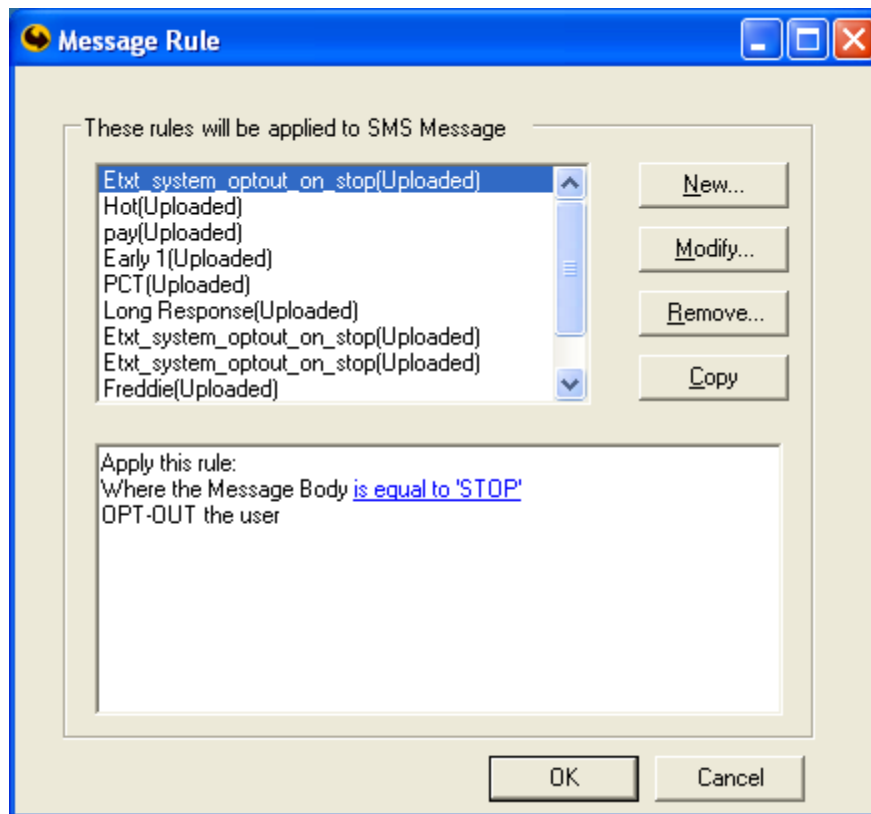
1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**
2. Ensure that the **SMS Messages toolbar** is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically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

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:

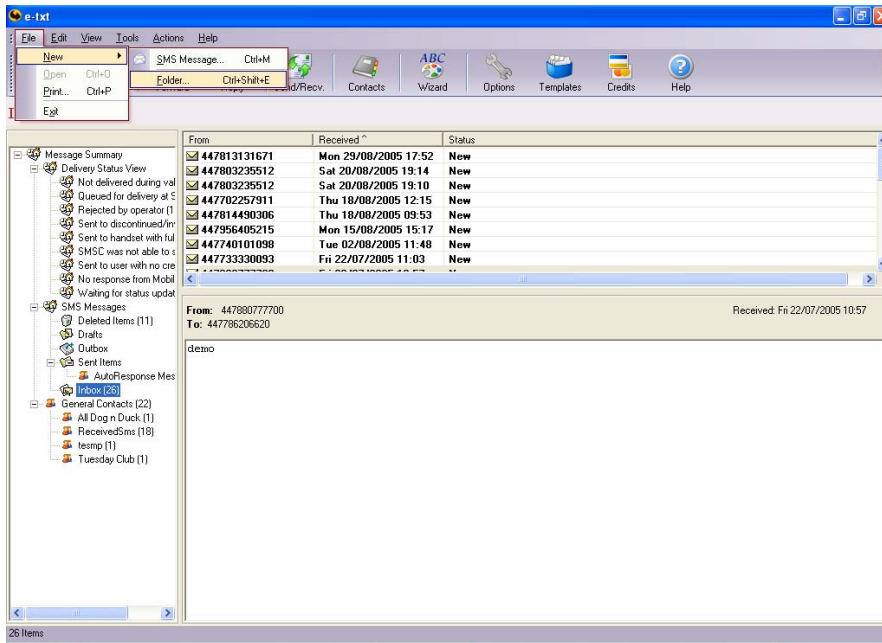
OK Cancel

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.

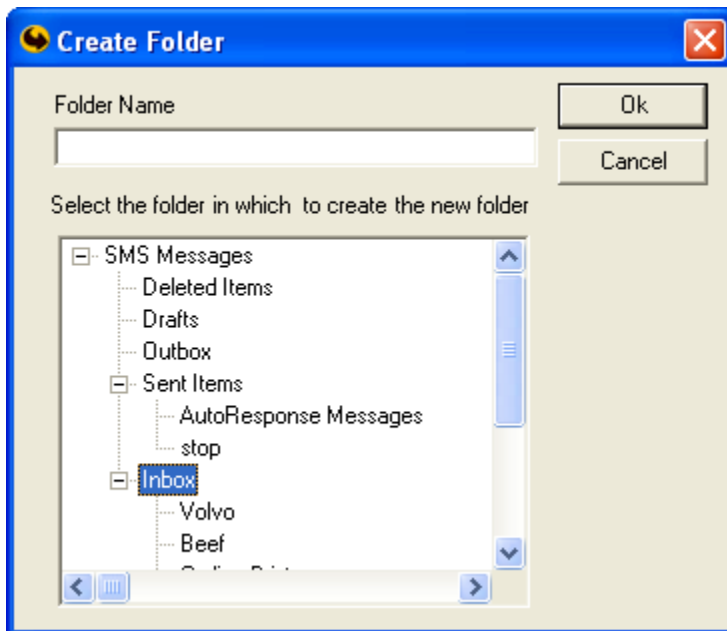
To do this, the first thing to do is to set up a folder to receive all the messages saying STOP.

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**).

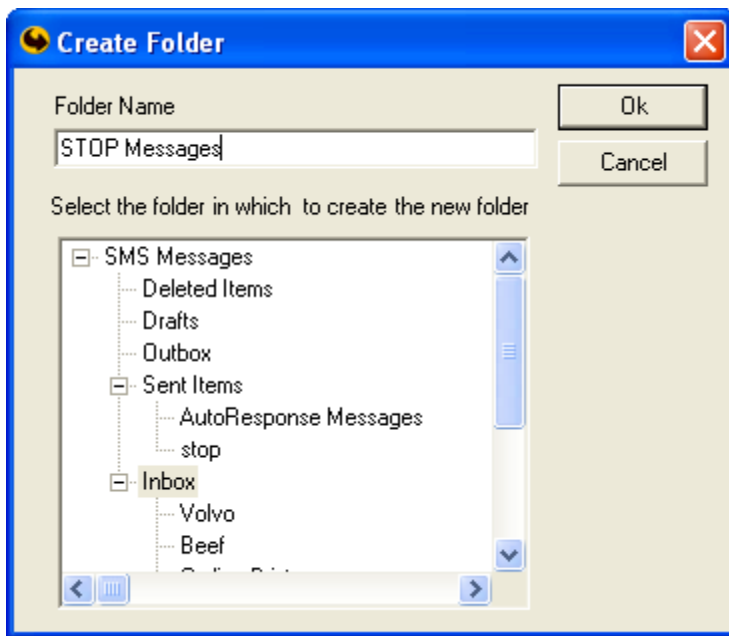


Go to **Start -> New -> Folder** as shown above

Highlight the **Inbox** as shown

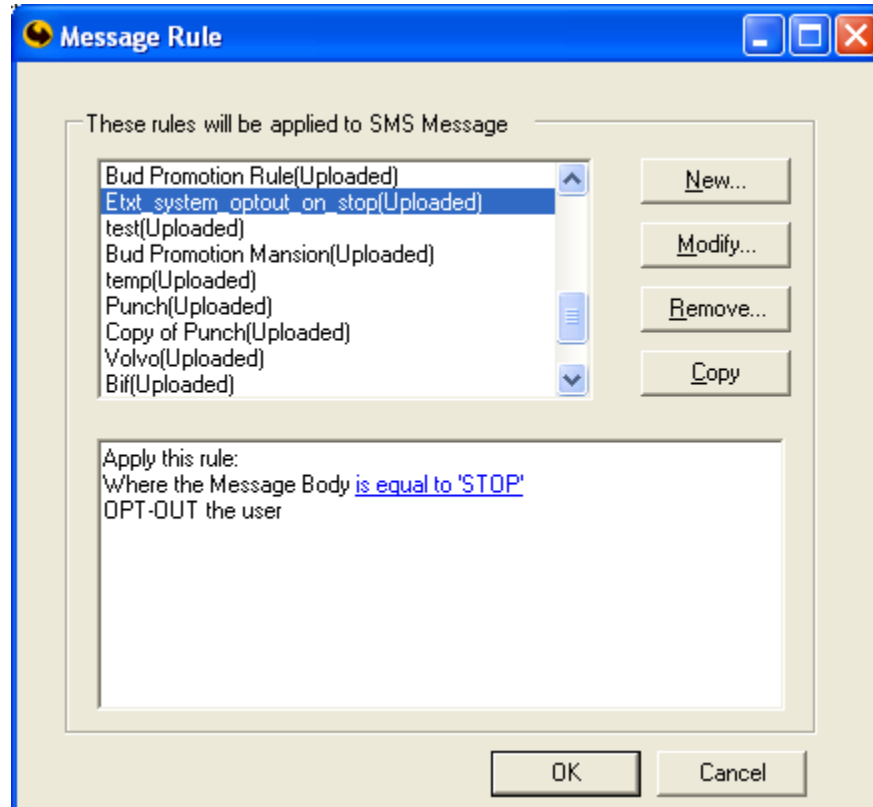


Then in the Folder Name box, write “STOP Messages” or something similar



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

**Rule**

Select your conditions and Action first, then specify the value in the description

1. Select the condition for your Rule

- ☐ Where the From line contain people
- ☐ Where the Message Body starts with specific words
- ☐ If a message comes outside these hours
- ☒ Where the Message Body is equal to specified text
- ☐ If Message comes on specified Inbound line

2. Select the Action for your Rule

- ☐ Move it to specified folder
- ☐ Forward it to specified email address
- ☐ Forward it to specified mobile number
- ☒ OPT-OUT the user

3. Rule Description(Click on an underlined Rule Criteria/Action to edit it)

Apply this rule:  
Where the Message Body is equal to 'STOP'  
OPT-OUT the user

4. Name of the rule

Etxt\_system\_optout\_on\_stop

Ok Cancel

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

**Rule**

Select your conditions and Action first, then specify the value in the description

1. Select the condition for your Rule

- ☐ Where the From line contain people
- ☐ Where the Message Body starts with specific words
- ☐ If a message comes outside these hours
- ☒ Where the Message Body is equal to specified text
- ☐ If Message comes on specified Inbound line

2. Select the Action for your Rule

- ☒ Move it to specified folder
- ☐ Forward it to specified email address
- ☐ Forward it to specified mobile number
- ☒ OPT-OUT the user

3. Rule Description(Click on an underlined Rule Criteria/Action to edit it)

Apply this rule:  
Where the Message Body is equal to 'STOP'  
OPT-OUT the user  
and Move it to specified folder

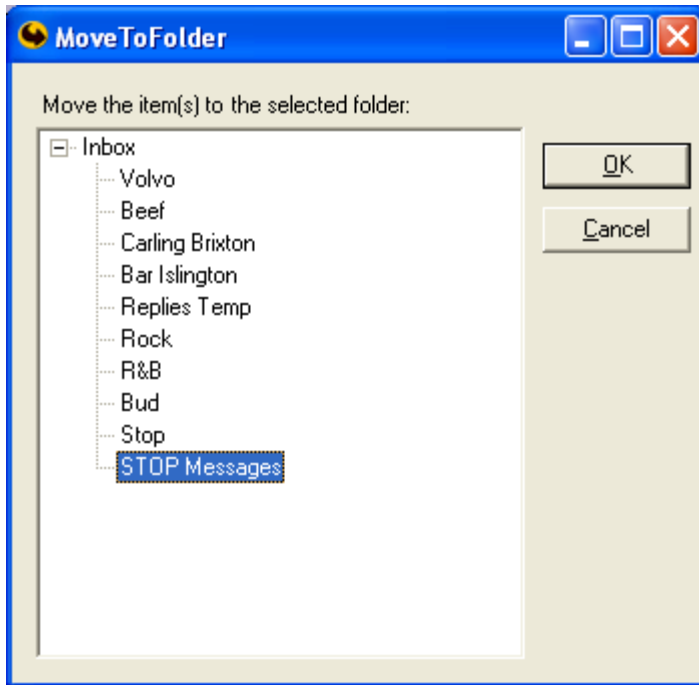
4. Name of the rule

Extnt\_system\_optout\_on\_stop

Ok Cancel

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

**Rule**

Select your conditions and Action first, then specify the value in the description

1. Select the condition for your Rule

- ☐ Where the From line contain people
- ☐ Where the Message Body starts with specific words
- ☐ If a message comes outside these hours
- ☒ Where the Message Body is equal to specified text
- ☐ If Message comes on specified MO line

2. Select the Action for your Rule

- ☐ Forward it to specified mobile number
- ☒ OPT-OUT the user
- ☐ Reply with Message xxx to first n senders and Message yyy to other
- ☐ Remove sender from group as given in the 2nd word of message

3. Rule Description(Click on an underlined Rule Criteria/Action to edit it)

Apply this rule:  
Where the Message Body is equal to 'STOP'  
OPT-OUT the user

4. Name of the rule

Extxt\_system\_optout\_on\_stop

Ok Cancel

Click OK to complete the adjustment of this Rule