

### **Sending an SMS text message from SAINT**

This facility works from any screen where you can retrieve individual or groups of students, e.g. QSV, QSU, SCE, SMO, SMS1, MAV, SMR, etc. For example, you might wish to retrieve a group of students on a particular module and send them an SMS text message to let them know that a lecture has been cancelled due to illness or bad weather.

- retrieve the students in the usual way
- select **All** from the menu bar
- select **Gen+Print Letters**
- type TXT MOBILE in the letter code field
- click **Send SMS**
- enter text in the box (max 140 characters including spaces).
- No salutation is required, the text will automatically have "Hi (name)" at the start.
- click OK

Schools and central areas will be recharged for the cost of text messages at the rate of 4.5 pence per individual text message. Thus, if you send one message to a group of 30 students, the cost will be £1.35 (30 x 4.5p).

Happy txting!