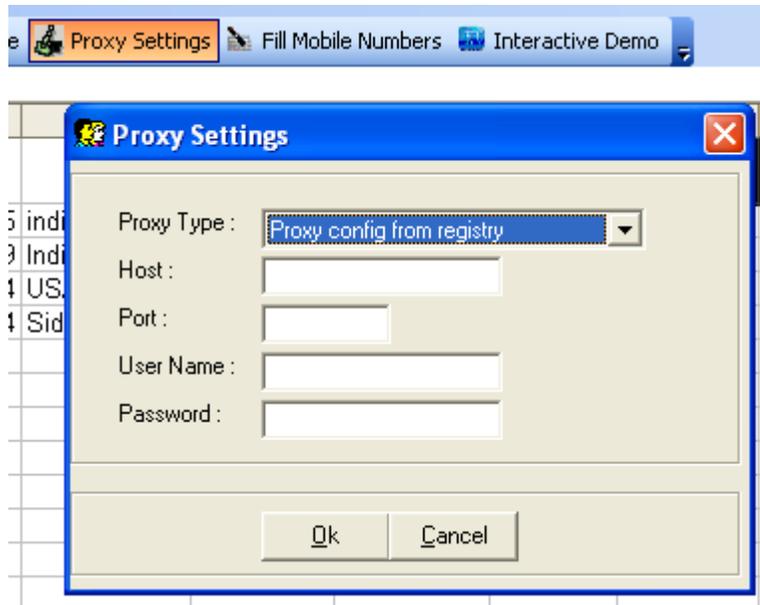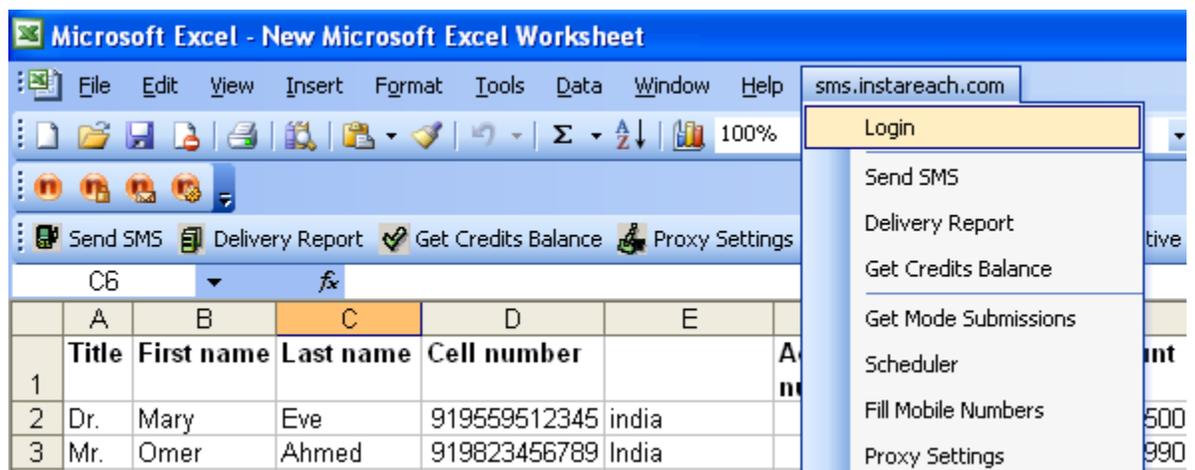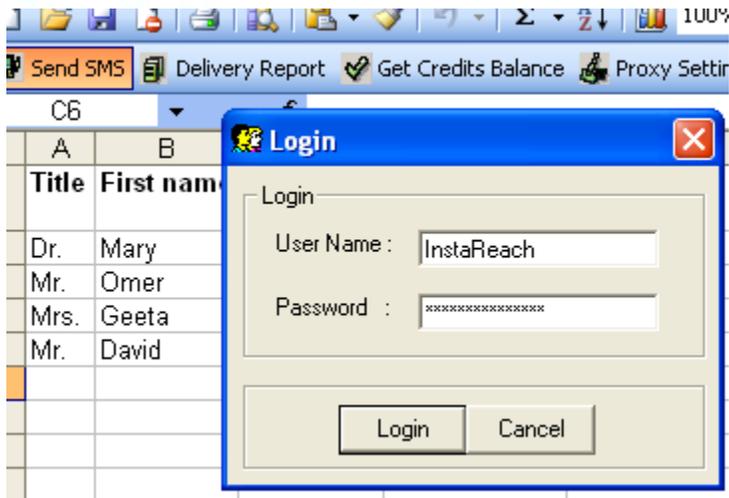## Instructions to use InstaReach Excel Application:

1. After you install InstaReach excel plugin, open an existing Microsoft Excel® file.

2. If there is a firewall in your corporate network then, contact your network administrator.

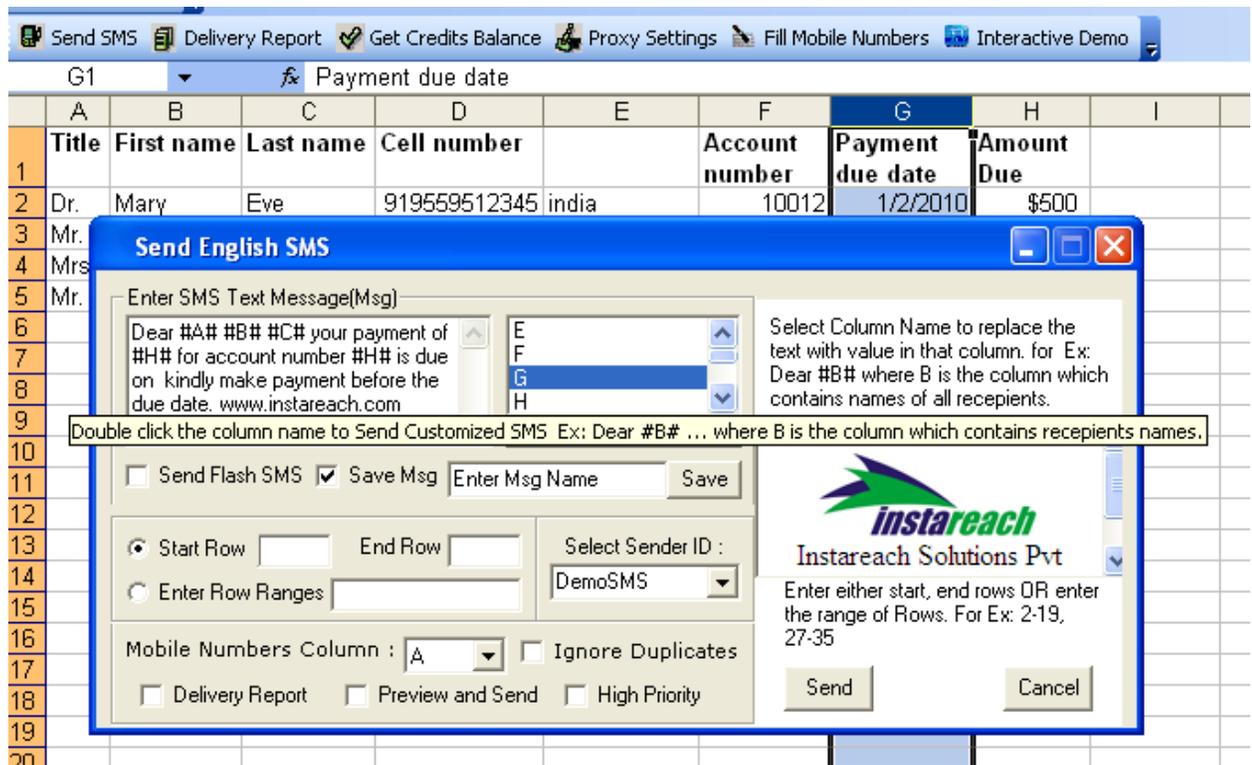3. Click on sms.instareach.com in the excel menu bar and click on login

4. Type in your user name and password in the login screen.

5. Click on Send SMS

6. As shown in the image below, click on "add column to text" button to select information from the required columns. This way you will be sending a personalized message to each name and number in the excel sheet.

7. Select the start row and the end row or a row range as explained below the send button. Select the options you would like, for example delivery report, preview and send high priority, ignore duplicates, select sender ID. You can even send as flash message or select from message templates.

8. Click on 'send' to send the message.

9. Once the messages have been sent, click on delivery report in the excel spreadsheet to confirm the success of messages sent. Give a name to the report in the Sheet name box as shown below. Once the report has been downloaded, it will open in a new sheet named Campaign July 15 with the same spreadsheet.
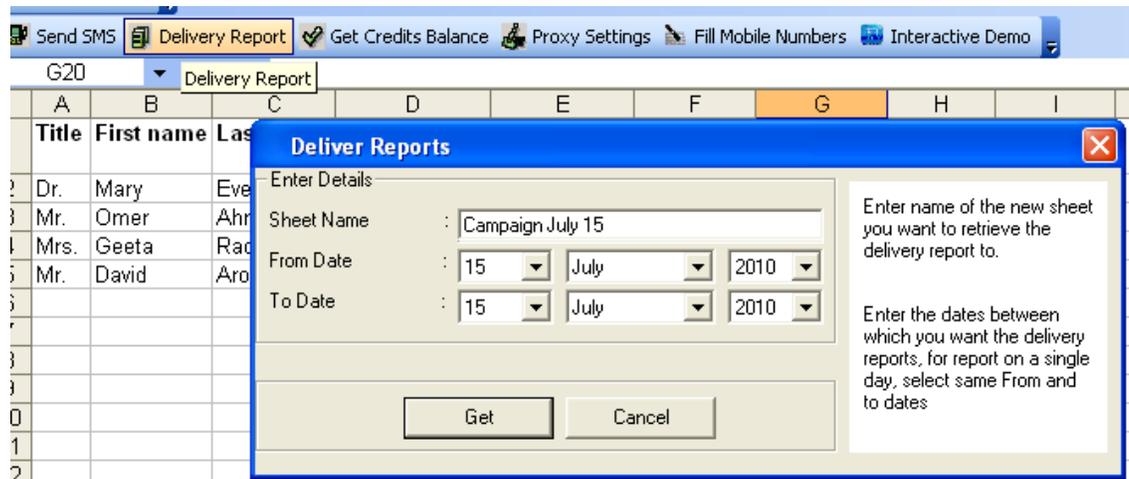
10. The following deliver report shows the messages that were delivered and numbers that had opted out by registering with DND.