Setting up *InSite Mail* to Send Text Messages

**NOTE:** You must use *Internet Explorer* or *Firefox* to follow these instructions. The options shown here do not work with the *Safari* web browser.

Text messaging from *InSite Mail* works with the following cell service providers:

<table>
<thead>
<tr>
<th>Provider</th>
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<tbody>
<tr>
<td>AT&amp;T</td>
</tr>
<tr>
<td>Sprint PCS</td>
</tr>
<tr>
<td>T-Mobile</td>
</tr>
<tr>
<td>Verizon Wireless</td>
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</table>

1. After signing onto your account from within the *InSite* portal, click on the **Options** menu in the upper right area near your name. Select **Create an Inbox Rule** from the **Options** menu:
2. On the **Inbox Rules** menu, click the **New** button and select **Create a new rule for arriving messages**:

![Create a new rule for arriving messages](image)

3. The New Inbox Rule window will open.

   From the **When the message arrives, and** menu, you can choose to have text messages sent when you receive e-mails from a specific person, from specific e-mail address, etc.

   Or, select **[Apply to all messages]** to receive a text message with every e-mail.
4. From the **Do the following*** drop-down menu, choose **Send a text message to**: 

![Image of InSite Mail settings](image_url)

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

- Select one
- Select one
- Move the message to folder...
- Mark the message with a category...
- Redirect the message to...
- Delete the message
- **Send a text message to...**
5. Click the **Select One** link to enter your cell phone information.
6. Choose **United States** as your **Locale**, and then select your cell phone service provider from the **Mobile operator** drop-down menu.

![Image of Text Messaging setup](image)

**NOTE:** If you don’t see your cell service provider listed in the Mobile operator menu, you cannot use the text messaging feature. Microsoft has not yet established a relationship with your provider.

Click **Next** to continue.
7. Enter your mobile number where you want to receive text messages.

Click **Next** to continue.
8. A passcode will be sent to your cell phone in a text message similar to the one shown here:

![Passcode Text Message](image)

Enter the passcode from the text message and press **Finish** to complete this step.
9. After entering your passcode, your cell number will appear in the New Rule window. Your rule is now ready to be saved.

Click the button to complete this rule.

10. You will receive a text message to confirm that your rule has been set up correctly.