**MTN-017**

**SMS 101**

**Sample Training Guide**

*For more precision, please refer to the User’s Guide that comes with your phone.*

**To Save a Contact in the Address Book**
*NOTE: Contacts can also be saved from the [call history log](http://www.att.com/esupport/article.jsp?sid=KB410445" \t "_self).*

1. From the standby screen,

Dial the desired number, then select **Options**.

2. Select **Save Number.**

3. Select the desired option for saving.
NOTE: In this example, we will **Create Contact**.

4. Enter the Contact Details, then select **Save**.

**To Send an SMS**

1. From the standby screen, press **Menu**.

2. Select **Messaging**.by clicking until the little envelope is highlighted

3. Select **Create Message.**

**To send to a recipient not in the Address Book**

Manually enter the number to send to**.**

Use the mandatory 10-digit pattern (Example: "4075551212").

**To send an SMS to a recipient stored in the Address Book**

1. Select the **+** icon to add contacts from the Address Book**.**

2. Highlight the desired recipient(s), then select **Check.**

3. Once all desired recipients are **Checked**, select **Done.**

4. Enter the desired Text for the message, then select the **Send** icon (green arrow).

**To Receive an SMS**

1. To read a message when it first arrives:

Select **View.** The message will be displayed. Select **Off** to dismiss the notification.

2. To read a message later:

From the standby screen, press **Menu.**

3. Select **Messaging** by clicking until the little envelope is highlighted.

4. Select **Inbox**.

5. Select the desired Message.

6. The message will be displayed.

**To Delete an SMS**

1. From the standby screen, select **Menu**.

2. Select **Messaging** by clicking until the little envelope is highlighted.

3. Select **Inbox**.

4. Select the desired Message.

5. Select **Options**.

6. Select **Delete.**

7. Select **Yes** to confirm deletion.

