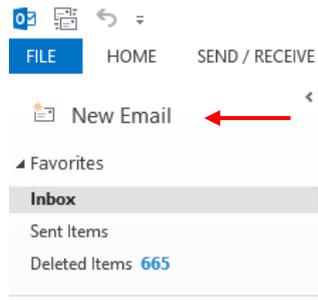


How to send a message using TIM's (Telstra Integrated Message)

1. On your workplace device, open your emails how you normally would using either Outlook Explorer or Webmail

2. Click on 'New Email'



3. In the 'To' bar of the email, please type the mobile number you wish to send the message to followed by **@sms.tim.telstra.com** Please see the example below

To...	0400461730@sms.tim.telstra.com
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4. You can't have a Subject line, so always leave it blank. Click straight into the message section to type your text.

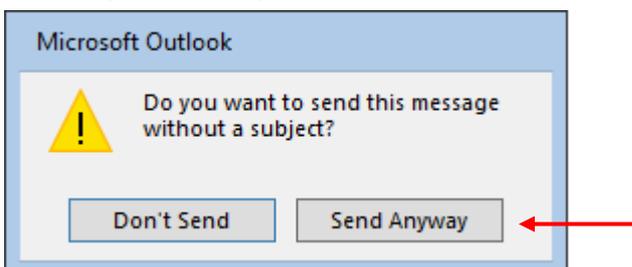
5. Type your desired message. You can choose to write as much or as little text as you like. Remember to make sure you always delete your email signature – most signatures have some sort of graphic in it i.e. the NSW Health logo. These graphics will not text well, and may corrupt the text and make it unreadable. It is also advisable to delete your signature as it may carry personal details such as a phone number or email address that you do not wish to send. Example message below (this is example is for pexip, the myVC links look different – please refer to the cheat sheets for the correct links for the account you have)

Pop Out X Discard

Send	To...	<input type="checkbox"/> 0400123456@sms.tim.telstra.com;
	Cc...	
	Subject	

Hi John, pls click the following link <https://conference.meet.health.nsw.gov.au/webapp/#/?=conference4560070> for your Allied Health Telehealth Appt on Mon 25/8 @ 0915. If you are using a smart phone, please close all your apps before clicking link. If you are using a laptop/computer, please copy and paste this into Google Chrome. If you have any issues pls call clinic on 9540 0000
Kasey Hahn
Telehealth Support Officer- Sutherland Hospital

6. Click 'Send'
7. You may get this warning come up on your screen, click **Send Anyway**. You can't have a subject to send your TIM's



How to send a message using TIM's (Telstra Integrated Message)

8. Once the email sends, your message has successfully sent! The TIM's will be sent from a generic mobile number, not your own personal mobile phone number or email address
9. If the person replies to your TIM's, it will come to your NSW Health email inbox and look like this, double click on the message to see the reply

