HOW TO USE NIC SMS Facilty
(One must have e-mail ids in .gov.in OR nic.in DOMAIN).

1. Open any browser like **FireFox** or **Chrome**.

2. Type http://mail.gov.in when the NICemail window opens

3. In the NICemail window, click on the **QuickSMS** icon on the top right corner of the screen.

4. In the next quick SMS window, fill up the screen as follows :

> userID   : <nicemail id>
> password   : <nicemail password>

     and click on the Green Bar just below to sign in

5. After clicking on the Green Bar below, it would send an **One Time Password (OTP) to the Mobile Number registered against the above <nicemail id>**..

6. In the next screen , you please enter the OTP and click on the green bar below. It would then allow now to enter the send SMS screen.

7. In the send SMS screen, you can see the following fields :

    Groups : Entity which comprises of multiple mobile numbers with respective Mobile number owner, e-mail ids, department name which can be Created by the user

    Multiple Groups :   In this field, it would display all the GROUPS already created.

    Distribution List :   It displays all the Distribution List already created from NIC(HQ).

    Recipients   :   This would display the name of all those persons to whom you have already sent SMS previously using this NIC-SMS Facility.

    Message Content : Here you have to type your SMS content.

8. **Mode of SMS :**

       i) Individual SMS

       ii) Bulk SMS

9.

    (A) How to send Individual SMS :

    a) In this mode, in the send SMS screen, go to the field Recipients, type the Mobile No to which you want to send SMS (you can send the SMS to more than one Mobile No. by keying in the mobile nos one after the other.

    b) In the **Message Content Box,** type the SMS content then scroll down a little bit and click on the SEND button. This would send the SMS to one or more than one Mobile Numbers.

(B) How to send bulk SMS :

i) In this mode, in the send SMS screen, Click on the **Group** Field**,** it would display all the Groups created so far in the Multiple Groups field. From this list, select the Group and then the selected group would appear in the **Recipient Field.**

While selecting a Group, it would prompt whether you want to select **A few** from the group or **All** from the group..After making the selection,

ii) In the **Message Content Box,** type the SMS content then scroll down a little bit and click on the SEND button. This would send the SMS to all the Mobile Numbers in the group.

Groups are created in a meaningful way to comprise of those persons/recipients with Mobile Numbers to whom SMS are sent periodically in frequent intervals..

10. How to Create a Group :

i) From the left side vertical Menu bar, click on the **Manage Group** , it would open the ADD GROUP Window. In the same window, at the bottom, you can see **Group Name bar** below which you can see the group names already createdõ

ii) Just below ADD GROUP bar, enter the new **GROUP NAME (that you want to create e.g. cex_ghy_div)** and after that click on the + sign.. This will create the new GROUPõ Once the group is created, it would appear just below Group Name bar..

How to Add users/mobile numbers :

i) Select the Group Name just you created say **cex_ghy_div** from just below the **GROUP NAME bar.**
Click on the button **Click to see the CONTACTS**, then **ADD CONTACT** window opens.
Just below, **ADD CONTACT bar,** add Department, Name, 10-digit Mobile no. and e-mail id (optional) and then click on the + sign , this would add the Mobile Number to the group .. Repeat the same to add more contacts to the given group viz. **cex_ghy_div..** This is how to create the GROUP (with contact numbers)õ

11. How to LOGOUT / Sign-out :

From the Vertical Menu on the left side, click on the **Sign Out** icon at the bottom for.

12. From any position, to go to send SMS screen, click on the New SMS button on the top of the vertical menu on the Leftõ

Note :
1. There are many more features.. The above steps are good enough to operate the NIC-SMS messaging
2. Please do not use any of the distribution list..Using any Distribution list would send your SMS to NIC officers of other locationsõ

******** **(prepared by NIC Meghalaya)**