

red₄xygen

SMS FROM YOUR PC

[Red Oxygen Gmail SMS \(G Suite Marketplace\)](#)

USER GUIDE

Version: 4.0

www.redoxygen.com

The User's Guide to Red Oxygen Gmail SMS

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Red Oxygen

www.redoxygen.com

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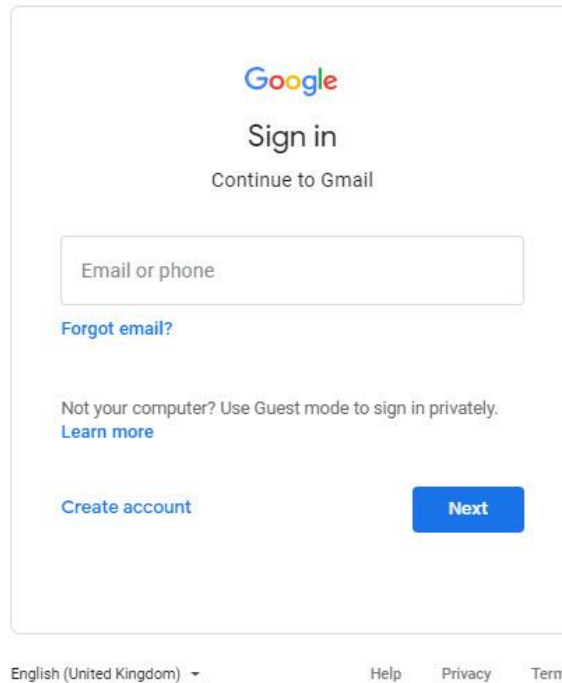
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Accessing G Suite Applications

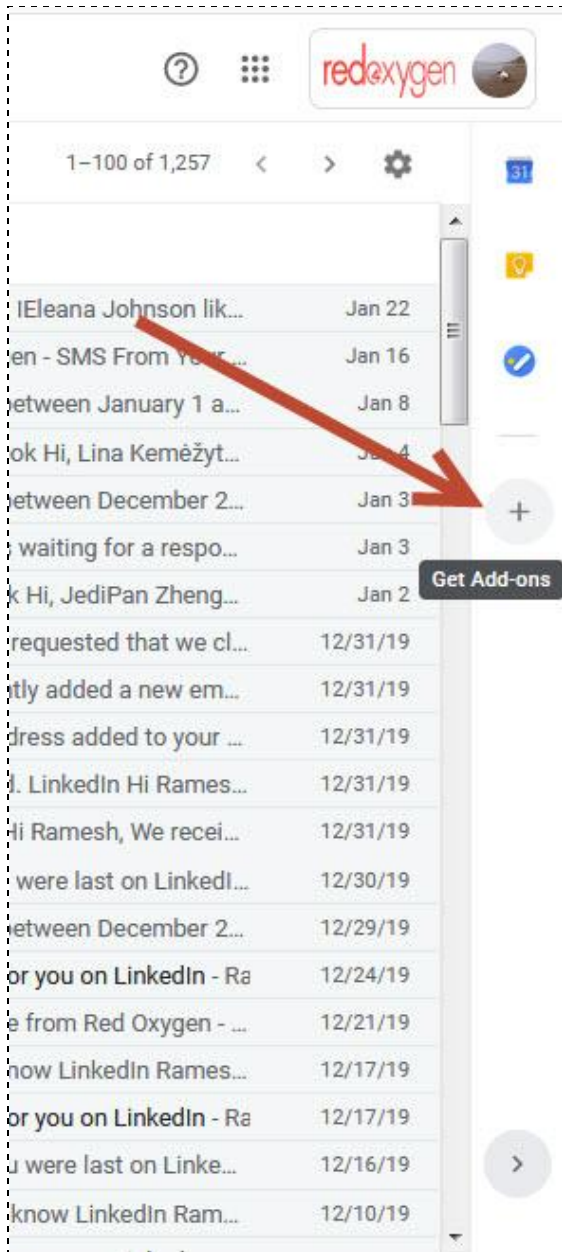
1. You can install Gmail add-on from a browser only by logging into your Google account. If you don't have one yet, please create from www.google.com.
2. In order to install the add-on, please log into your Gmail account.



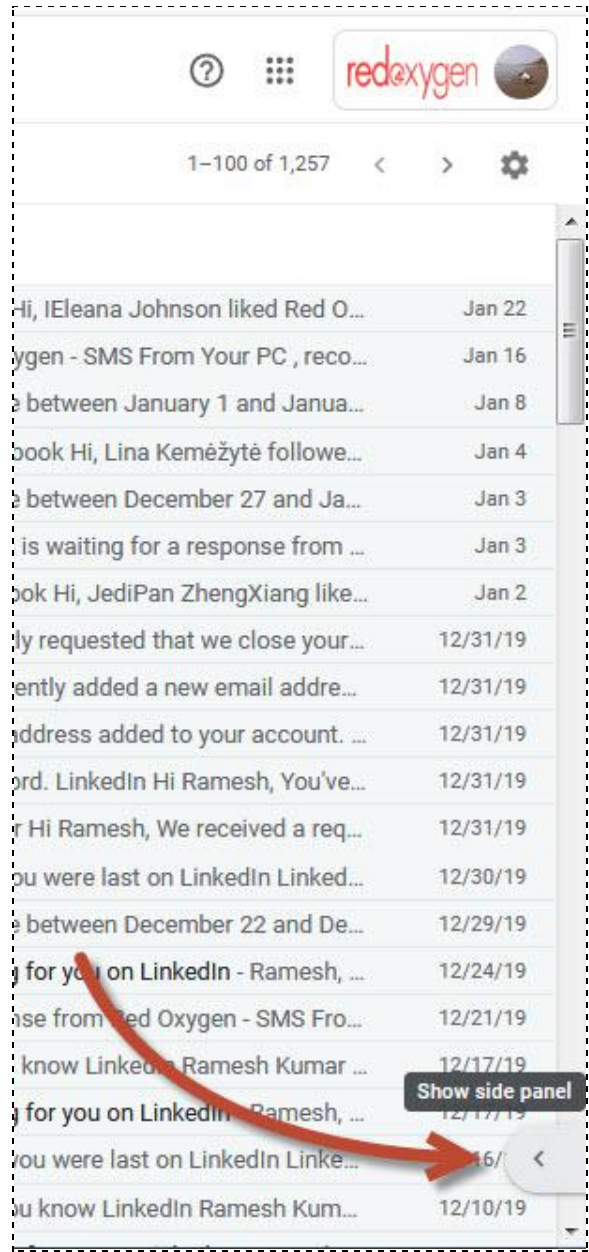
3. You need to go to the [G Suite Marketplace](#) and then search for "Red Oxygen Gmail SMS".

How to Access G Suite Marketplace

4. There are several different ways you can access the G Suite Marketplace page:
 - a. *From the Gmail homepage.*
-



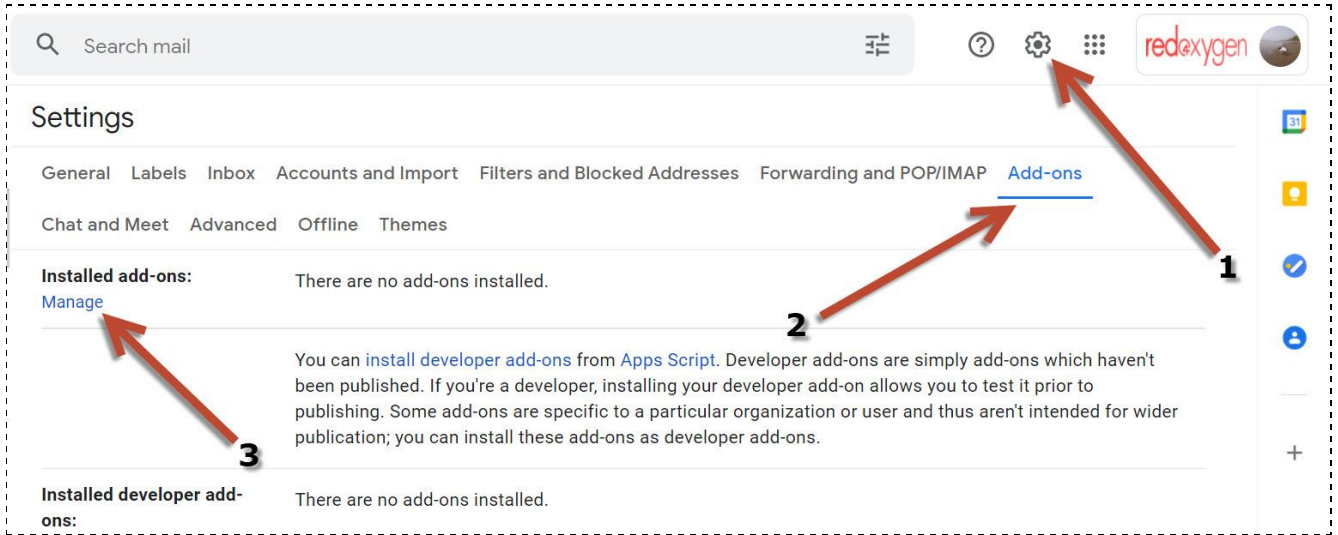
Go to the side panel of your Gmail and click on the “+” sign (Get Add-ons button).



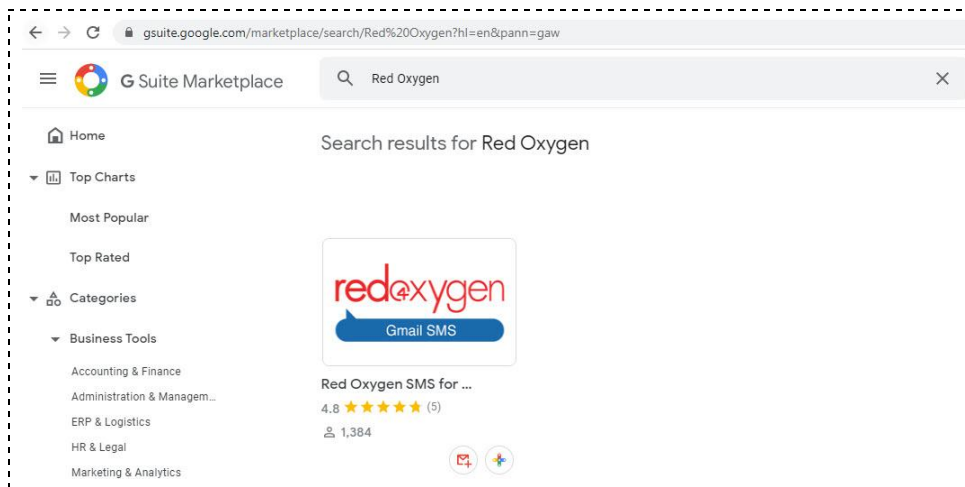
If you don't see a side panel on your Gmail screen, please click on the small arrow at the bottom right corner

b. From Gmail settings.

Go to Gmail settings by clicking “⚙” (settings icon) on top-right and go to See all settings > Add-ons and click on “Get add-ons” or “Manage”.



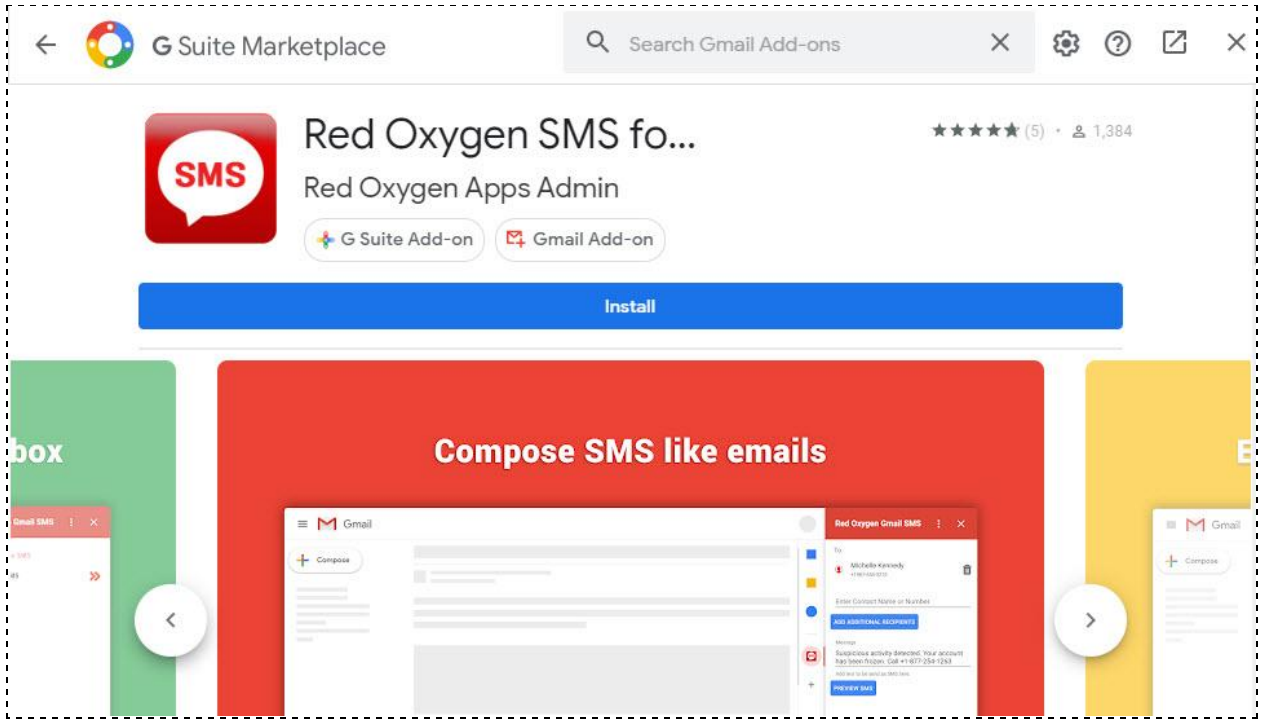
c. By visiting “<https://gsuite.google.com/marketplace/>”.



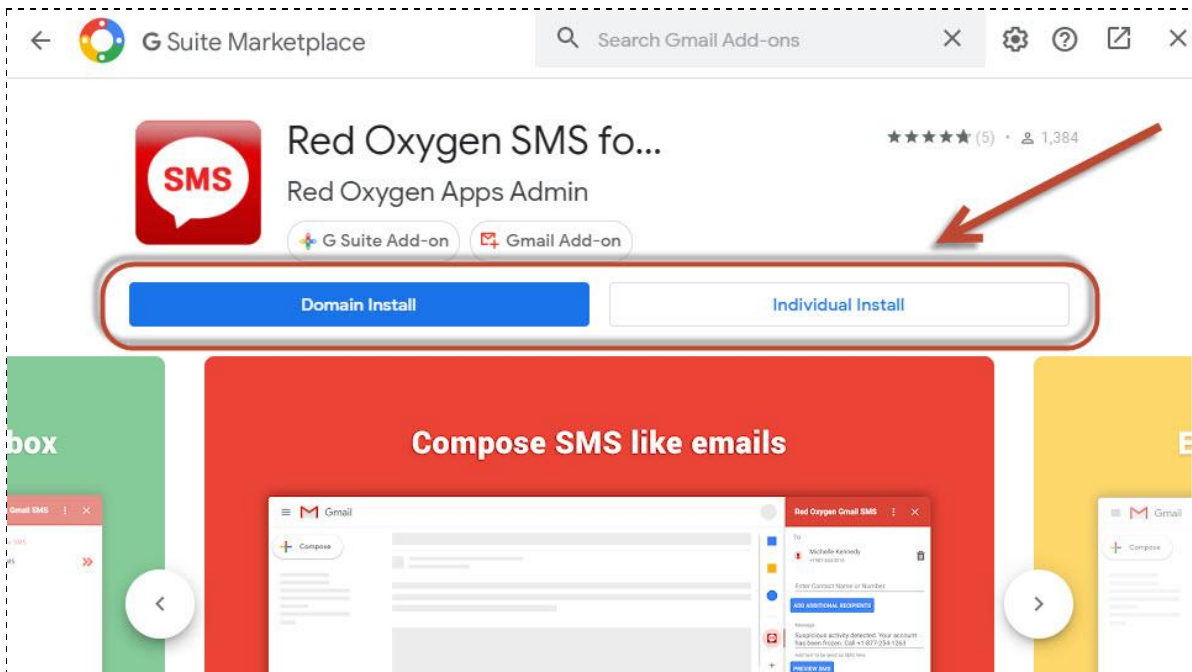
You can simply type “Red Oxygen” in the marketplace search bar to search for the add-on.

How to Install

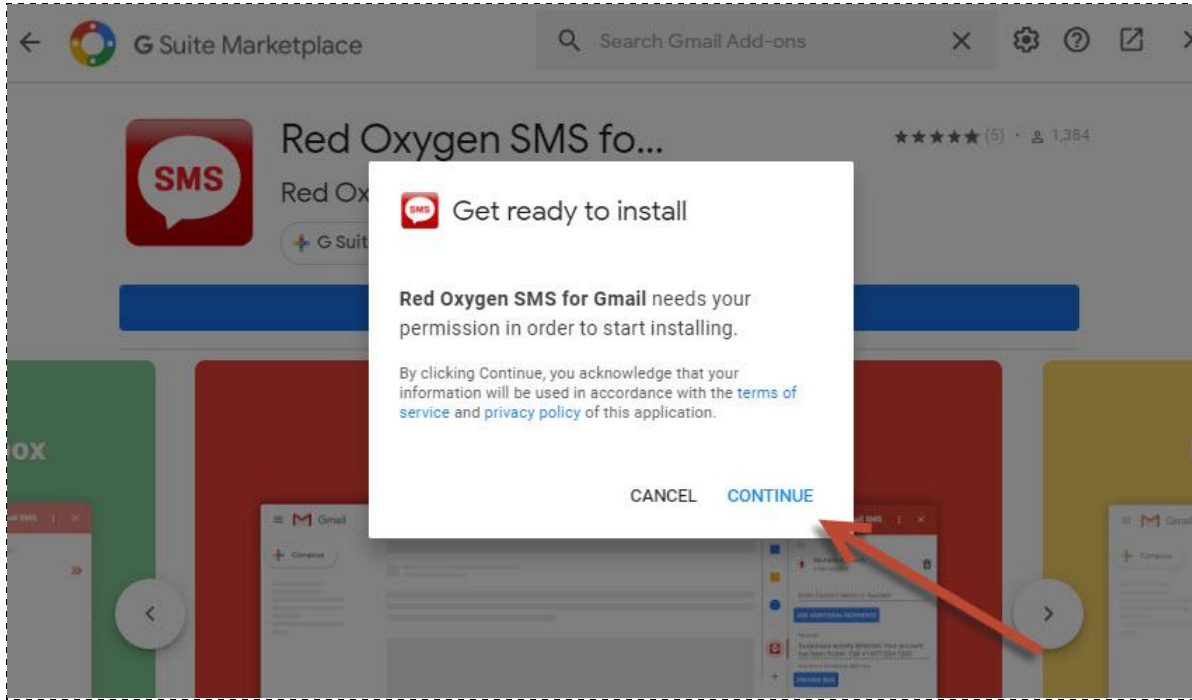
5. In order to install the add-on, search for “Red Oxygen Gmail SMS” on [G Suite Marketplace](#) and simply click the “INSTALL” button.



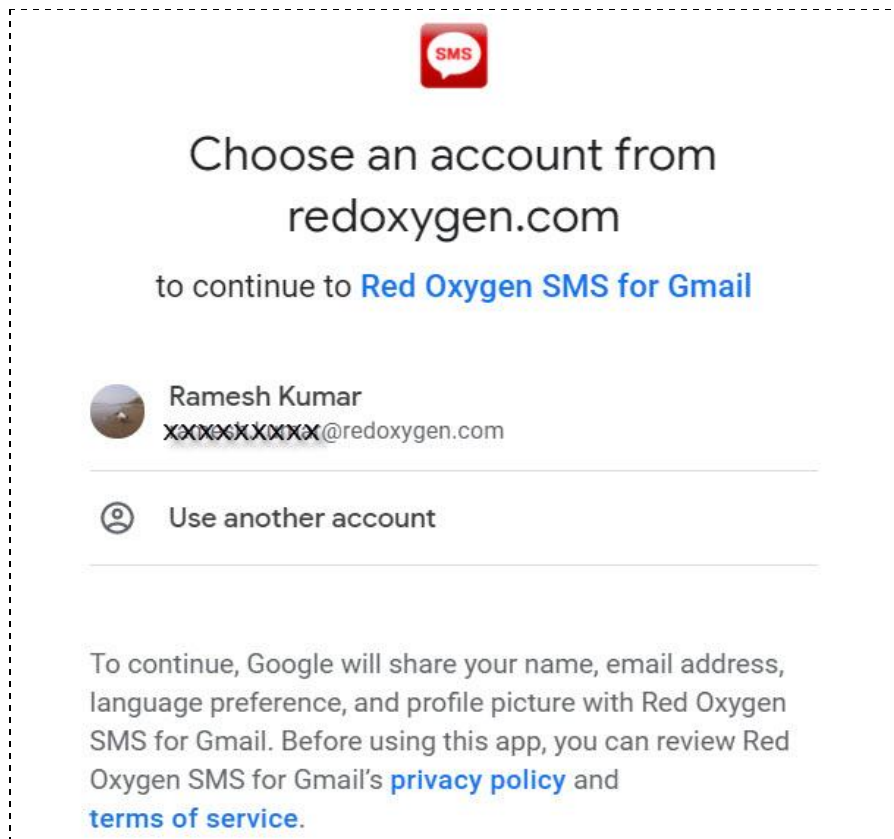
6. If you are an account administrator of your corporate G Suite account, you should get two options while installing the add-on: “DOMAIN INSTALL” and “INDIVIDUAL INSTALL”. You can install the add-on as per your requirement.



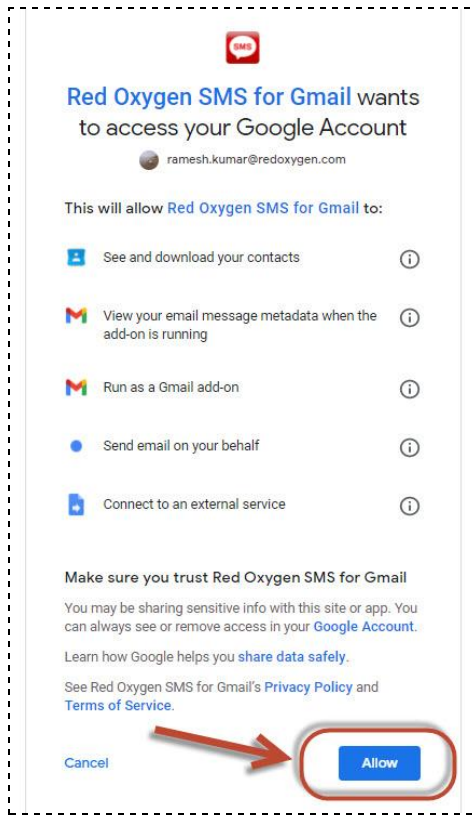
7. You may click on the “INSTALL” button and then click “CONTINUE” to install the add-on.



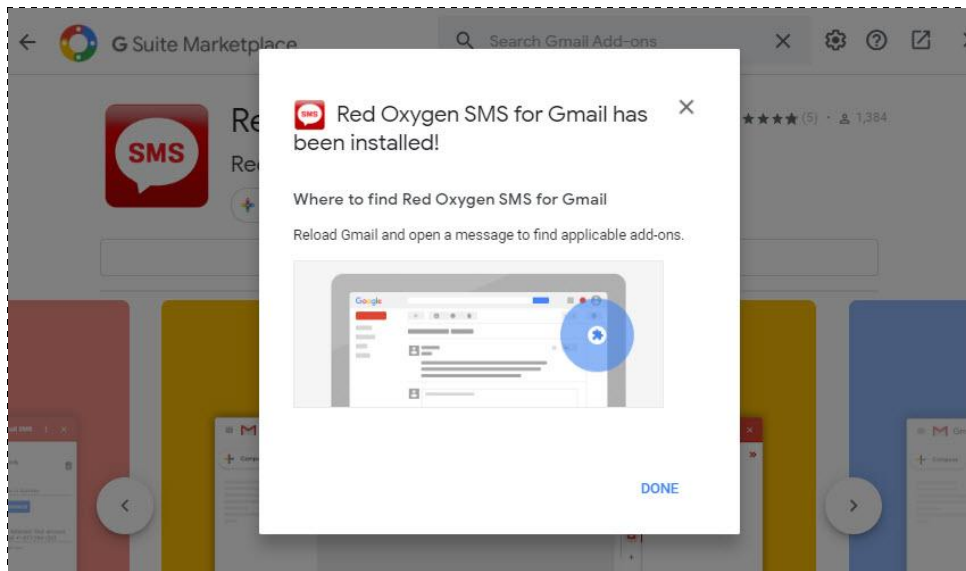
8. Google will ask you to choose a Gmail account to continue to Red Oxygen Gmail SMS. Please select the appropriate account if you are logged in to multiple Gmail accounts. *Please choose the account which has an existing Red Oxygen account, if you have one.*



9. Now, Google will ask you for the required permissions to install the Red Oxygen Gmail SMS add-on. Click on the “Allow” button at the bottom to continue.

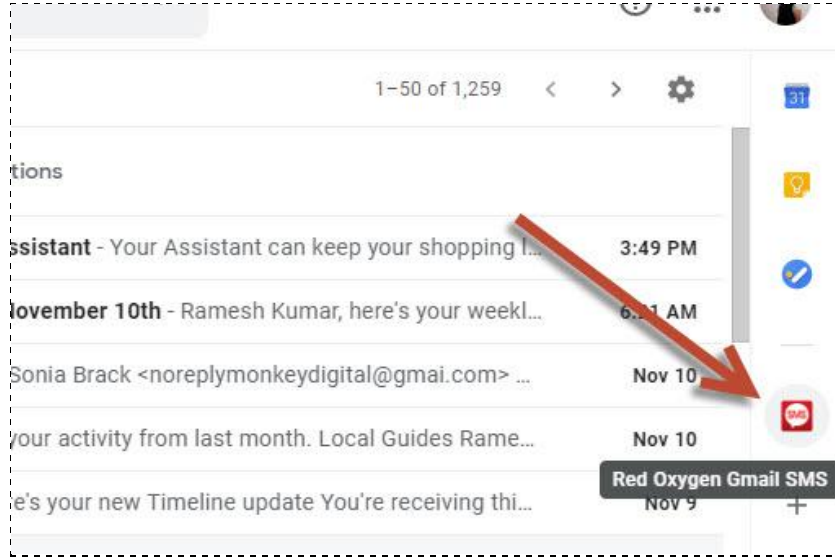


10. This will install the add-on to your Gmail account. Once installation is complete and you see the confirmation screen, click on “DONE” and close the G Suite Marketplace screen to continue login and start using the Red Oxygen Gmail SMS add-on.

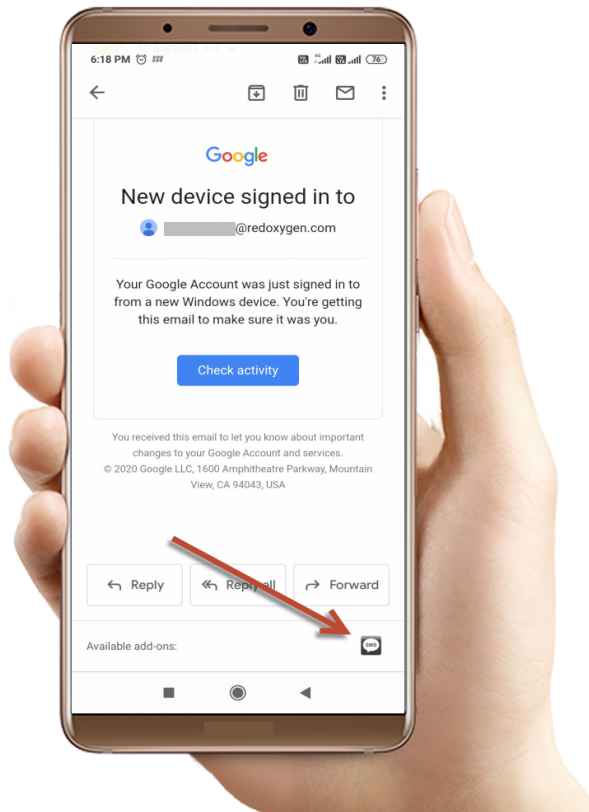


Getting Started with Gmail SMS

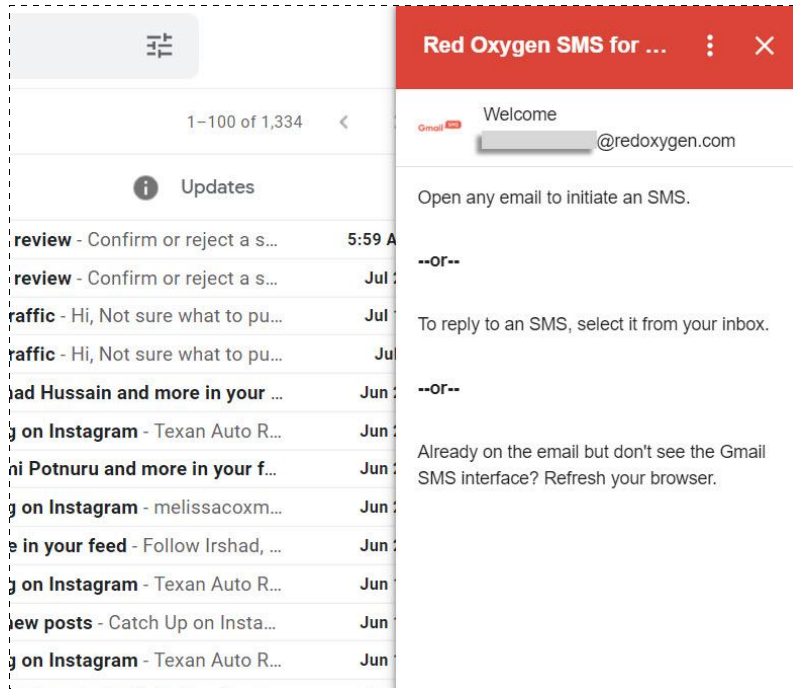
11. The installed add-on should appear in the Gmail add-ons ribbon, which is on the right side of Gmail on your desktop browser.



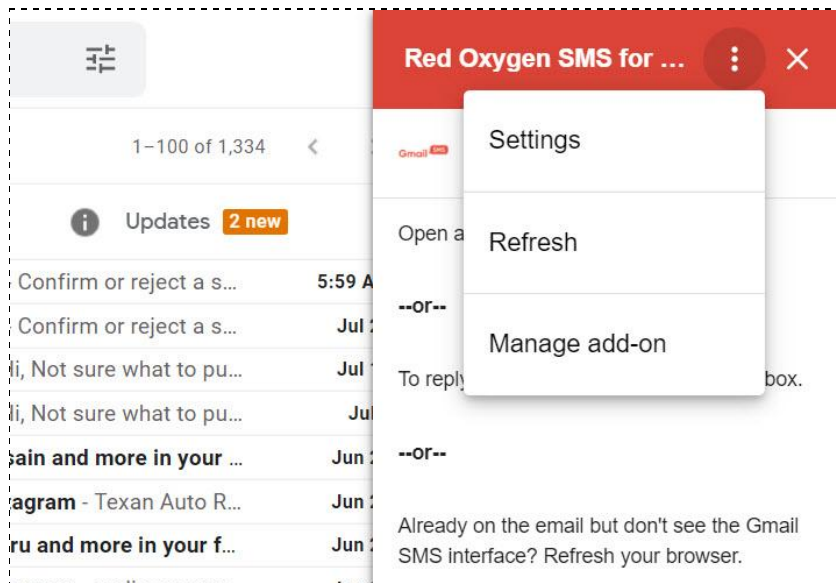
12. The same add-on should appear at the bottom of emails in your Gmail Android and iOS mobile app.



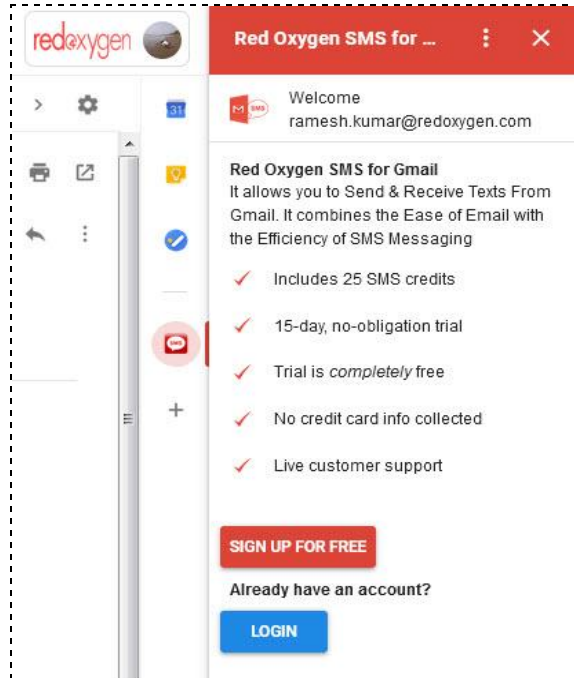
13. You need to select an email for Red Oxygen Gmail SMS to recommend content for you.



14. If you already have an email opened but still see the same screen, please go to options and click "Refresh".



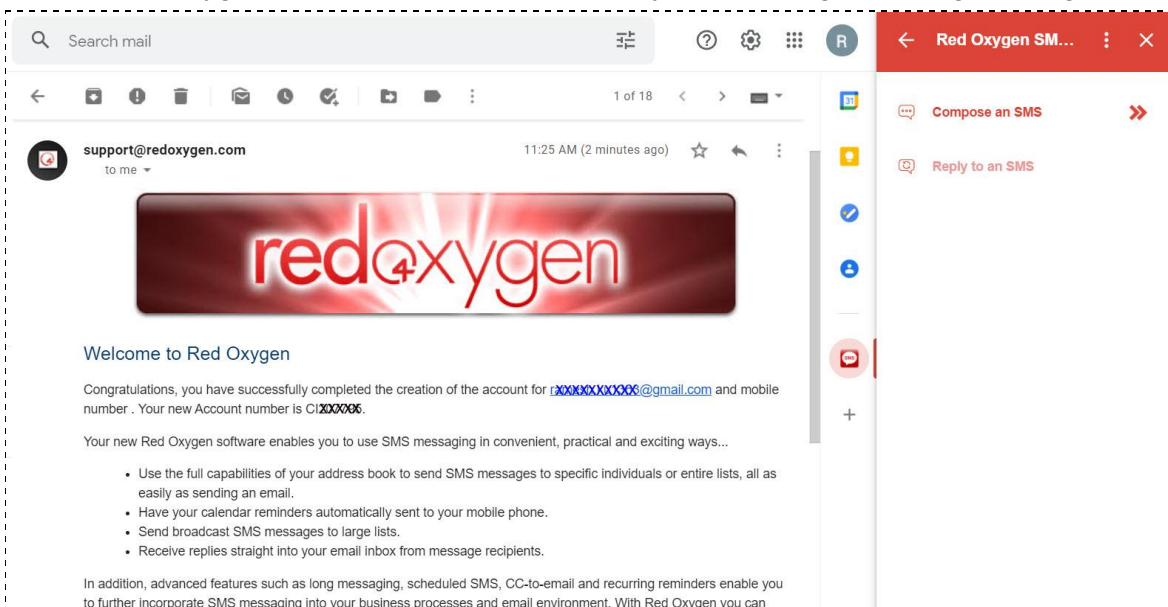
15. The first time you open the app, you will be asked to create a free trial account or log into your existing Red Oxygen account.



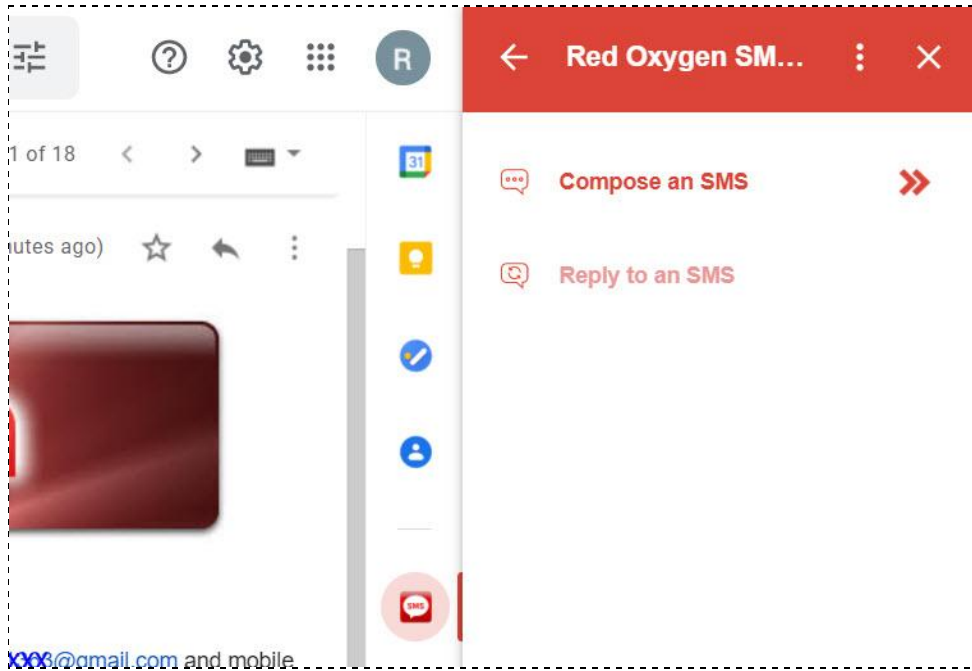
- a. If you don't have an account, you may sign up for a free, 15-day trial account. Simply click on the "SIGN UP FOR FREE" button and proceed with the free trial account creation. Contact us at support@redoxxygen.com if you encounter any issues.
- b. If you already have a Red Oxygen account, you just need to click on the "LOGIN" button. Red Oxygen's server will auto-detect your account and automatically log you in.

How to Use Red Oxygen Gmail SMS

16. Once logged in, you should receive a welcome email from Red Oxygen. You are ready to use the Red Oxygen Gmail SMS add-on. Open any email to begin sending messages.



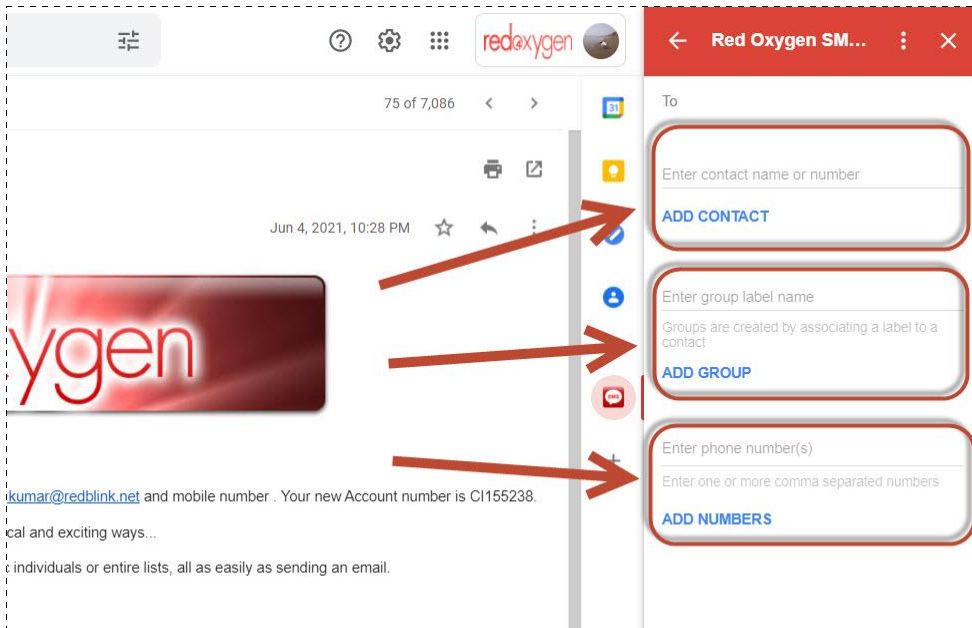
17. A “Compose SMS” option will be available as a default SMS-writing option. Click on this to start composing.



Adding Recipients

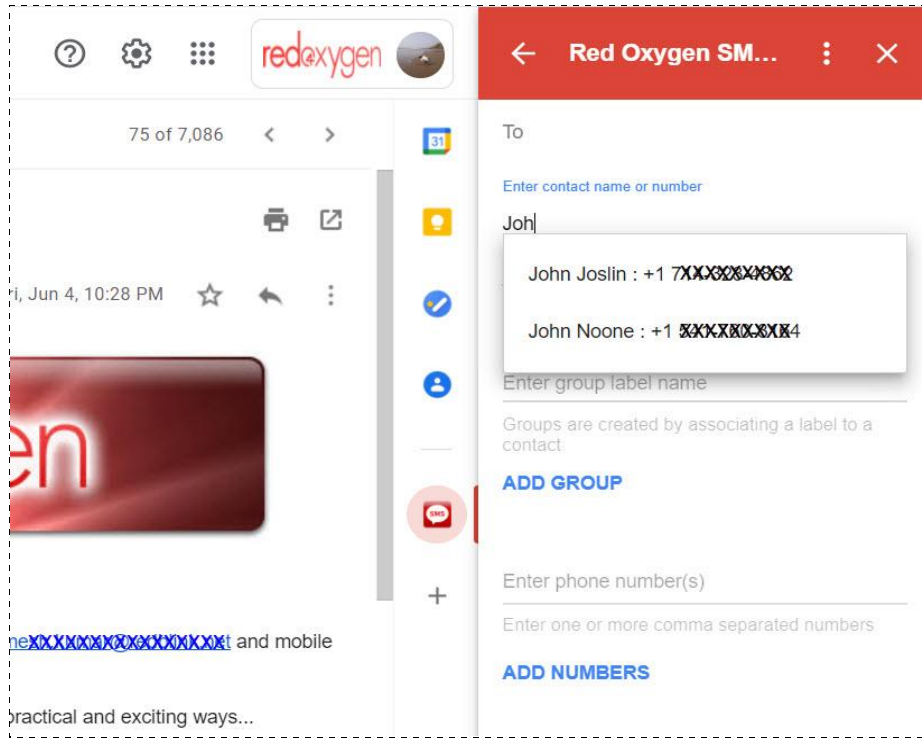
You can add recipients to GmailSMS in three ways:

- a. Using saved contacts in Google contacts.
- b. Creating Labels/Groups in Google contacts.
- c. Manually entering unsaved numbers.



a. Using Saved contacts in Google contacts.

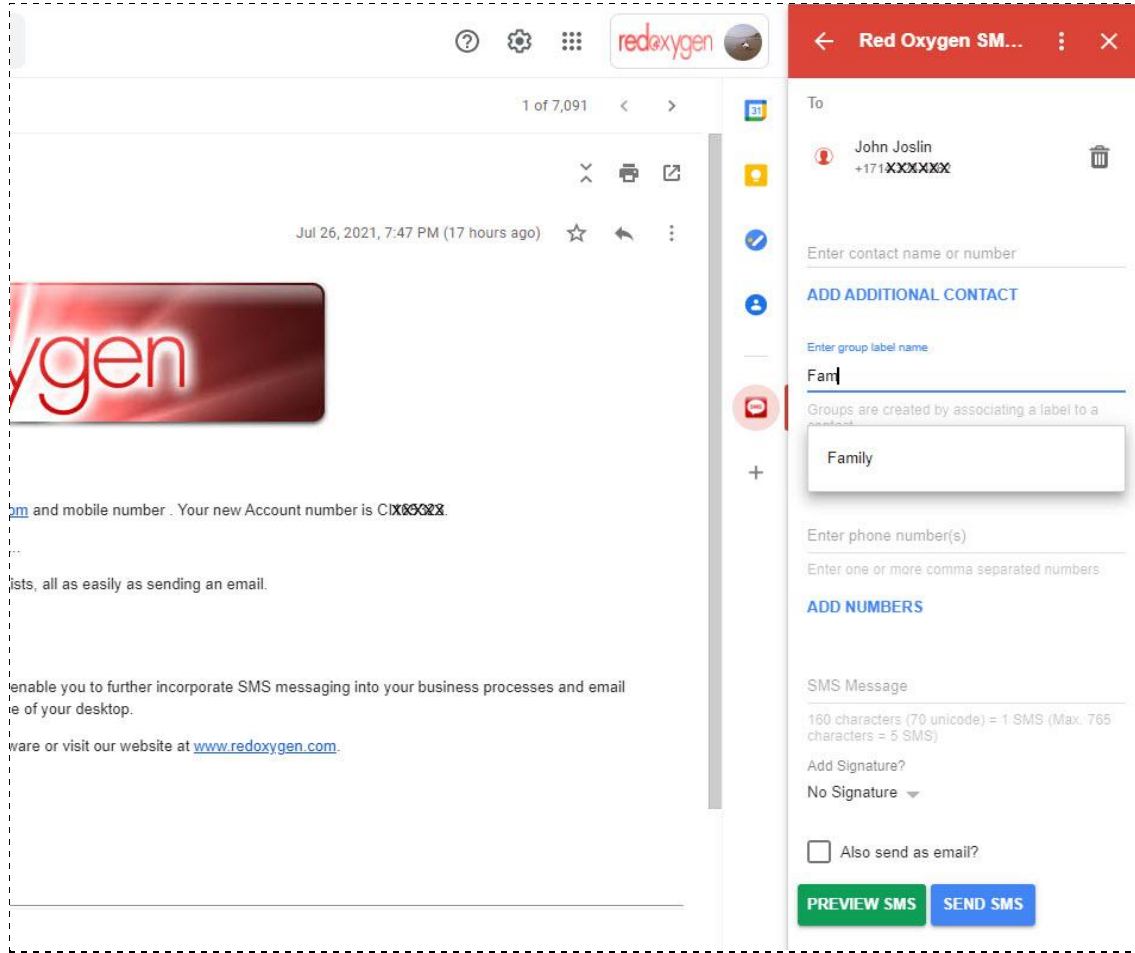
Start typing the name or number of the recipient in the “To” field and Gmail SMS should automatically fetch their contact details from Google Contacts. *(Make sure you have contacts saved in the same Google account to allow the add-on to retrieve them. To know more about Google contacts [click here.](#))*



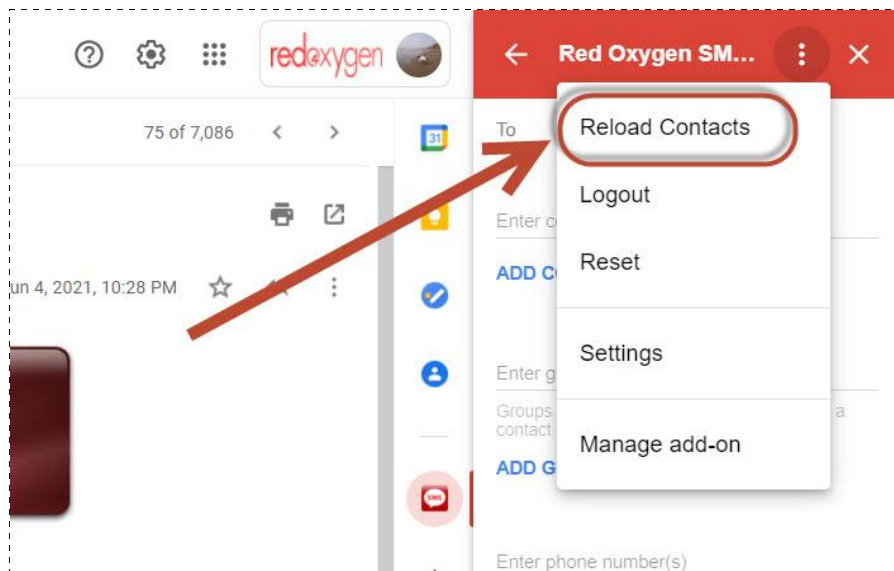
b. Creating Labels/Groups in Google contacts

Similarly you can search for Labels/Groups you have created in Google Contacts. Start typing the Label/Group name in the second field and Gmail SMS should automatically fetch the Label/Group details from Google Contacts. *(Make sure you have Labels saved in the same Google account to allow the add-on to retrieve them. To know more about Google Labels [click here.](#))*

- Select the contact and click on the “ADD RECIPIENTS” or “ADD GROUP” button to add the recipient or the group. You can add more recipients and groups in the same way.
- Please note that the message text area should appear only once you have added at least one recipient or the group.

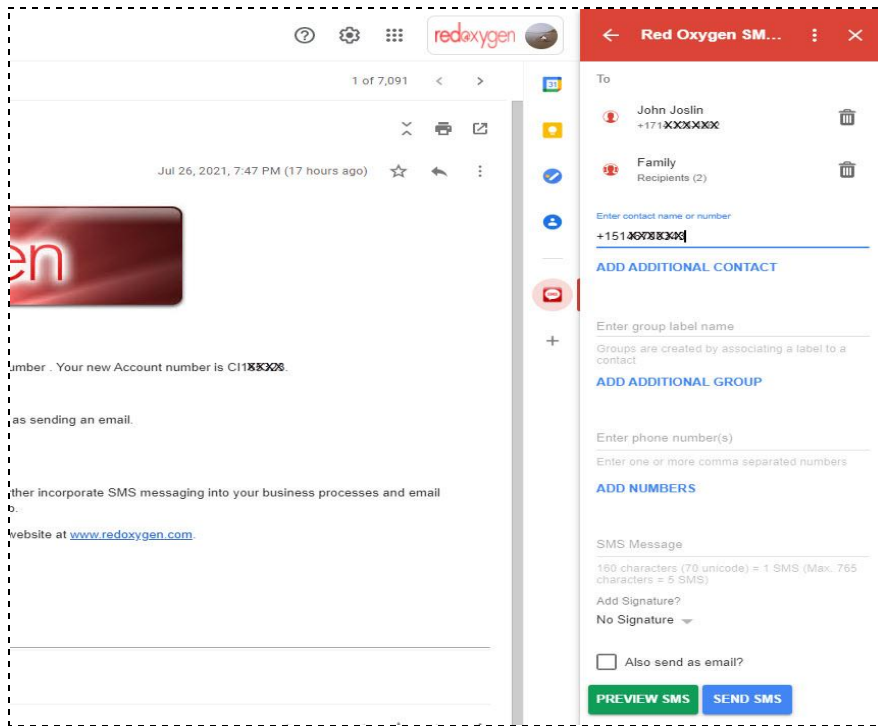


- In case you have any newly-added entries in your Google Contacts and they are not appearing in your contact search, you can load them by clicking the “Reload Contacts” option.

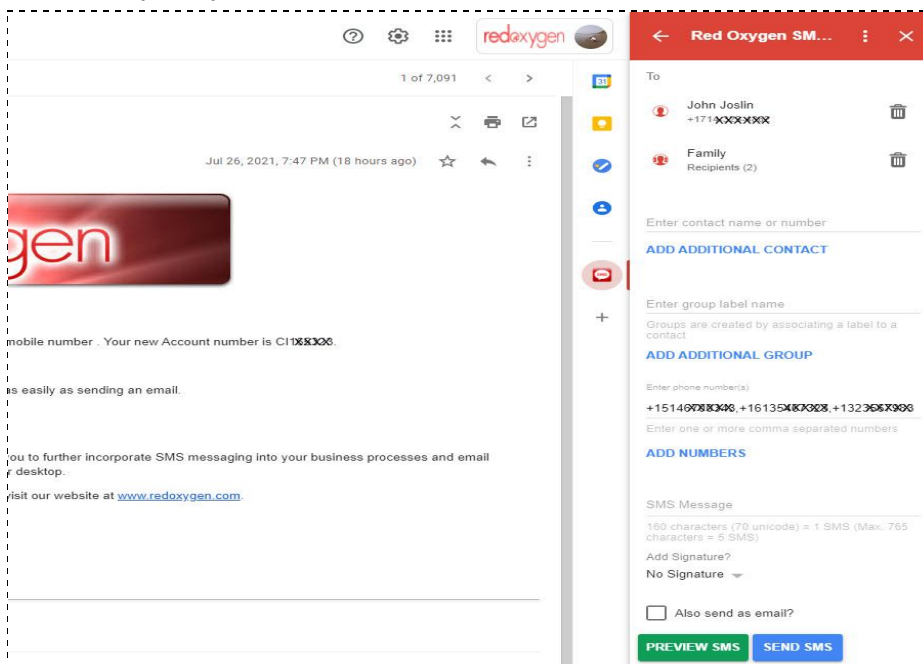



c. Manually entering unsaved numbers.

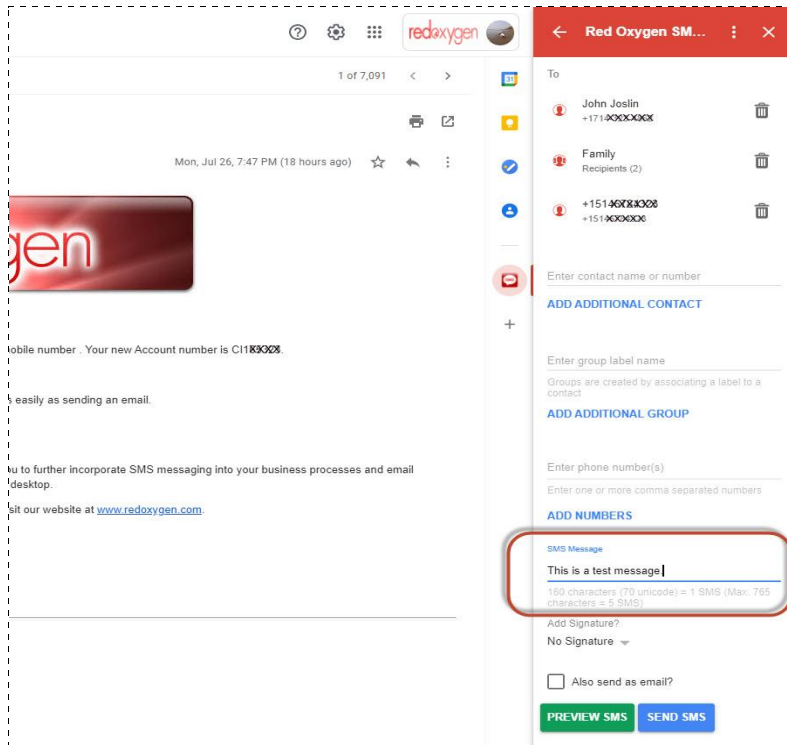
- You can manually input a number in order to message any unsaved number. *It is always recommended to use the international format (i.e with country code).*



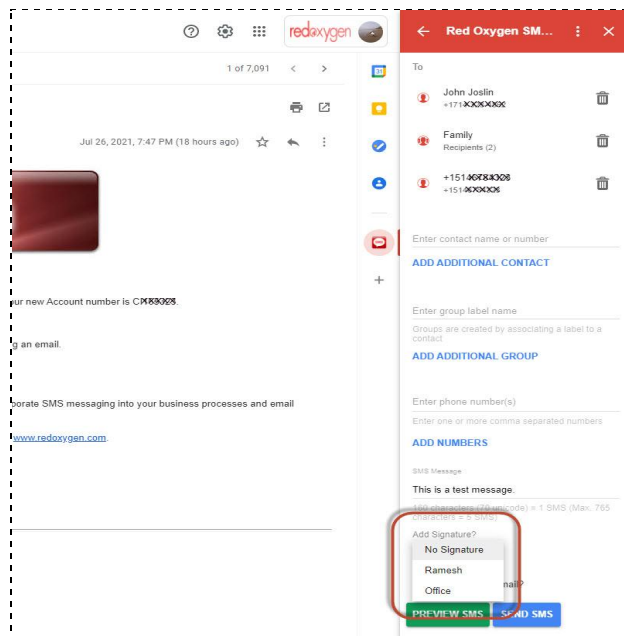
- You can manually enter multiple numbers, **separated by commas**, to message unsaved numbers.
- Or simply copy and paste the numbers from another document or spreadsheet.



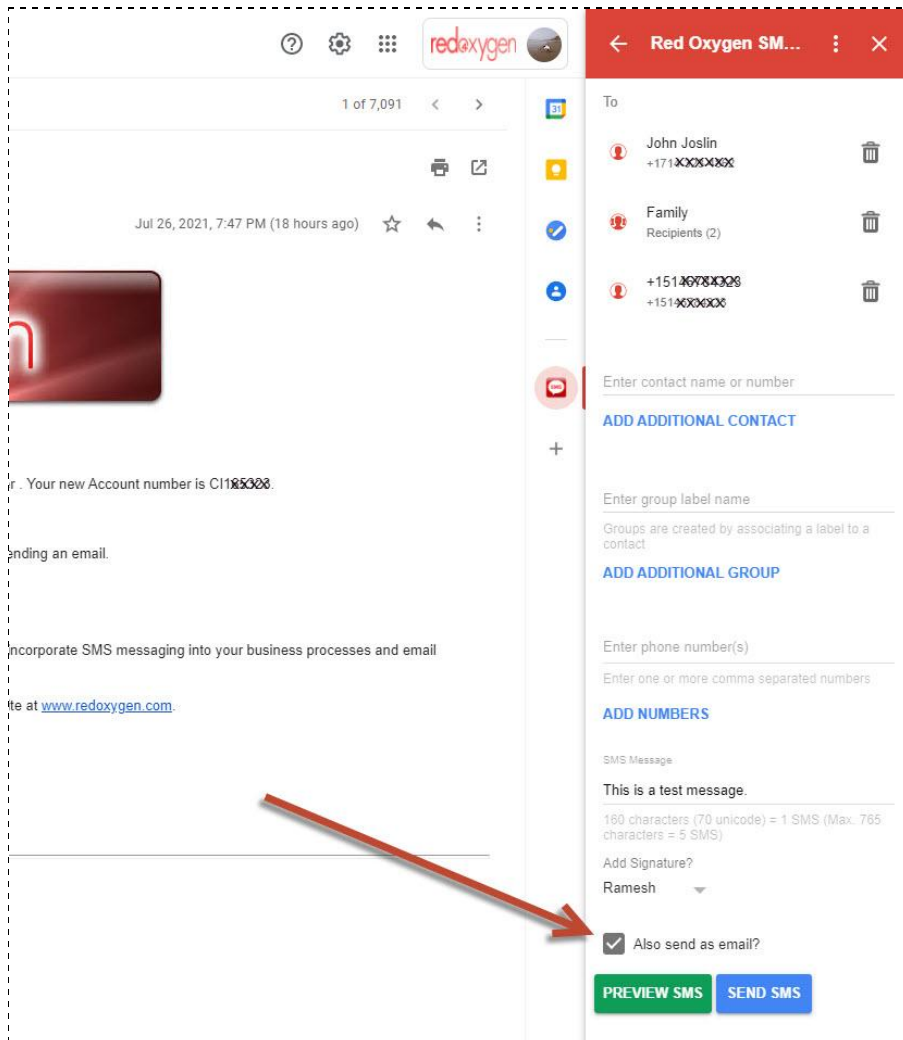
18. To delete any recipient, click on  (trash icon) next to the contact.
19. Type the content of the SMS in the space provided. [Please note the SMS compose field will not appear until at least one recipient (contact, group or number) has been added.]



20. You can select the SMS signature you would like to include at the end of the message. You can create different signatures from the Settings option. This option will not appear if you do not have a signature created in the settings option. (Please note that signatures are counted in full SMS character count.)

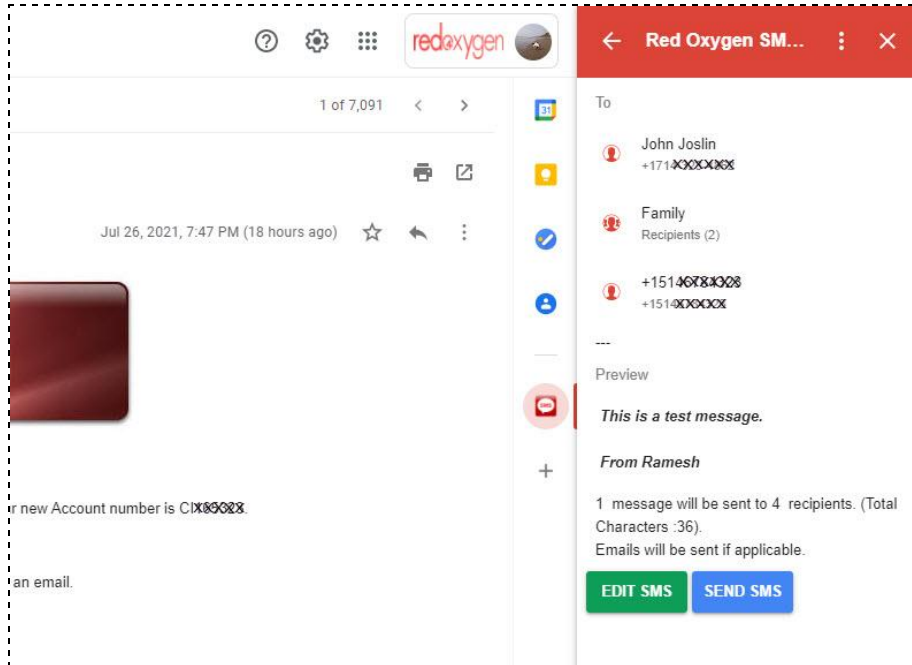


21. If you want to send a copy of SMS as an email to the recipient please check the “Also send as email?” box. (Please make sure you have an email address associated to the contact in Google contacts.)

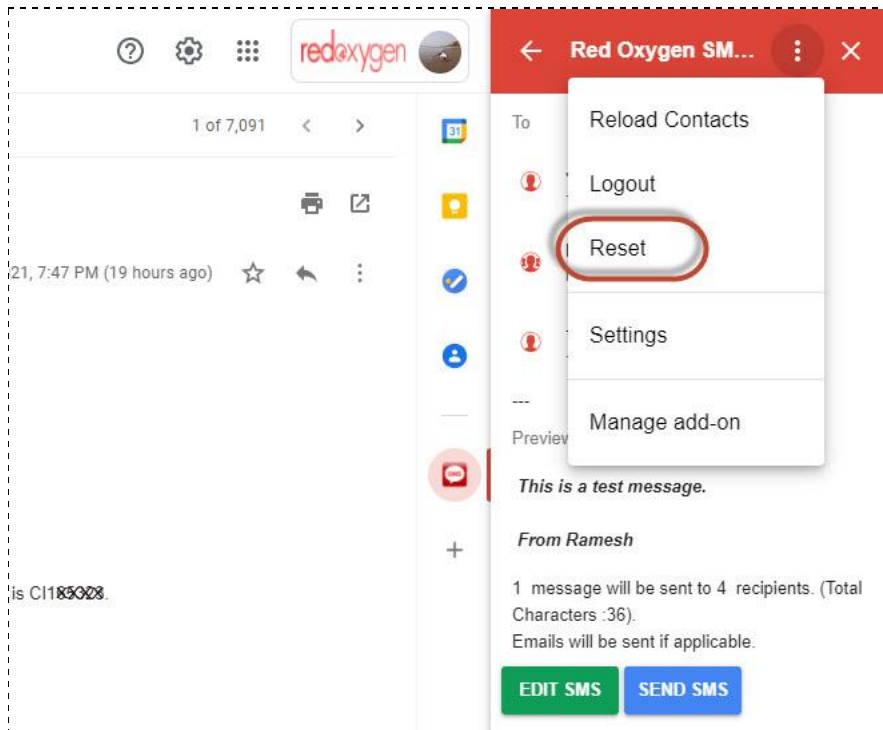


22. Click on the “PREVIEW SMS” button to move to the next step. You can also click on “SEND SMS” to directly send the message.

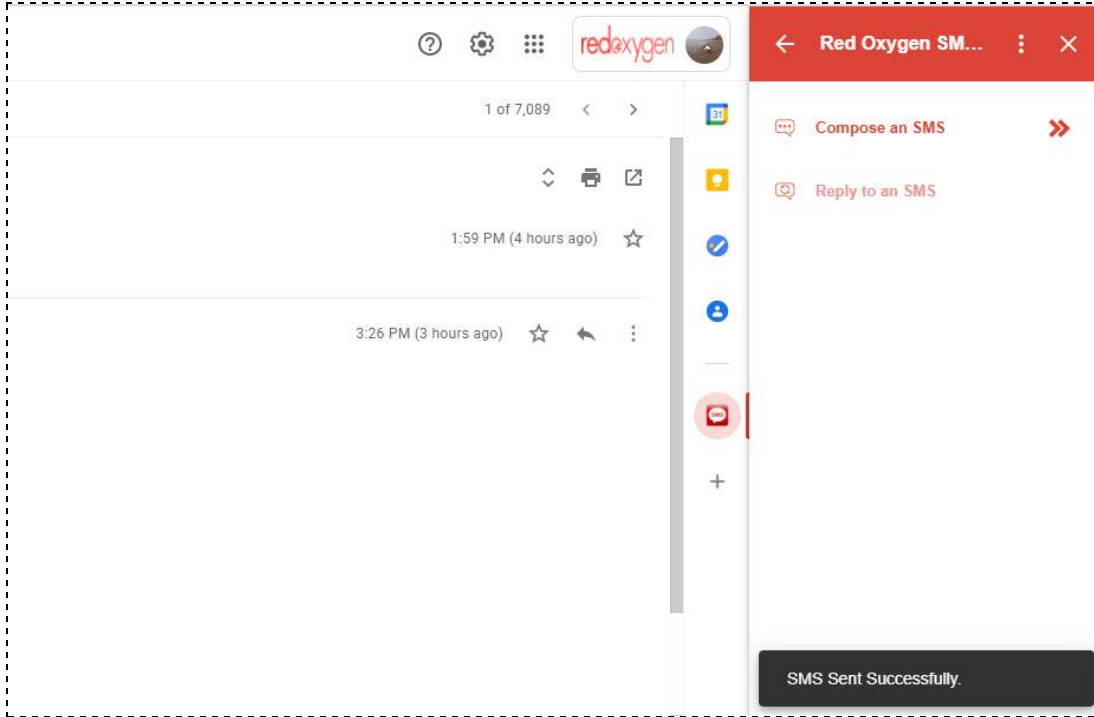
23. If you choose to “PREVIEW SMS” on the next screen you can verify the message details before sending it out. (Your selected signature will appear at the end of the message. A character counter is also provided here.)



24. Users have the option of “EDIT SMS”, “SEND SMS”, or “Reset” by clicking the three dots on the top. (“Reset” will wipe everything and you’ll be back to the first screen where you can start composing again.)



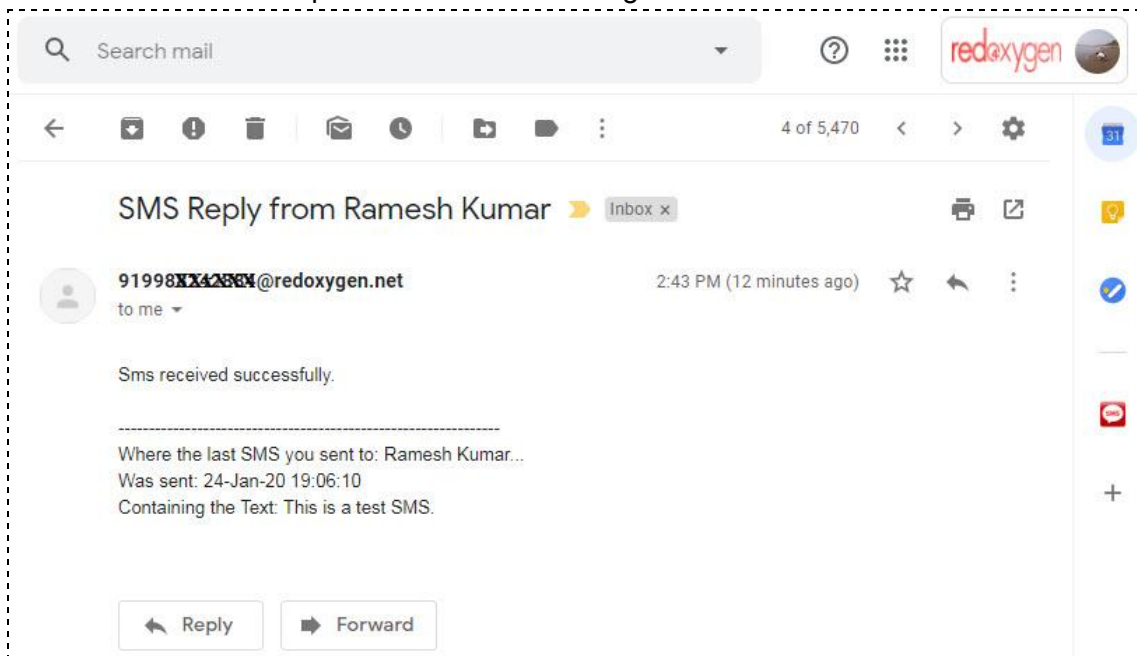
25. Once the SMS is successfully sent, a notification will appear in the lower-right-corner of the screen, just at the bottom of the Gmail SMS add-on.



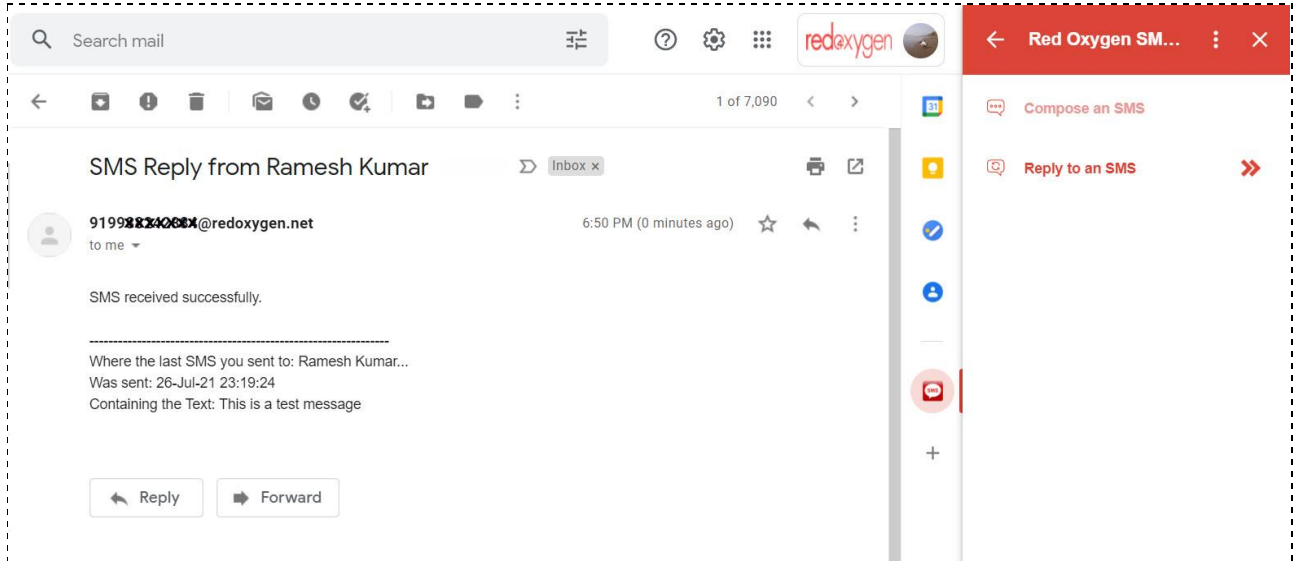
26. Once the contact receives your message, depending upon your Red Oxygen account settings, they should be able to reply back. The reply will be delivered to either your email address or cell phone, depending on what account settings you've specified.

How to Reply Back to an SMS Reply

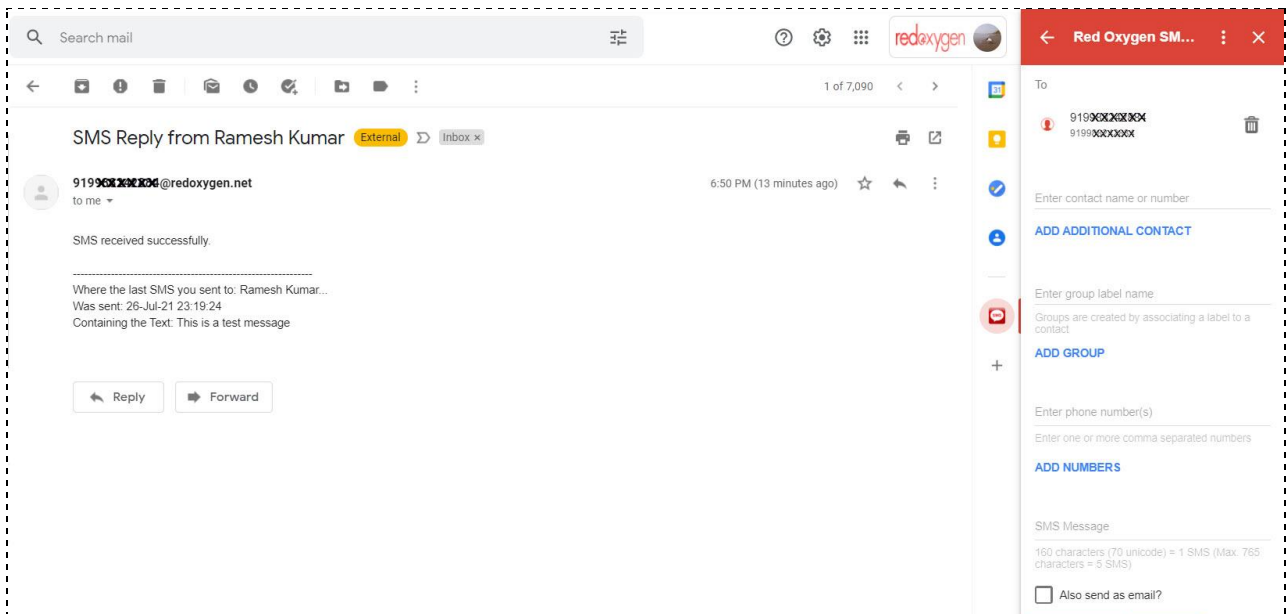
27. In the account below, we had selected replies to be delivered back to the email address and we have received a response to the text message we had sent.



28. In order to reply back to a reply received, simply open the Gmail SMS add-on while the reply email is open and Gmail SMS will provide an option to reply to the message.
(Please do not click the email “Reply” button, as that will result in an email - not a Red Oxygen Gmail SMS message - being sent)

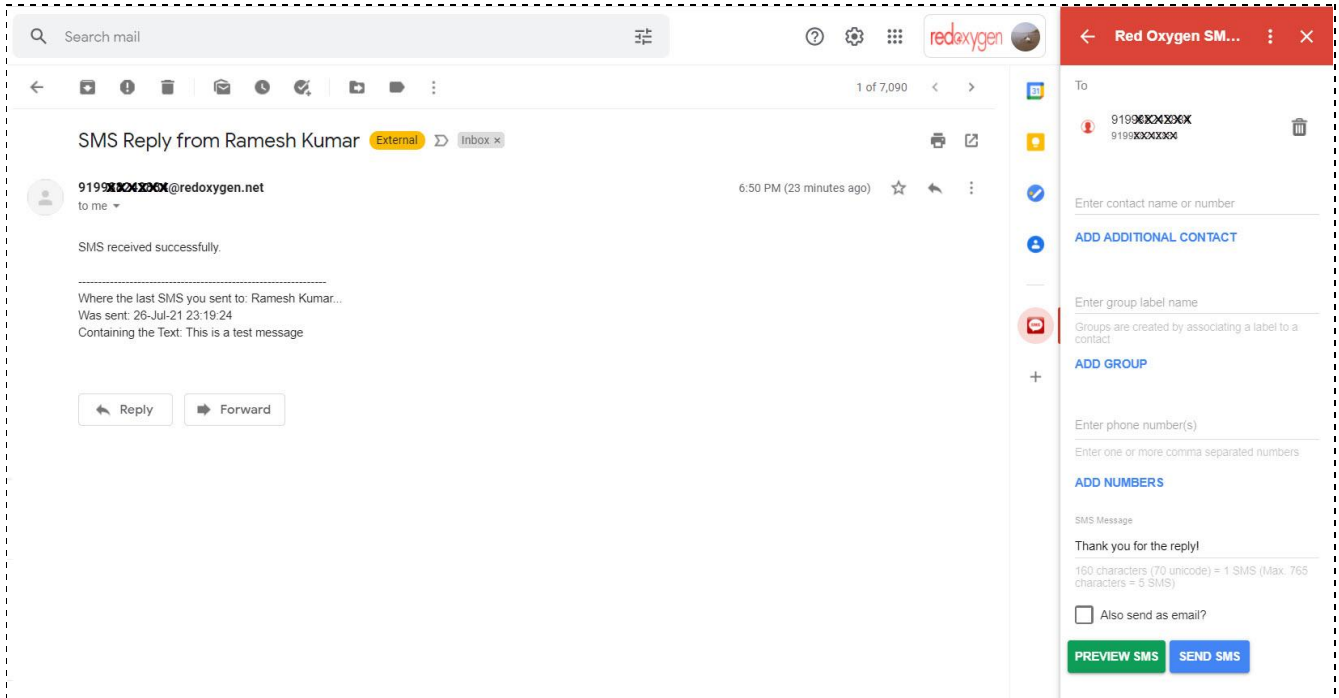


29. When you click on “Reply SMS”, Gmail SMS will automatically select the contact number from the received reply.

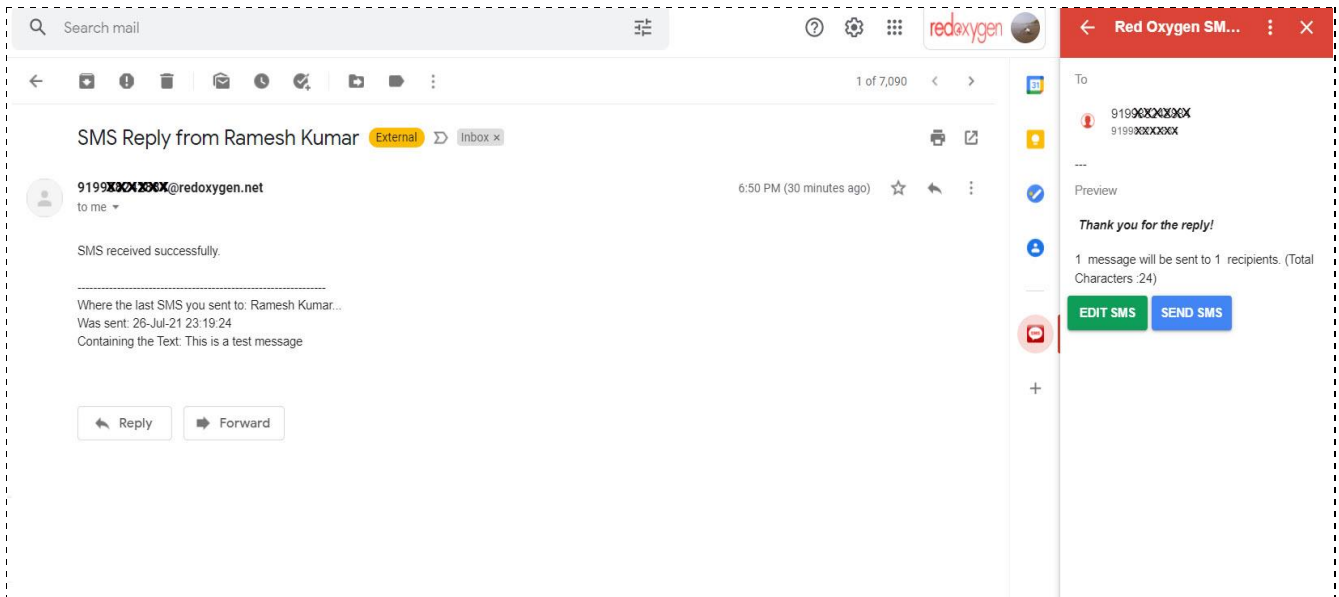


30. You have the option to add additional recipients or you can simply type the content of the SMS in the space provided below.

31. After selecting recipients and inputting your message, click the “PREVIEW SMS” or “SEND SMS” button.

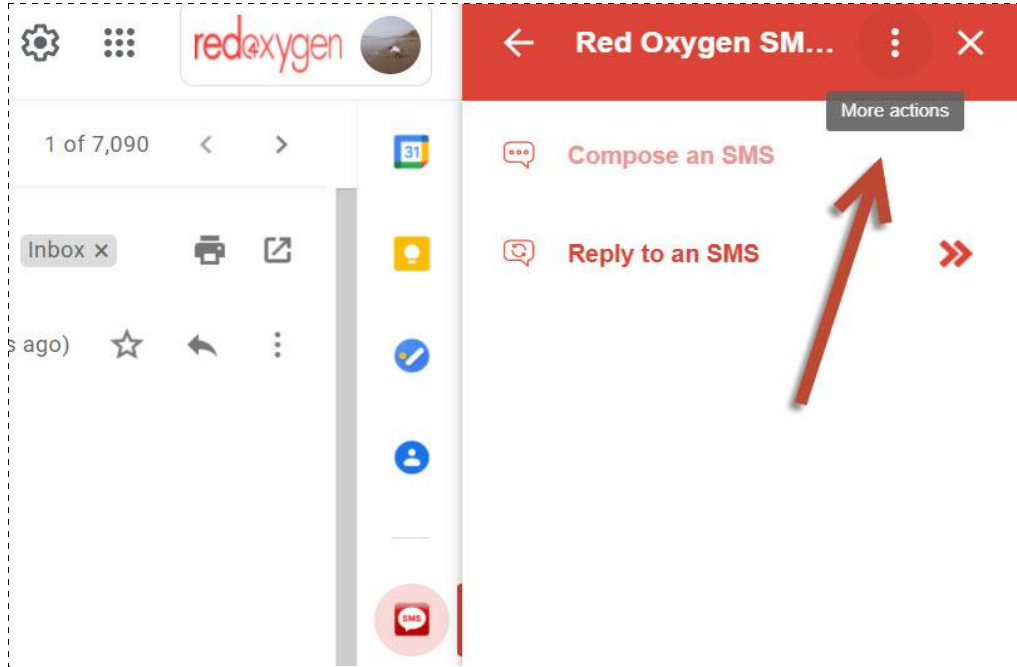


32. You will see the recipients, message content, and character count. Select the “EDIT SMS” button to make any changes or the “SEND SMS” button to send as is.

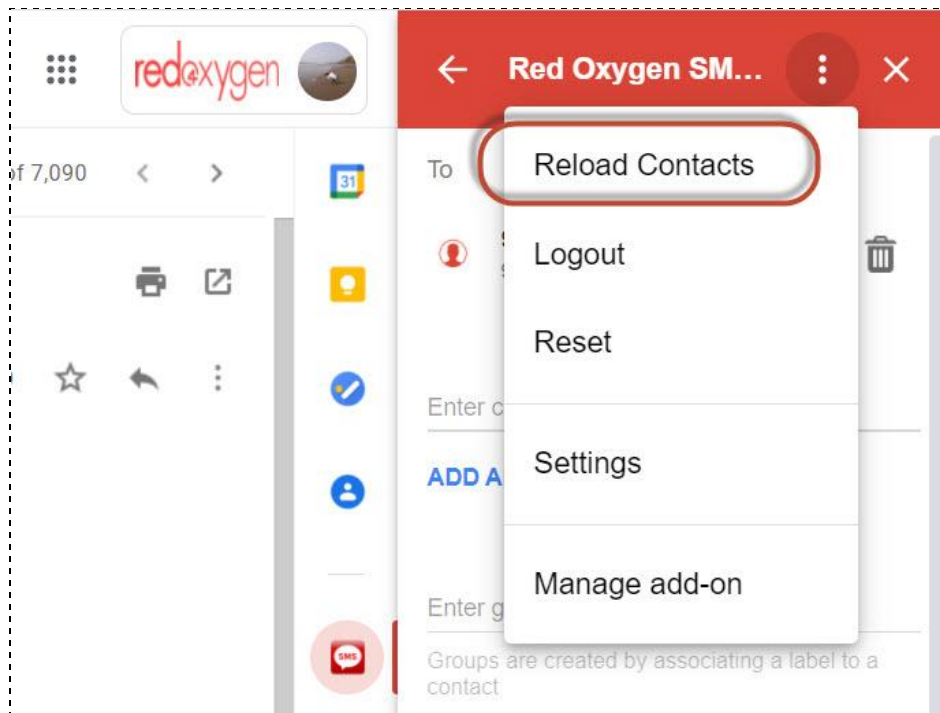


More Actions (Options)

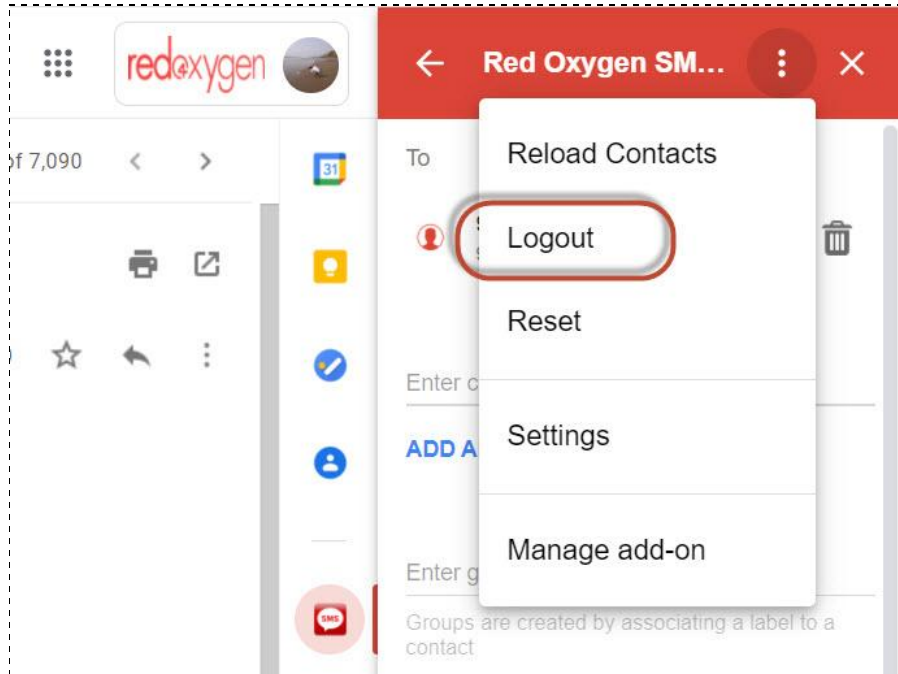
33. There are a few options available in “More Actions”, which appear as three stacked dots at the top of the add-on.



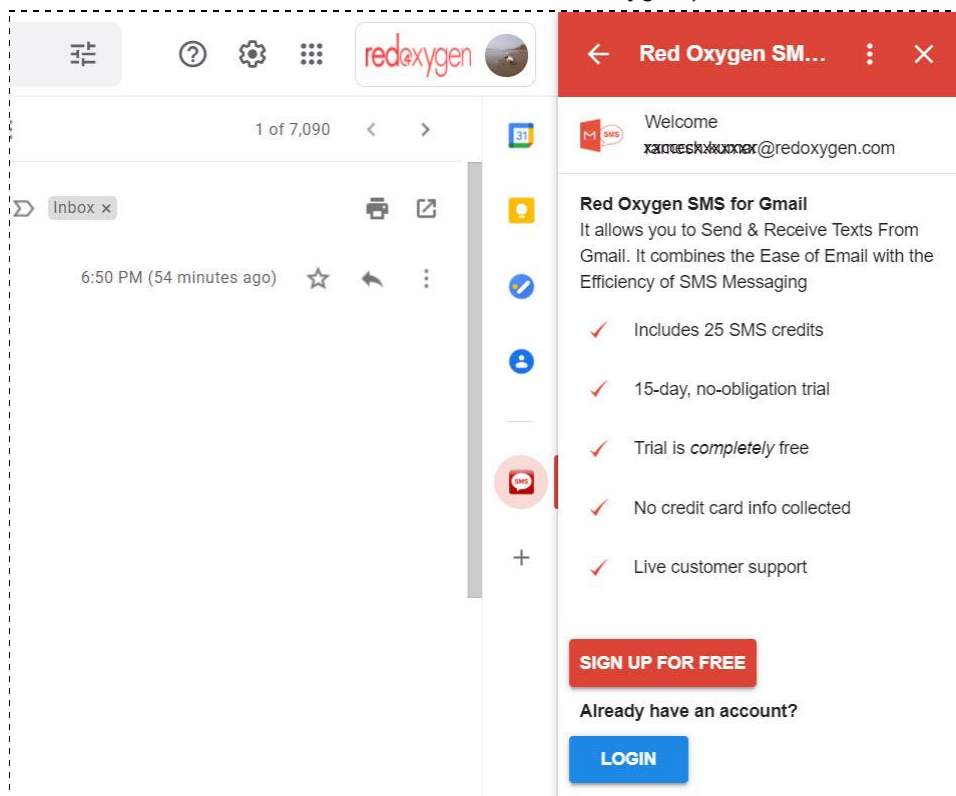
34. **Reload Contacts:** In case you have any newly-added entries in your Google Contacts and they are not appearing in your contact search, you can reload them by clicking the “Reload Contacts” option.



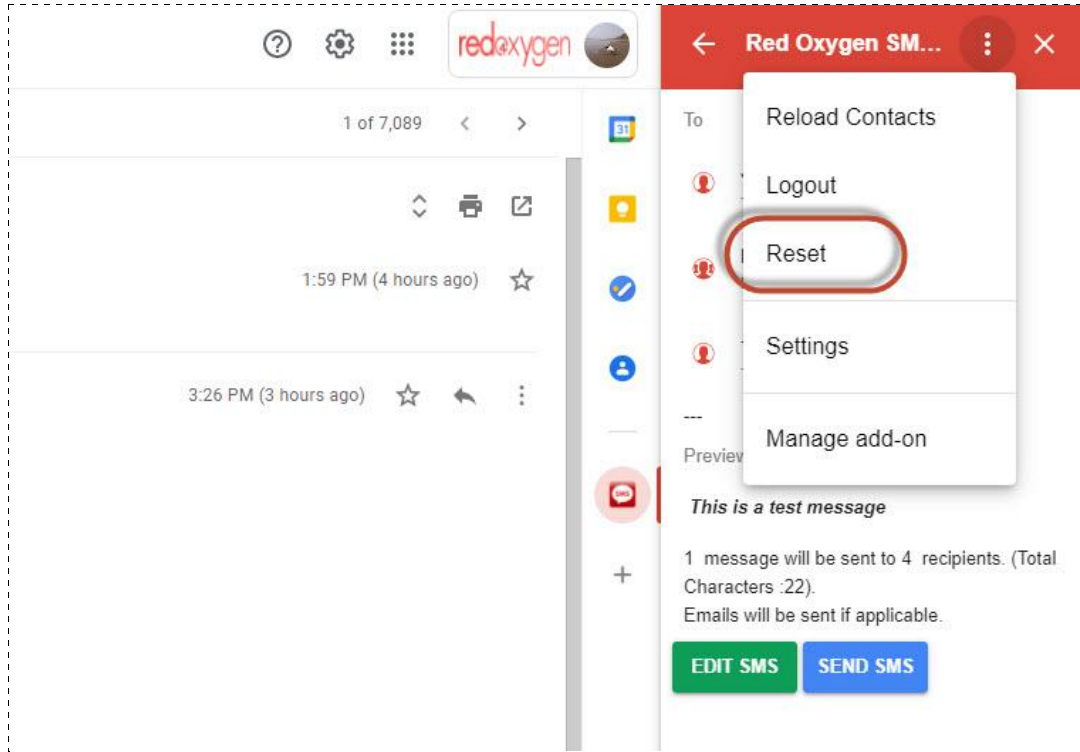
35. **Logout:** If you want to logout from the add-on you can click on the “Logout” option. *Please note that this will also log you out from the Red Oxygen Gmail SMS add-on on Gmail Android and Gmail iOS apps.*



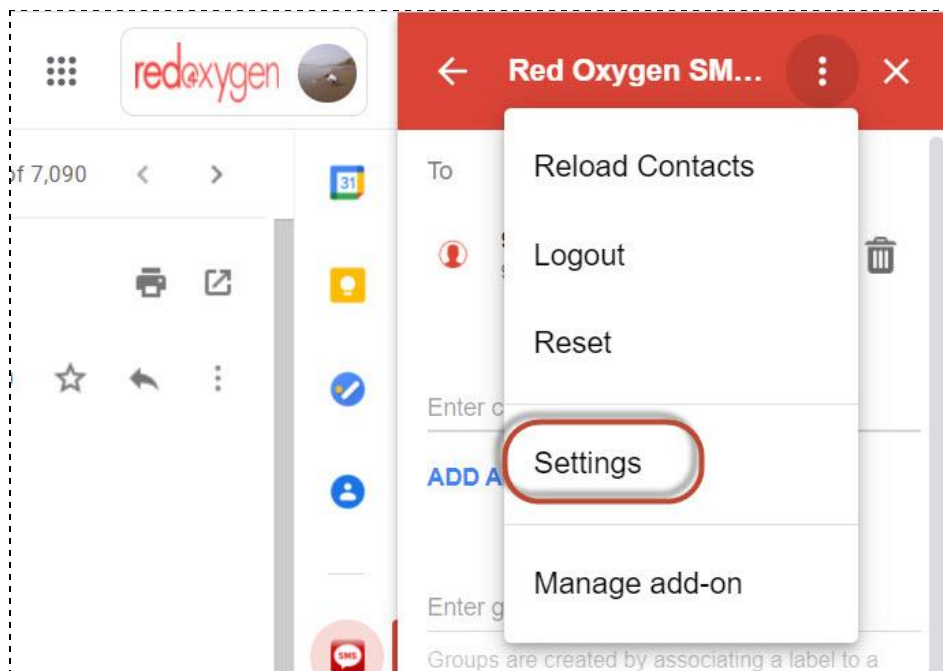
After clicking the “Logout” option you’ll be back to the initial login screen. Where you will be asked to create a free trial account or log into your existing Red Oxygen account. You just need to click on the “LOGIN” button. Red Oxygen’s server will auto-detect your account and automatically log you in. *(Everytime you Login to your Red Oxygen Gmail SMS add-on you should get a welcome email from Red Oxygen.)*



36. **Reset:** If at any point you want to delete everything and start over while you are composing the SMS, click the “Reset” option. It will clear everything and you’ll see a fresh screen to start composing from.

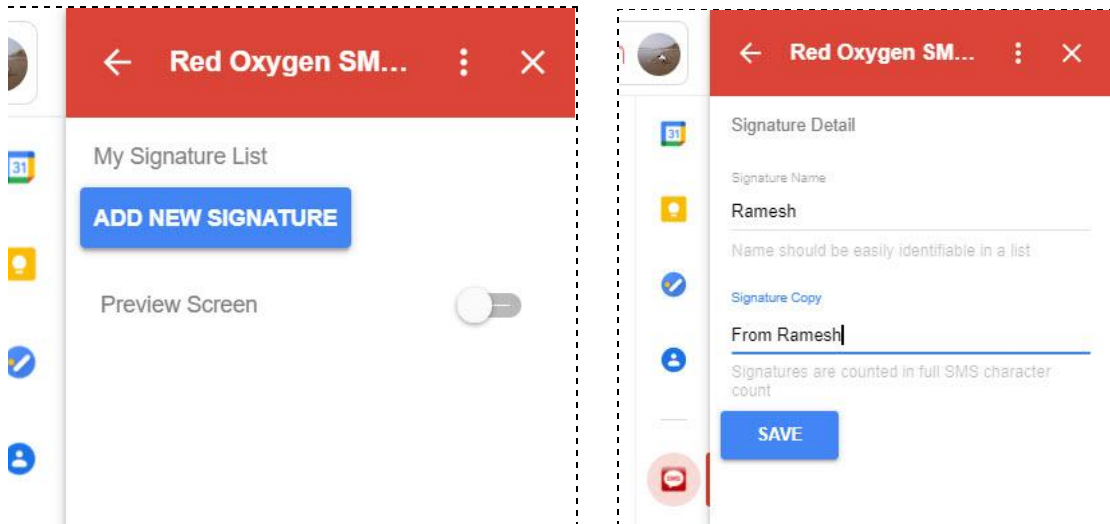


37. **Settings:** In settings you can create signatures and have an option to enable or disable the preview screen.



i. Signature: Create custom signature templates that can be manually added to your SMS so you don't have to type the same thing over and over. These signatures are included in the character count of the SMS.

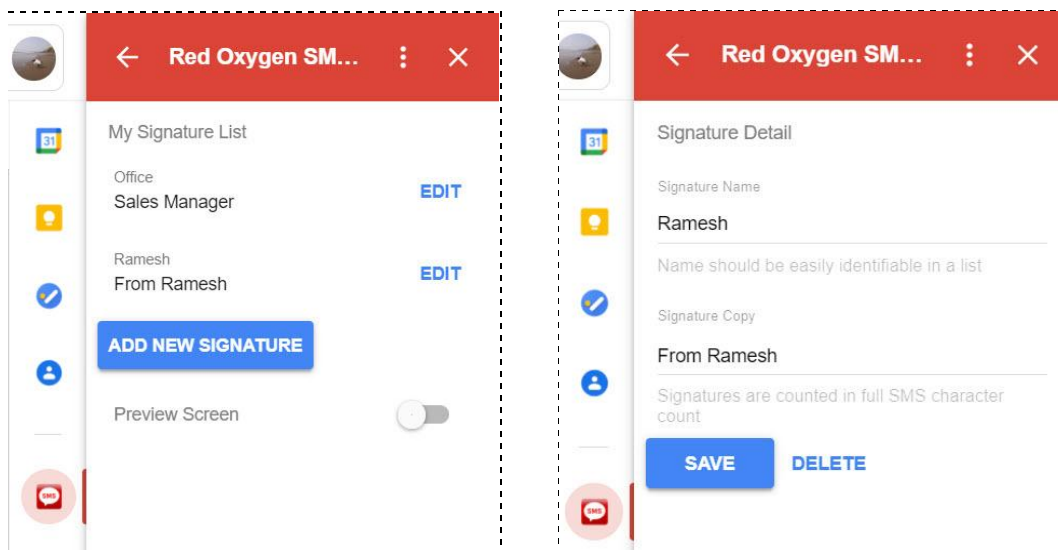
Add New Signature: Go to Settings and click on the “ADD NEW SIGNATURE” button. Add a signature name to identify specific signatures. Add a signature copy text as it should appear in the message.



View/Edit/Delete Signatures: Go to Settings to see the list of signatures you have already added.

Click on “EDIT” to edit the signatures you have already added and save them after making the changes.

Here you can also delete the signatures you don't need.



ii. Preview Screen: You can use this toggle button to enable or disable the preview option while composing a message.



38. You can verify your list of contacts by going to Google Contacts under the same account. Please make sure you have contacts added to the right Google account to access them through the Gmail SMS add-on.

