QUICK REFERENCE GUIDE

Business Voice Cloud with Webex: SMS

LOGIX

Business Voice Cloud with Webex offers the ability to utilize a BOT tool for sending SMS text messages.

Add the UCBot to your BVC with Webex

- Click to open Messaging and then click on the Webex space for <Your Name> in the Spaces list.
- 2. Click on the **People** tab.
- 3. Click on the + Add People button.
- Type DriveUC@webex.bot in the data entry field and then click to select the UCBot avatar when it displays directly below the data entry field.
- Click on the Add button at the bottom of the view. DriveUC will create a new direct messaging space for your UCBot and add it to the list of Spaces.

Send an SMS Text using your UCBot:

- 1. Click on the + symbol in the toolbar.
- 2. Click on Send a Direct Message.
- 3. Type **UCBot** in the search field and then click on the UCBot Avatar that displays right below the field to select it for sending direct messages.

This opens a direct message dialog for you to use.

- 4. In the UCBot chat field, type the word **Text** and submit or press Enter.
- 5. Type the Telephone Number you wish to send an SMS text using the 11-digit format. **Example: 12055551212**
- 6. Click Submit.

A new space is created for communicating with that Telephone number.

- 7. In the new messaging space you just created, type @UCBot and press Enter.
- 8. Then type the message you would like to send
- 9. Click on the **Send** icon (far right) or press Enter.

Receive an SMS Text via UCBot

Incoming SMS messages via the BOT will automatically create a new Messaging Space within DriveUC with Webex using the telephone number as the initial name for the Space.

Click on the new Space to view the message and you have all the tools you need to send texts, and share documents, use Emojis and GIFs, and send image files.





