# Send bulk SMS through appointment

Send bulk SMS

Bulk SMS can be sent from the List view for patients.

The screen has the option to select ALL appointments or you can select individual appointments.

To send SMS follow these steps:

1. Select **Appointments** from the menu.

    1. The Appointments screen will display.

2. Select the **List** button at the top right-hand side of the screen.
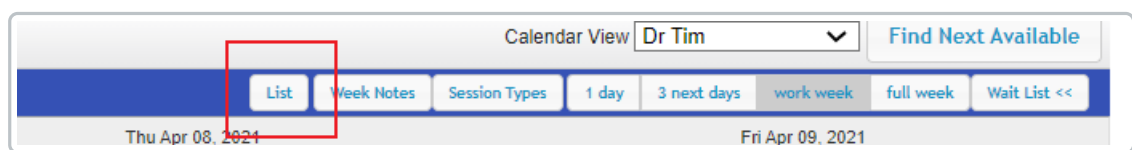
    1. This loads the list screen.

3. Apply any filters required.

4. Tick SMS for any patient you wish to send an SMS message to.

5. Click Send SMS.

6.

Send SMS for the selected messages	
Field	Description
Message Type Code	Select the SMS Message Code - Refer to SMS Configuration in the system admin guide for how to configure the message types. You can only select from SMS Templates - you cannot send a custom free text SMS message from here.
Send At	Enter the Send At date and time.

7. Enter the Send At date and time.

8. Once selected you will see:

    1. a list of the Patients that will receive an SMS

    2. a list of Patients that will not receive an SMS (and why, e.g. no consent, no mobile phone).

9. If there are any patients with multiple appointments that have been selected you will be asked to confirm if you want to send an SMS for each of their appointments or only for the first appointment.

10. Click **Send** to confirm.

The resulting SMS messages will appear under the Correspondence > OUTBOX tab.