<u>Email to Text Instructions</u>

Set up a gmail account to be used for this purpose. www.gmail.com

During the orientation session, ask the student for the following:

- **Their 10 digit cell phone number**
- **Their cell phone provider**
- **Whether they mind if you text them? (A few might if they are charged per text but, I have found this to be very rare.)**

Once you have their cell phone numbers and their cell phone provider, simply add them as a contact in the gmail account you established using their cell phone and extension as their email address. You can add as much information as you want in the gmail contact database. If you want to just get rolling with it, simply add their name and cellphone email address.

The following is a list of the extensions to use after their cell number.

Example: 9701239898@txt.att.net

- **AT&T** – cellnumber@txt.att.net
- **Verizon** – cellnumber@vtext.com
- **T-Mobile** – cellnumber@tmomail.net
- **Sprint PCS** - cellnumber@messaging.sprintpcs.com
- **Virgin Mobile –** cellnumber@vmobl.com
- **US Cellular** – cellnumber@email.uscc.net
- **Nextel** - cellnumber@messaging.nextel.com
- **Boost** - cellnumber@myboostmobile.com
- **Alltel** – cellnumber@message.alltel.com

Once you have them added as a contact in gmail, you can just write an email and add them to it out of the contact list. This has worked great for me. It does take a little bit of time to get it all set up, but they actually read their text so I find it worth it.

When using this, remember they will receive it as a text, so you need to be very brief and concise in your email.

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