



Red Oxygen Gmail SMS (G Suite Marketplace)

USER GUIDE

Version: 3.0

www.redoxygen.com

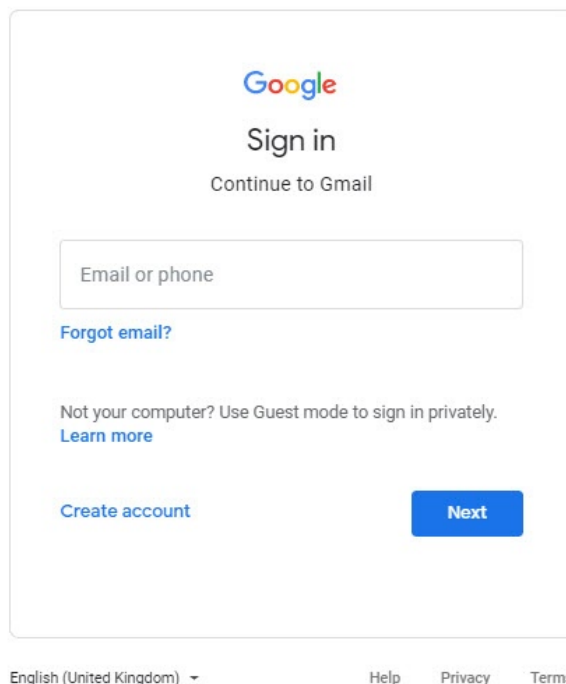
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support@redoxygen.com

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.

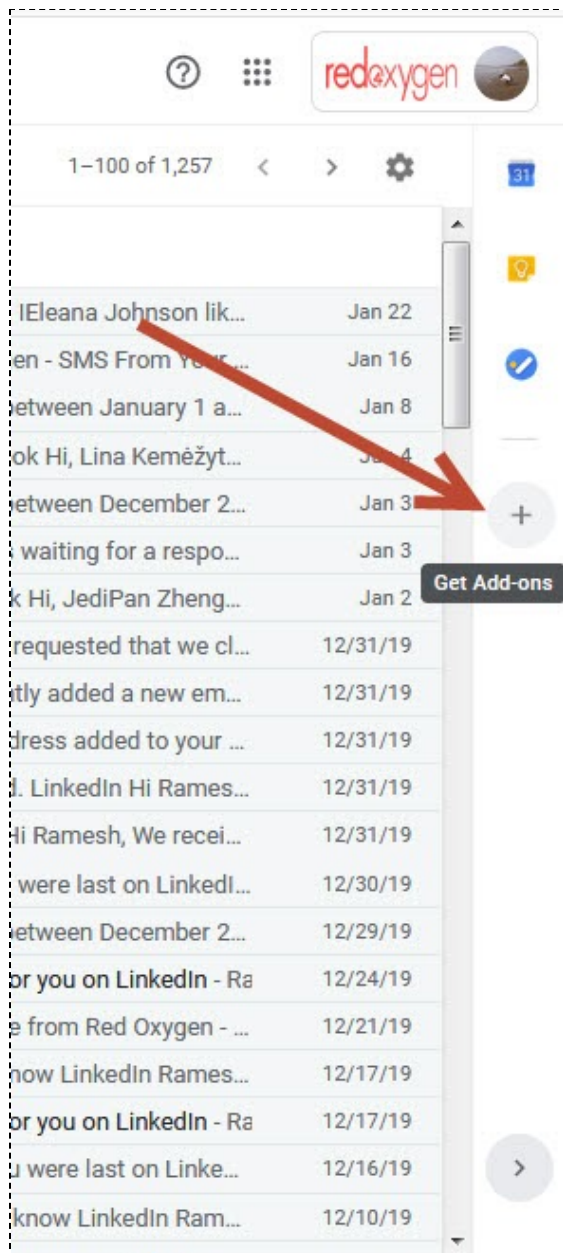


3. You need to go to the [G Suite Marketplace](#) and then search for "Red Oxygen Gmail SMS".

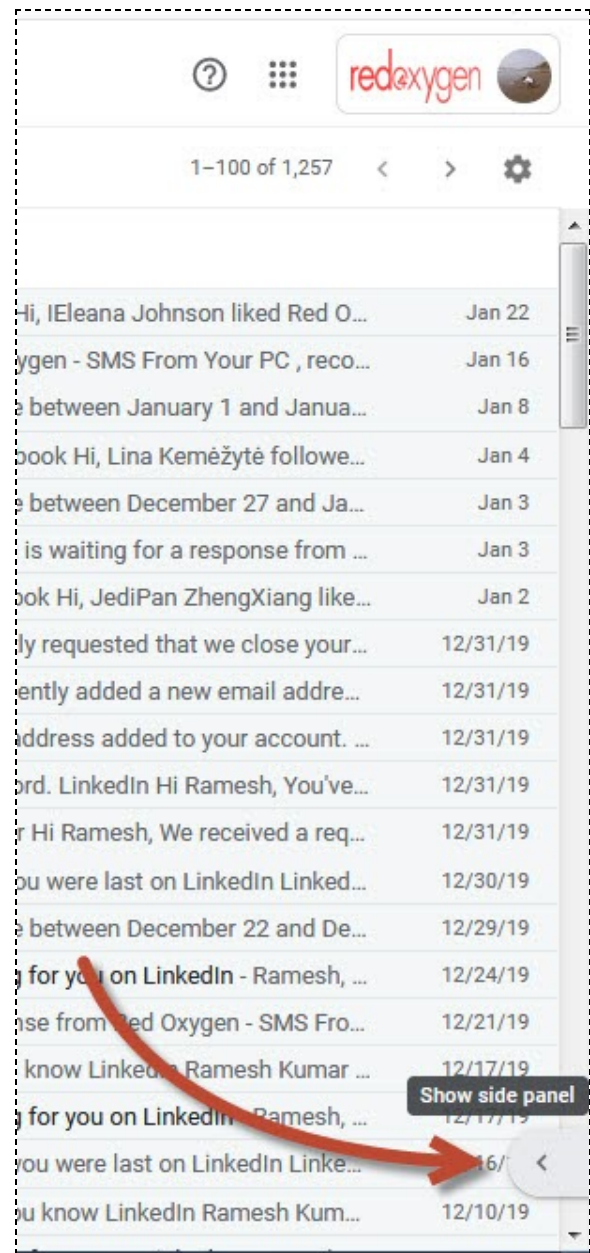
How to Access G Suite Marketplace

4. There are several different ways you can access the G Suite Marketplace page:

a. From the Gmail homepage.



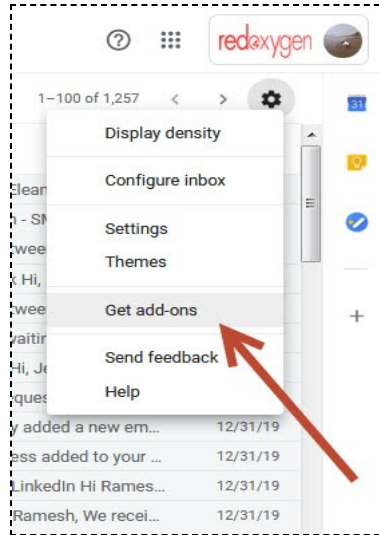
Go to the side panel of your Gmail and click on the “+” sign (Get Add-ons button).



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

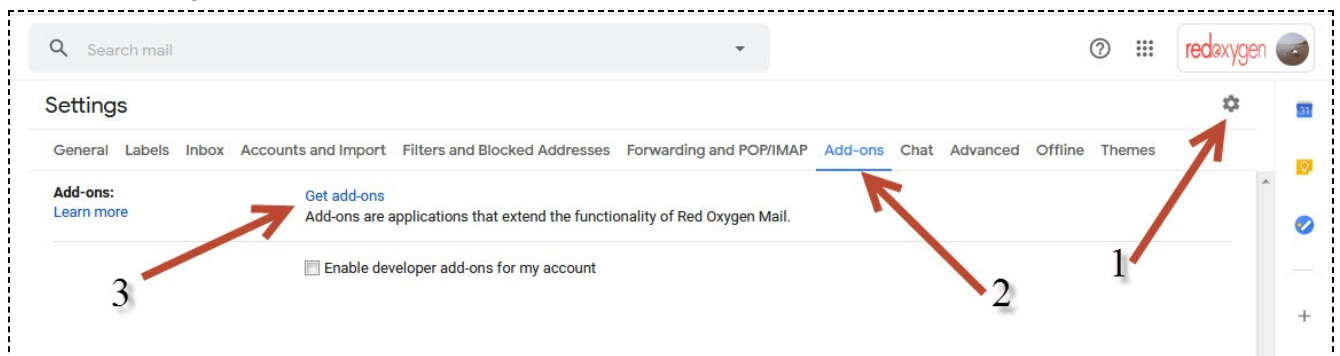
b. From Gmail Settings menu.

You may find the “Get Add-ons” option by clicking on “⚙” (settings icon) within the Gmail settings menu.

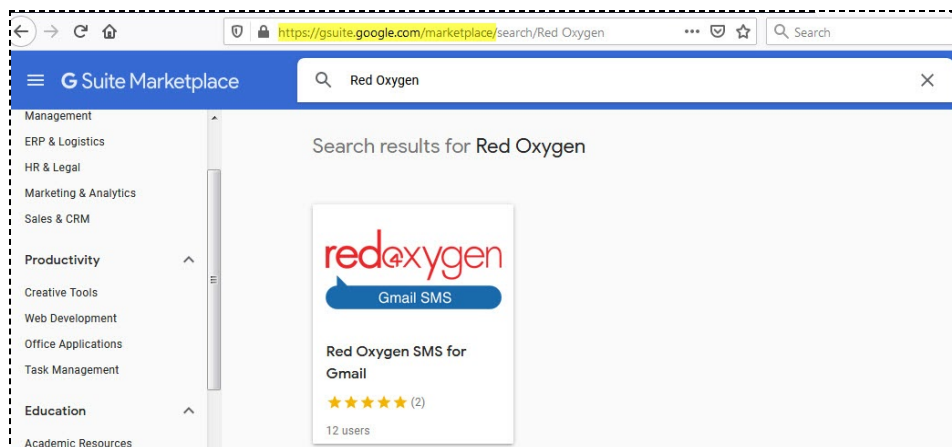


c. From Gmail settings.

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



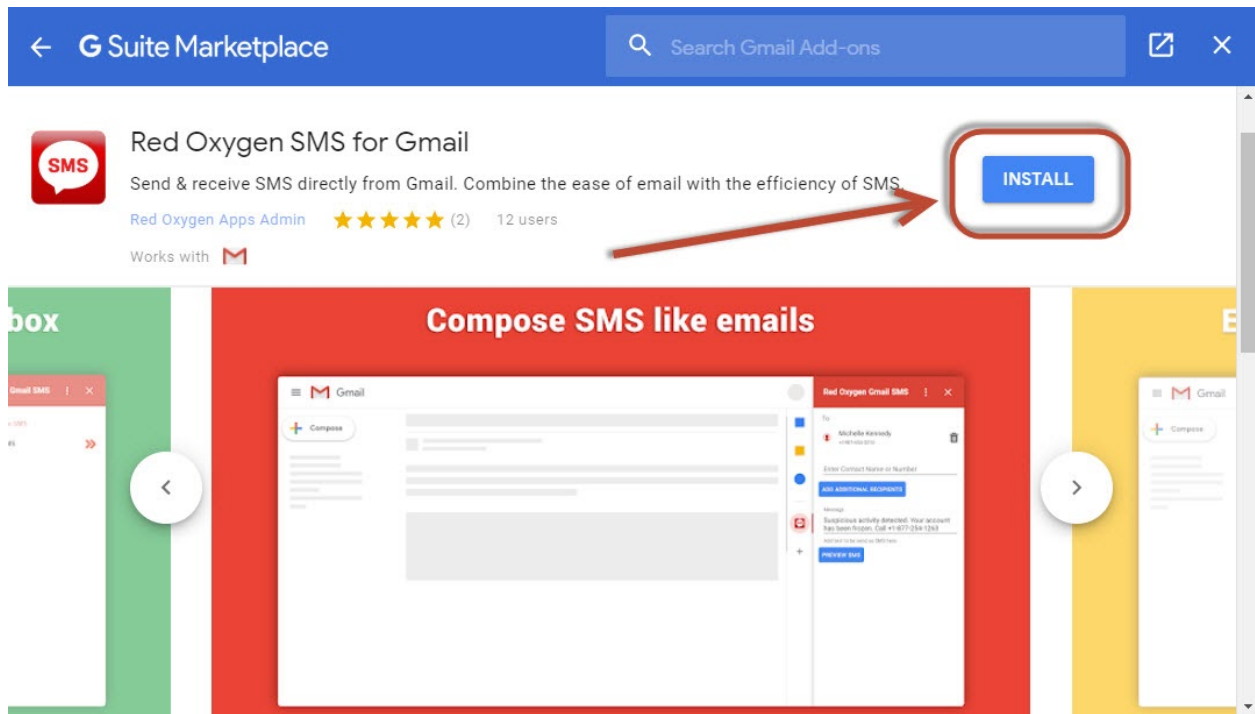
d. By visiting “<https://gsuite.google.com/marketplace/>”.



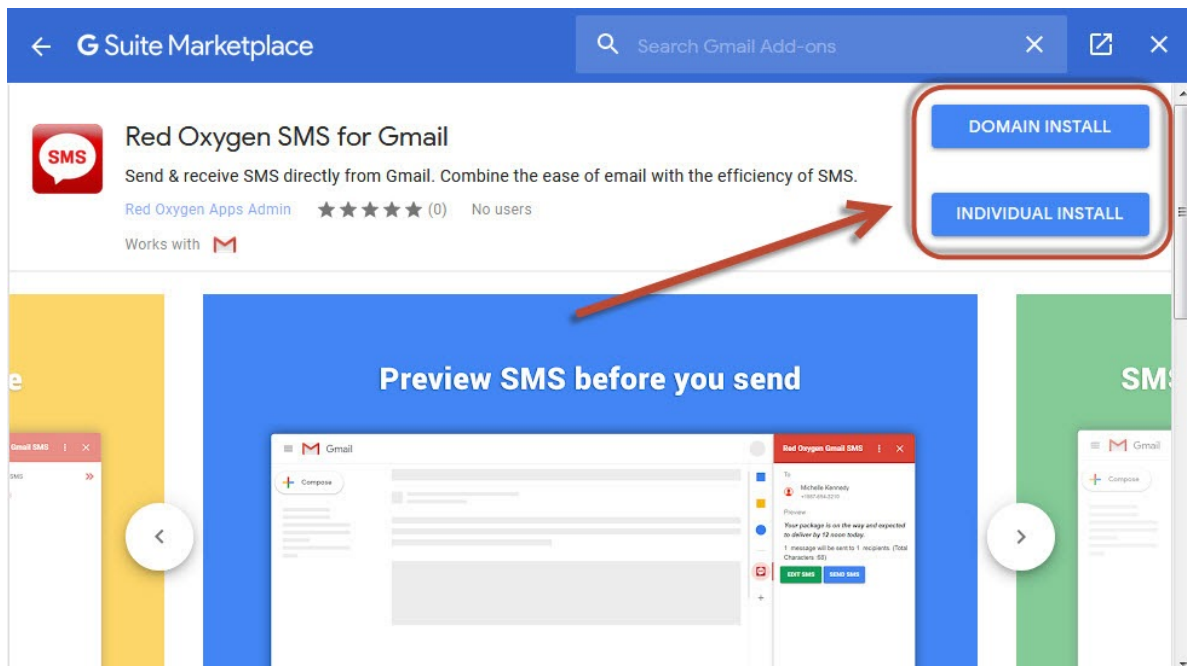
You can simply type “Red Oxygen” in the marketplace search bar to search for the add-on.

How to Install

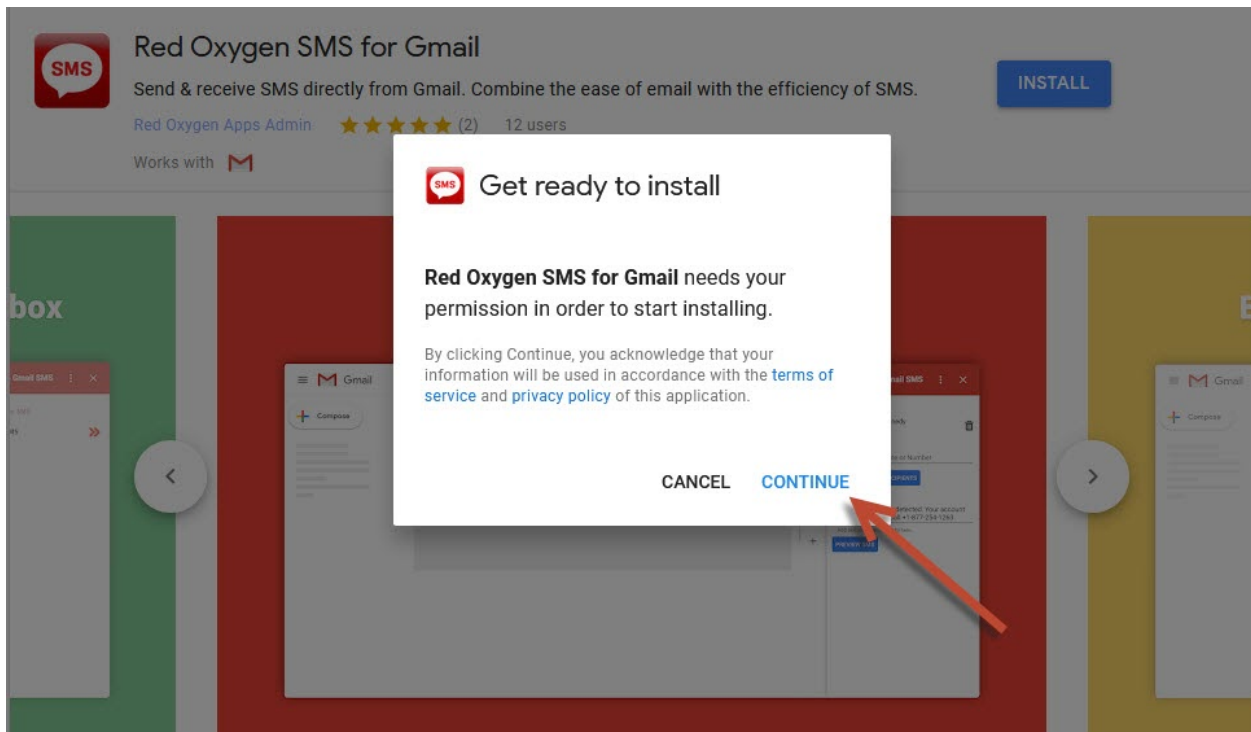
- In order to install the add-on, search for “Red Oxygen Gmail SMS” on [G Suite Marketplace](#) and simply click the “INSTALL” button in the top-right corner of the screen.



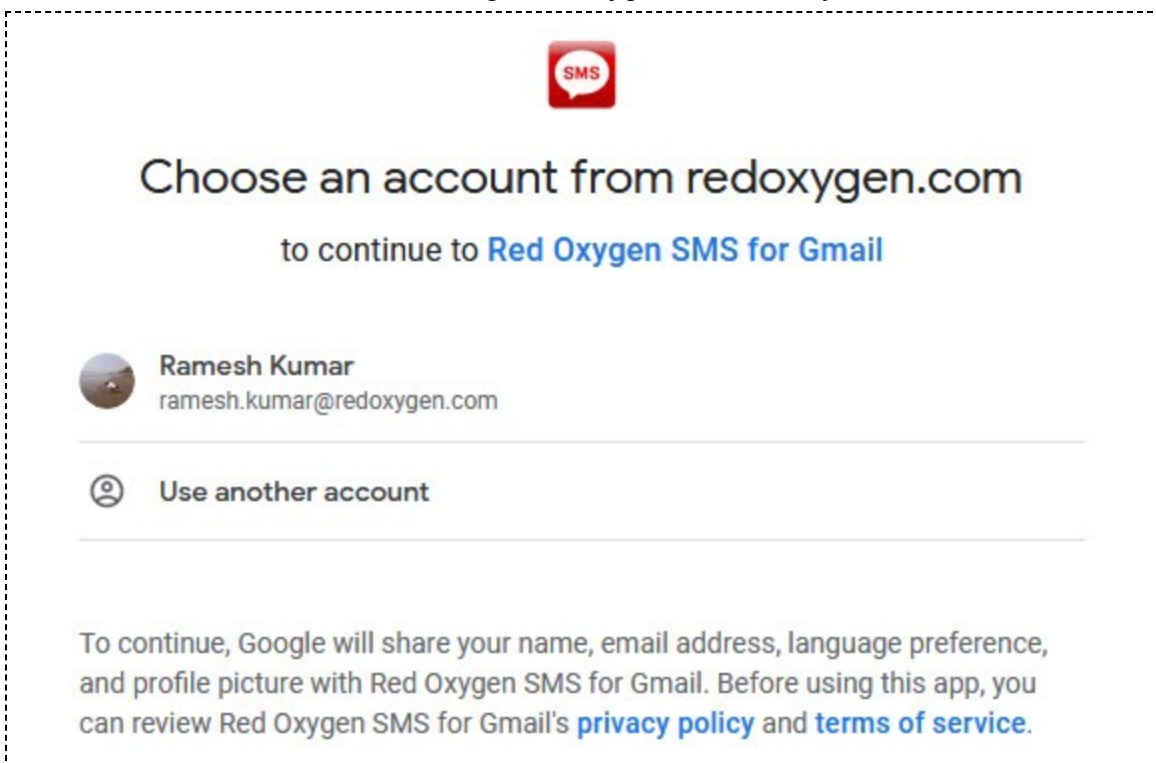
- If you are an account administrator of your corporate G Suite account, you should get two options while installing the add-on: “DOMAIN INSTALL” and “INDIVIDUAL INSTALL”. You can install the add-on as per your requirement.



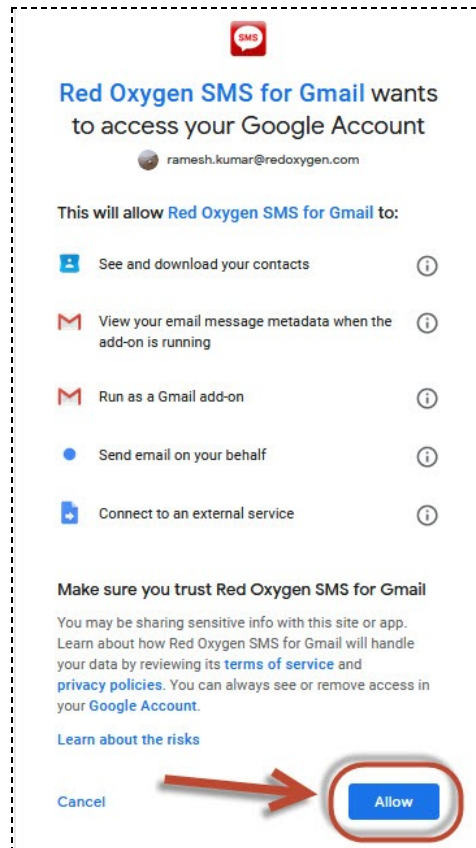
7. You may click on the “INSTALL” button and then click “CONTINUE” to install the add-on.



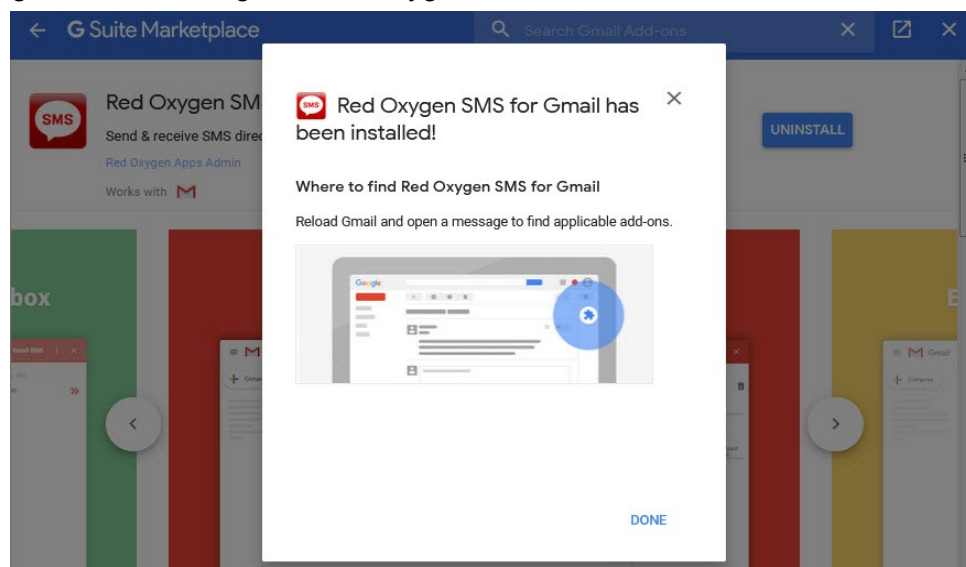
8. Google will ask you to choose a Gmail account to continue to Red Oxygen Gmail SMS. Please select the appropriate account if you are logged in to multiple Gmail accounts. *Please choose the account which has an existing Red Oxygen account, if you have one.*



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.

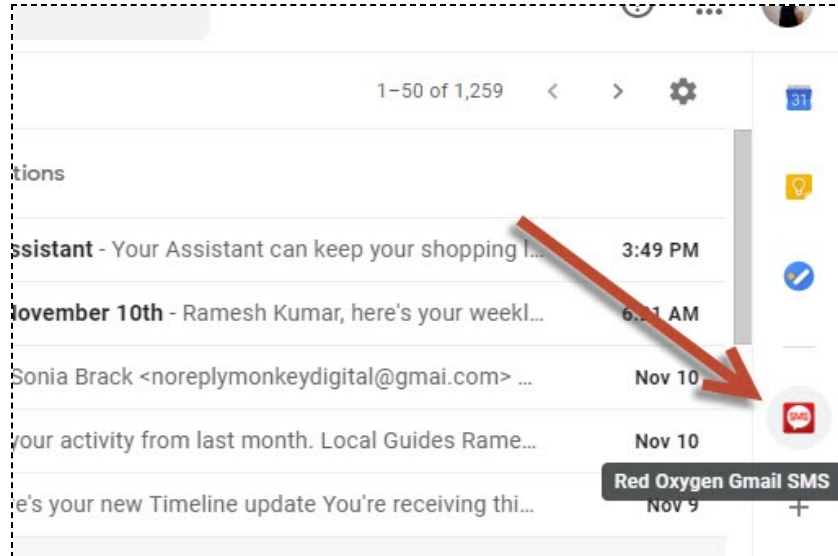


10. This will install the add-on to your Gmail account. Once installation is complete and you see the confirmation screen, click on “DONE” and close the G Suite Marketplace screen to continue login and start using the Red Oxygen Gmail SMS add-on.

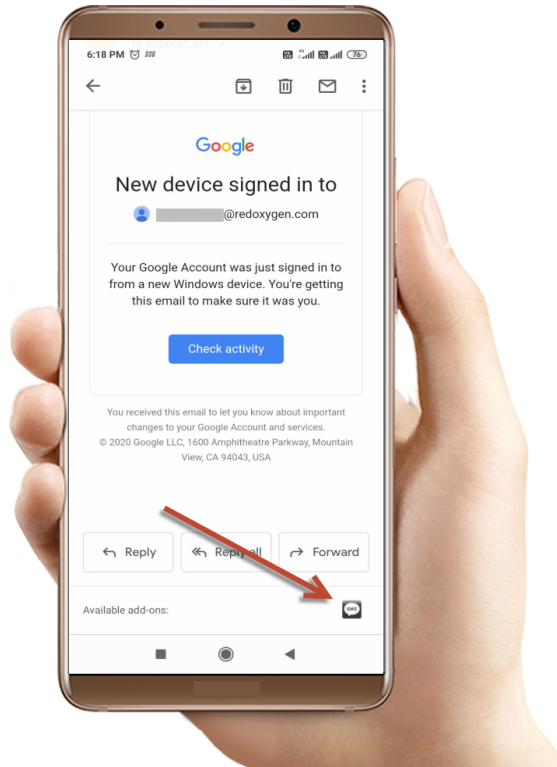


Getting Started with Gmail SMS

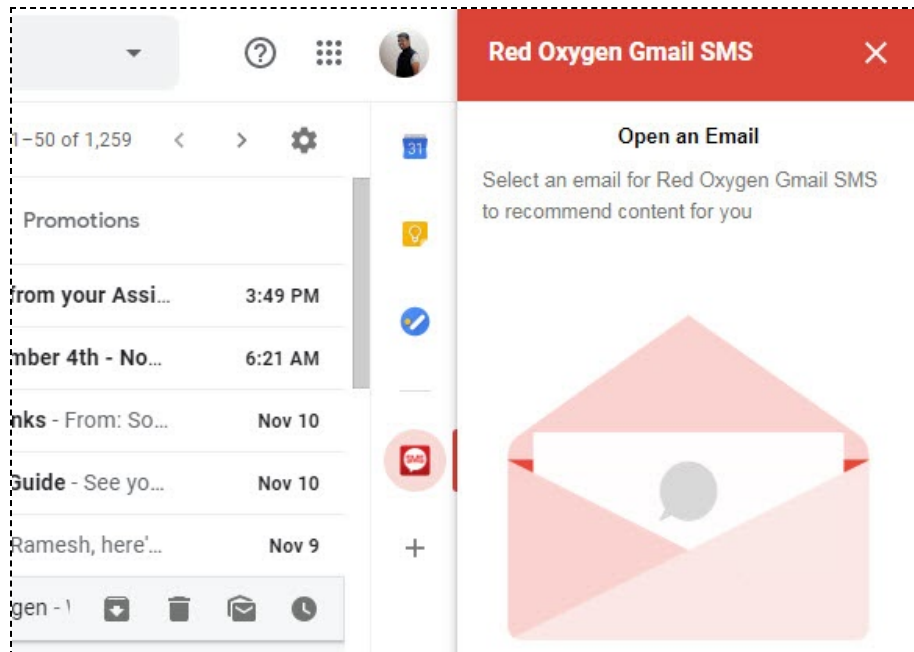
11. The installed add-on should appear in the Gmail add-ons ribbon, which is on the right side of Gmail on your desktop browser.



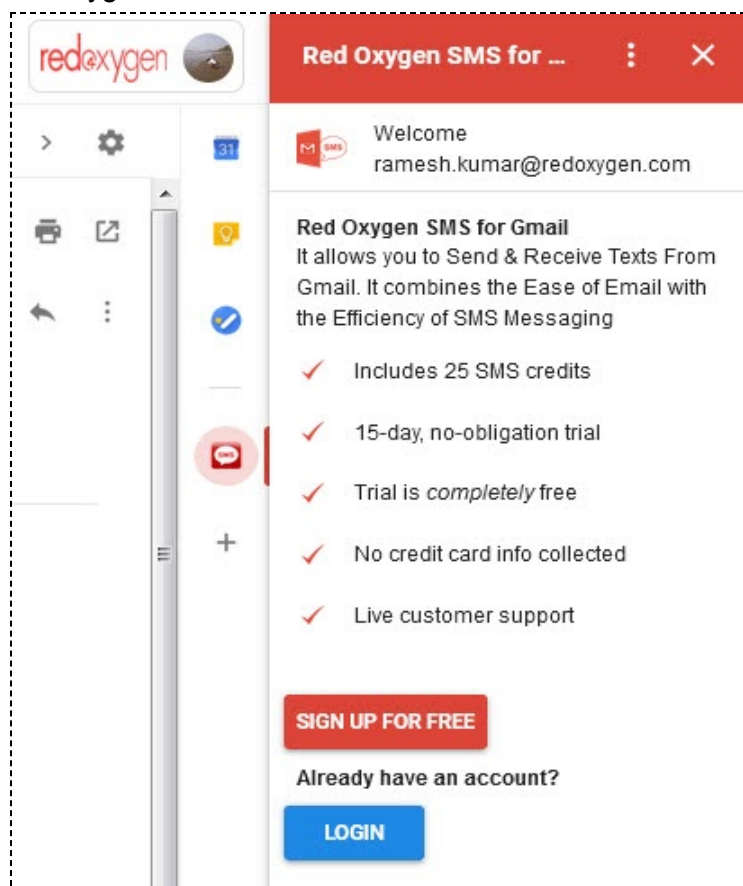
12. The same add-on should appear at the bottom of emails in your Gmail Android mobile app.



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



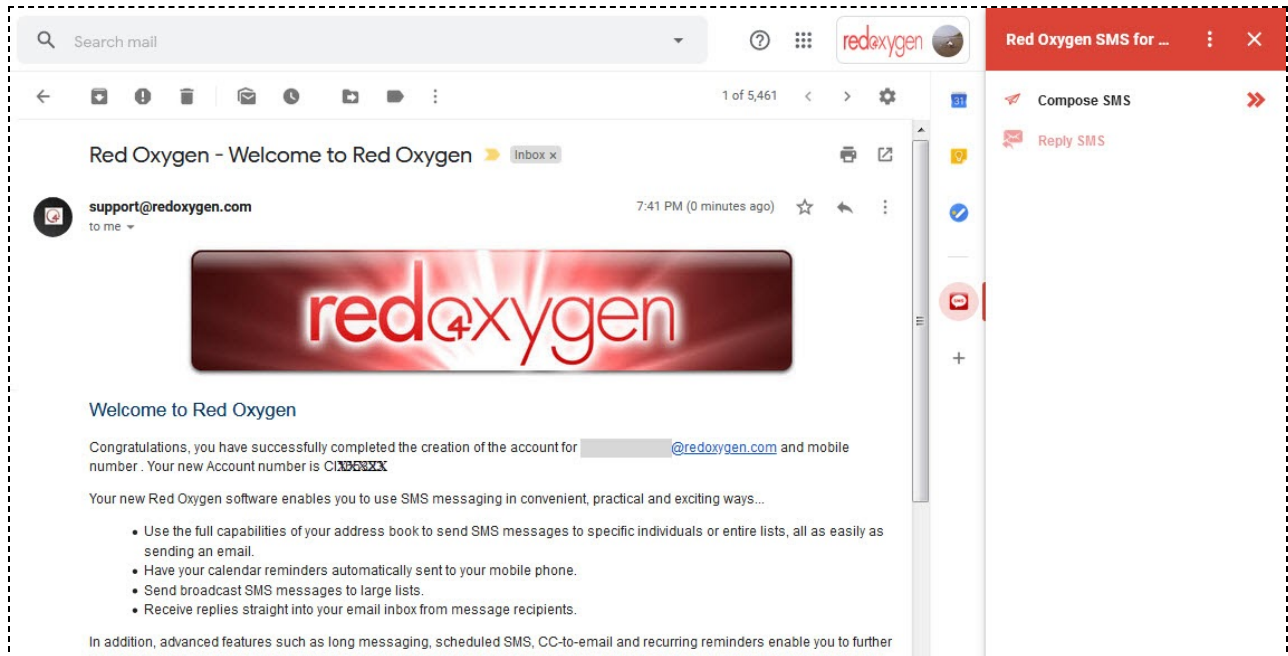
14. The first time you open the app, you will be asked to create a free trial account or log into your existing Red Oxygen account.



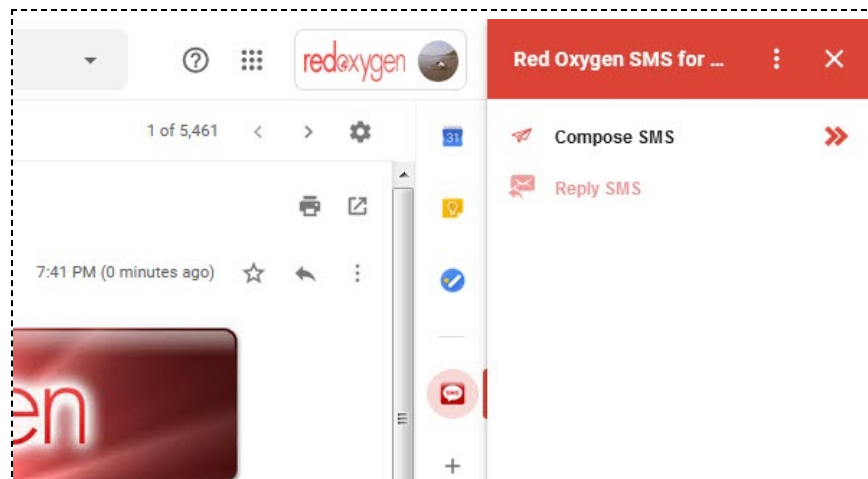
- a. If you don't have an account, you may sign up for a free, 15-day trial account. Simply click on the "SIGN UP FOR FREE" button and proceed with the free trial account creation. Contact us at support@redoxxygen.com if you encounter any issues.
- b. If you already have a Red Oxygen account, you just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

15. 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.



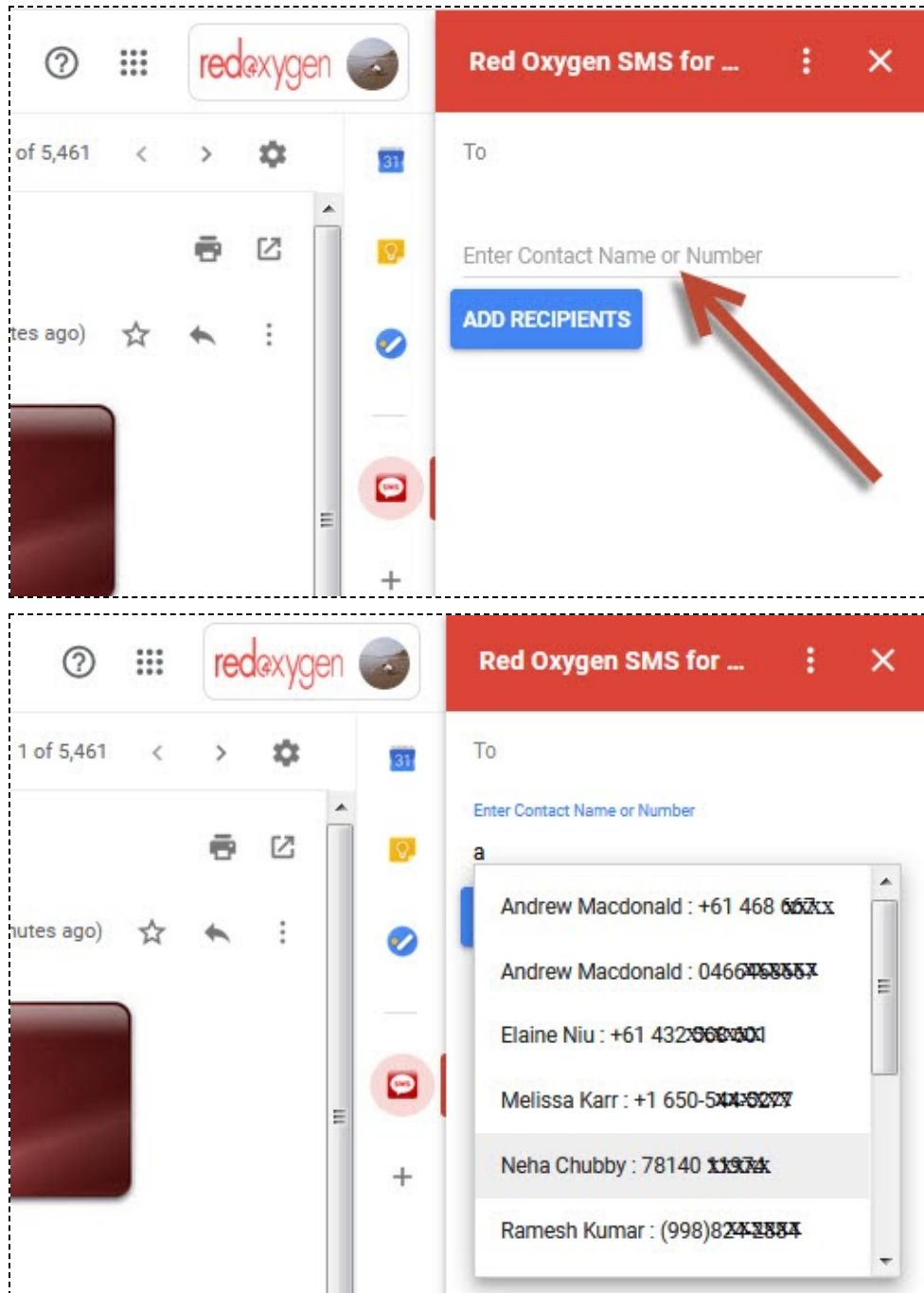
16. A "Compose SMS" option will be available as a default SMS-writing option. Click on this to start composing.



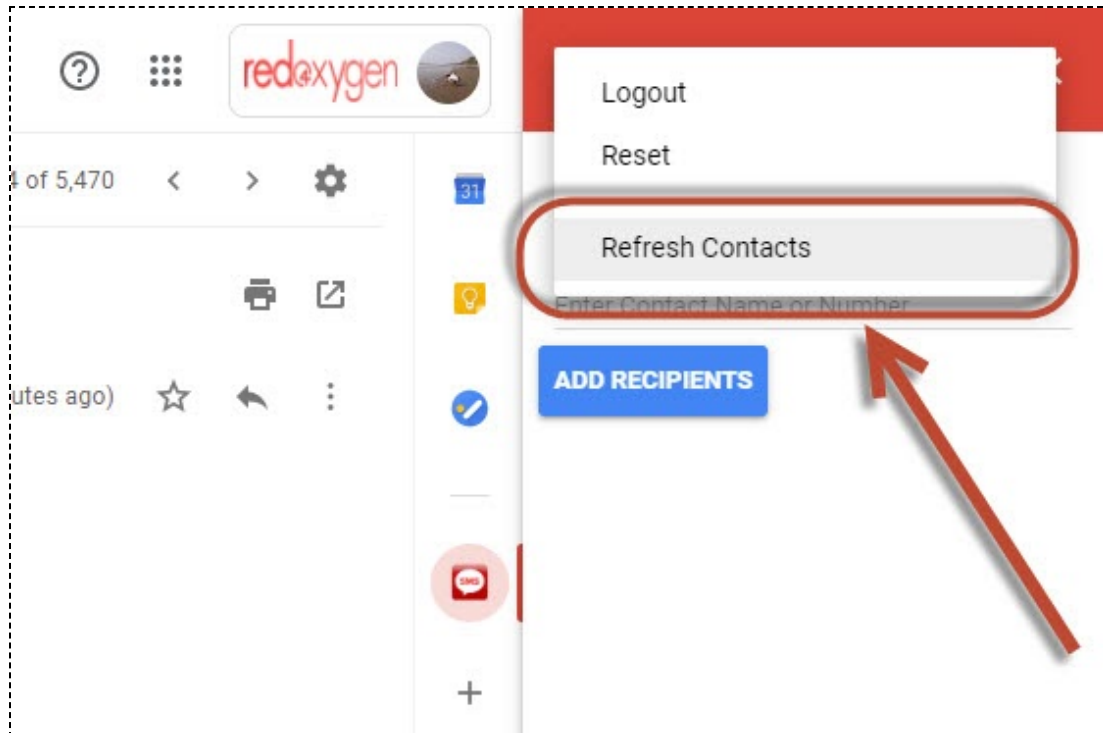
17. Adding Recipients

a. Accessing saved contacts.

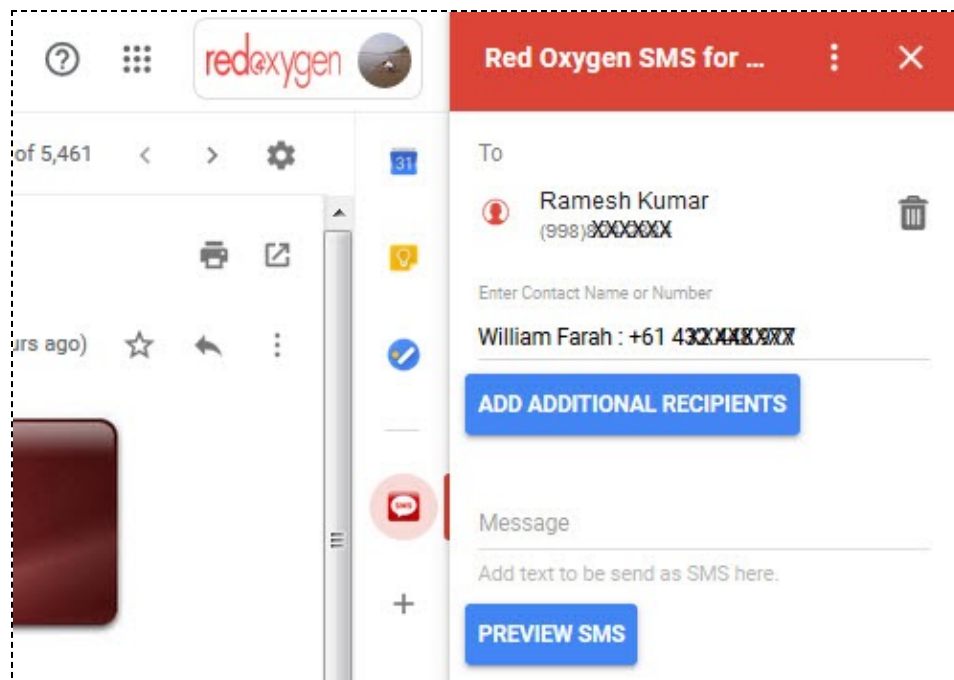
Start typing the name or number of the recipient in the “To” field and Gmail SMS should automatically fetch their contact details from Google Contacts. *(Make sure you have contacts saved in the same Google account to allow the add-on to retrieve them)*



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 “Refresh Contacts” option.

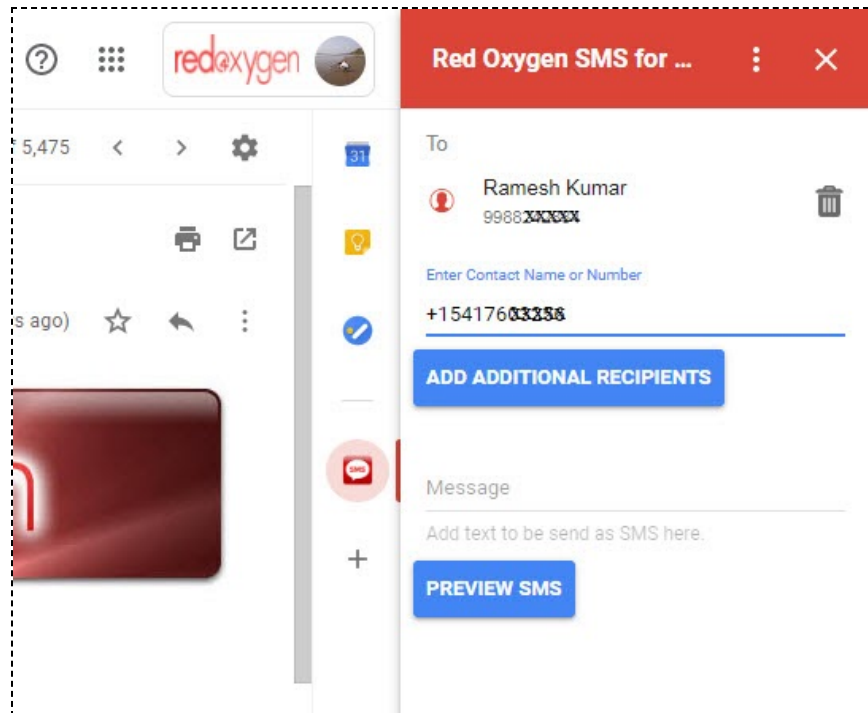



Select the contact and click on the “ADD RECIPIENTS” button to add the recipient. You can add more recipients in the same way.

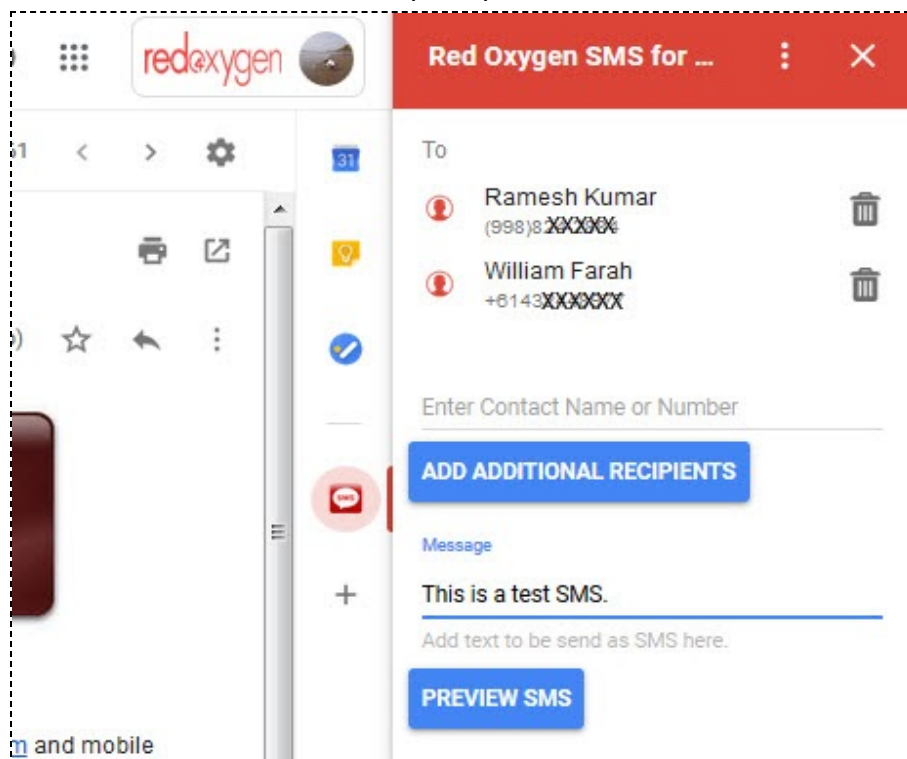


b. Manually entering unsaved numbers.

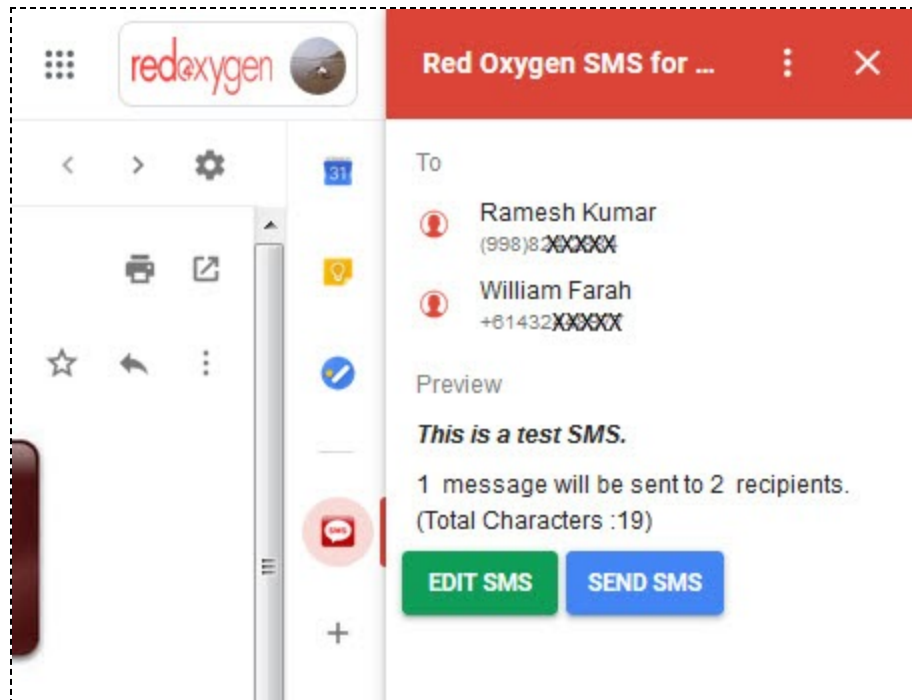
You can also manually input the number in order to message any unsaved number. *It is always recommended to enter the number in international format (i.e with country code).*



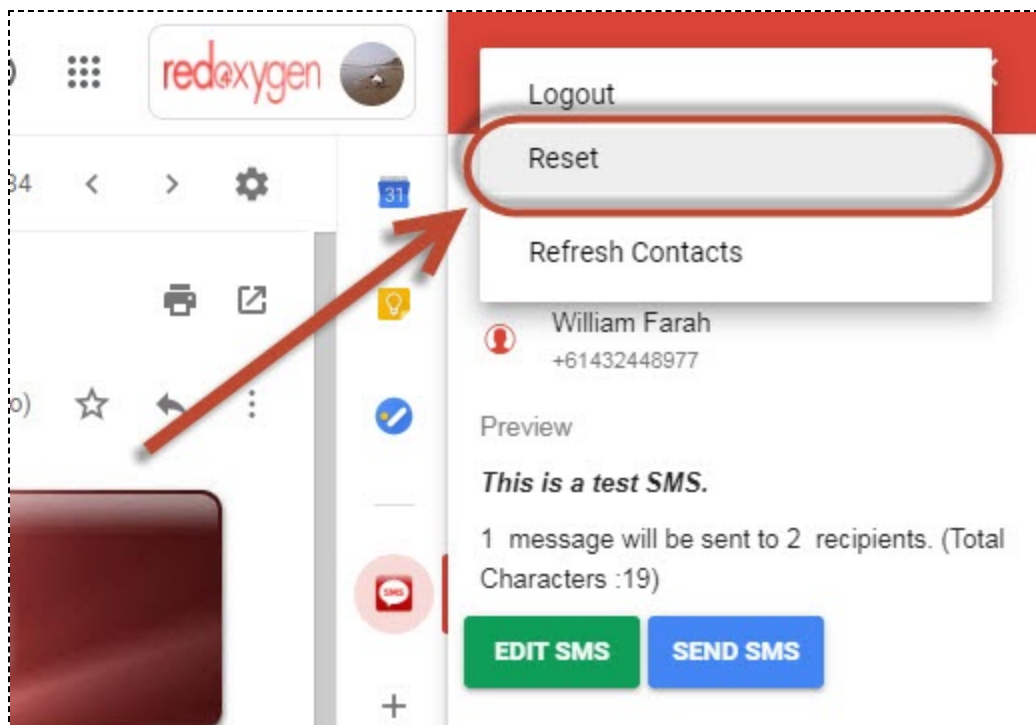
18. In order to delete any recipient, click on  (delete icon) next to the contact.
19. Type the content of the SMS in the space provided below.



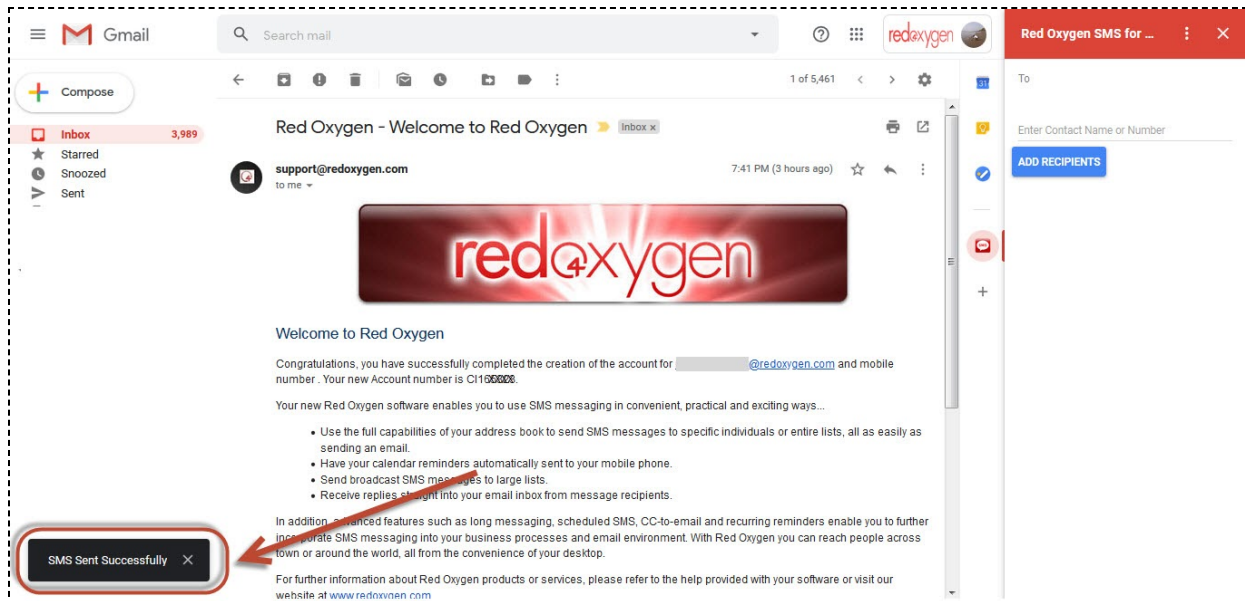
20. Click on the “Preview SMS” button to move to the next step. Here you can choose to edit or send the message.
21. You can verify the message details before sending it out. A character counter is also provided here.



22. Users have the option of “EDIT SMS”, “SEND SMS”, or “Reset” by clicking the three dots on the top.



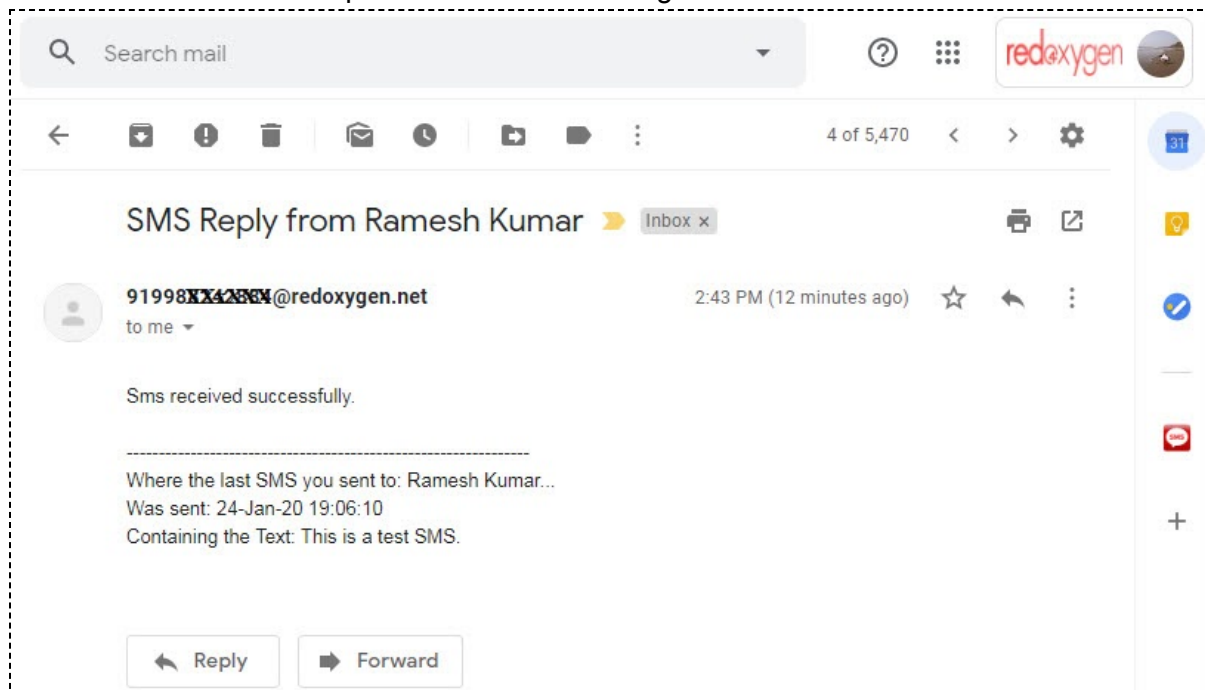
23. Once the SMS is successfully sent, a notification will appear in lower-left-corner of the screen, just as it would for a successfully sent email.



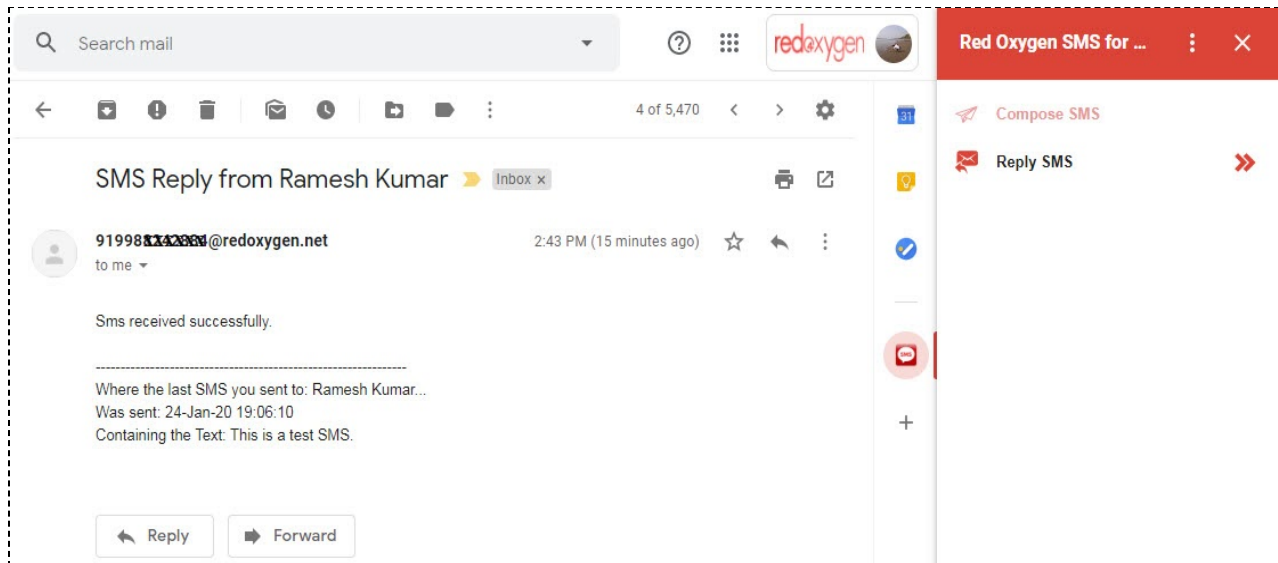
24. Once the contact receives your message, depending upon your Red Oxygen account settings, they should be able to reply back. The reply will be delivered to either your email address or cell phone, depending on what account settings you've specified.

How to Reply Back to an SMS Reply

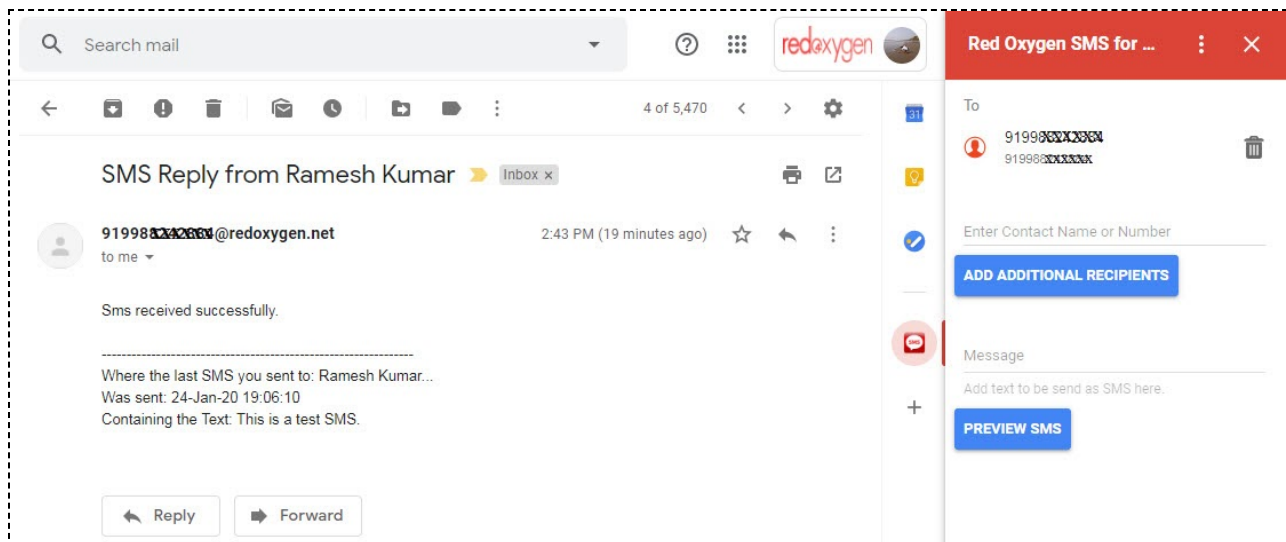
25. In the account below, we had selected replies to be delivered back to the email address and we have received a response to the text message we had sent.



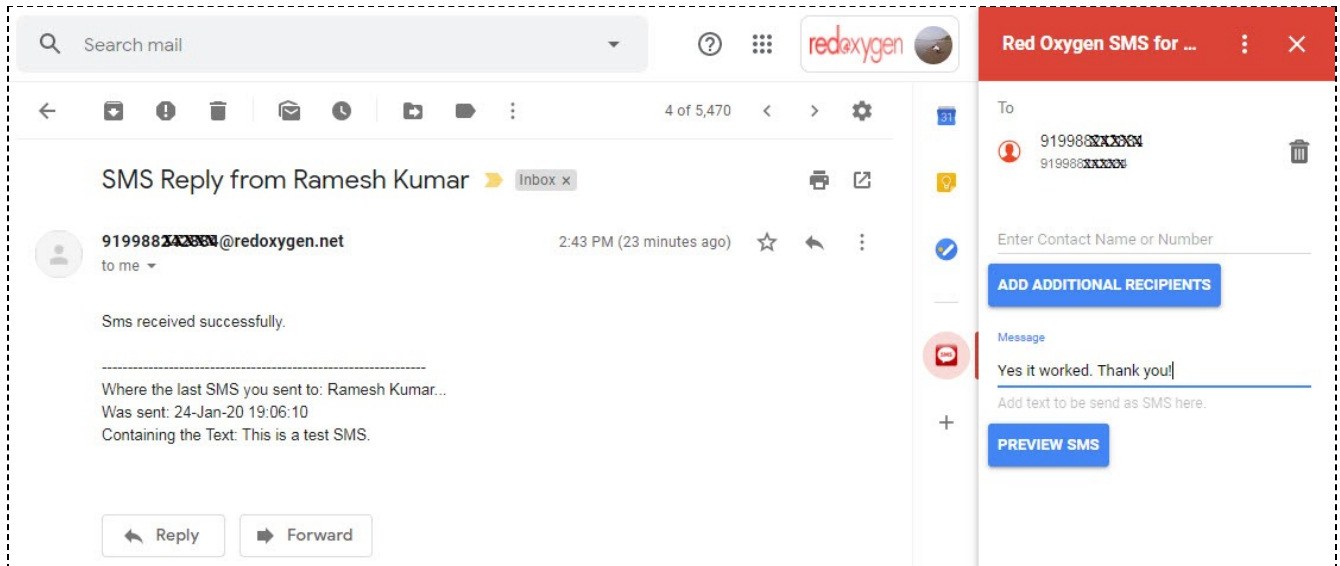
26. In order to reply back to a reply received, simply open the Gmail SMS add-on while the reply email is open and Gmail SMS will provide an option to reply to the message.
(Please do not click the email "Reply" button, as that will result in an email - not a Red Oxygen Gmail SMS message - being sent)



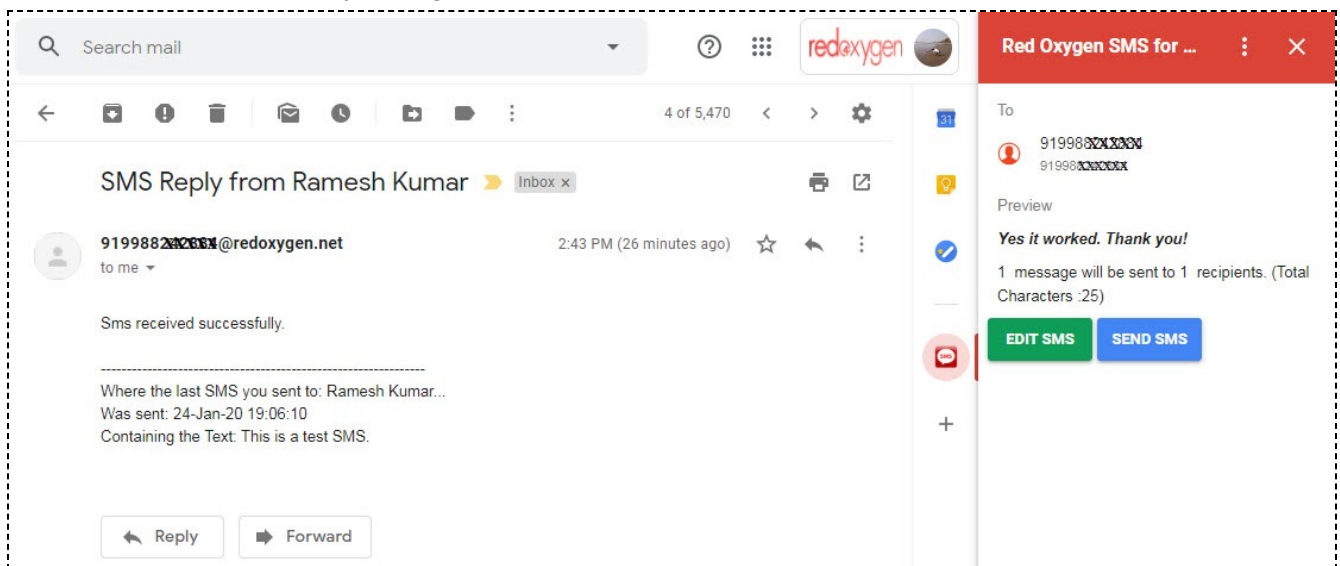
27. When you click on "Reply SMS", Gmail SMS will automatically select the contact number from the received reply.



28. You have the option to add additional recipients or you can simply type the content of the SMS in the space provided below.
29. After selecting recipients and inputting your message, click the "PREVIEW SMS" button.

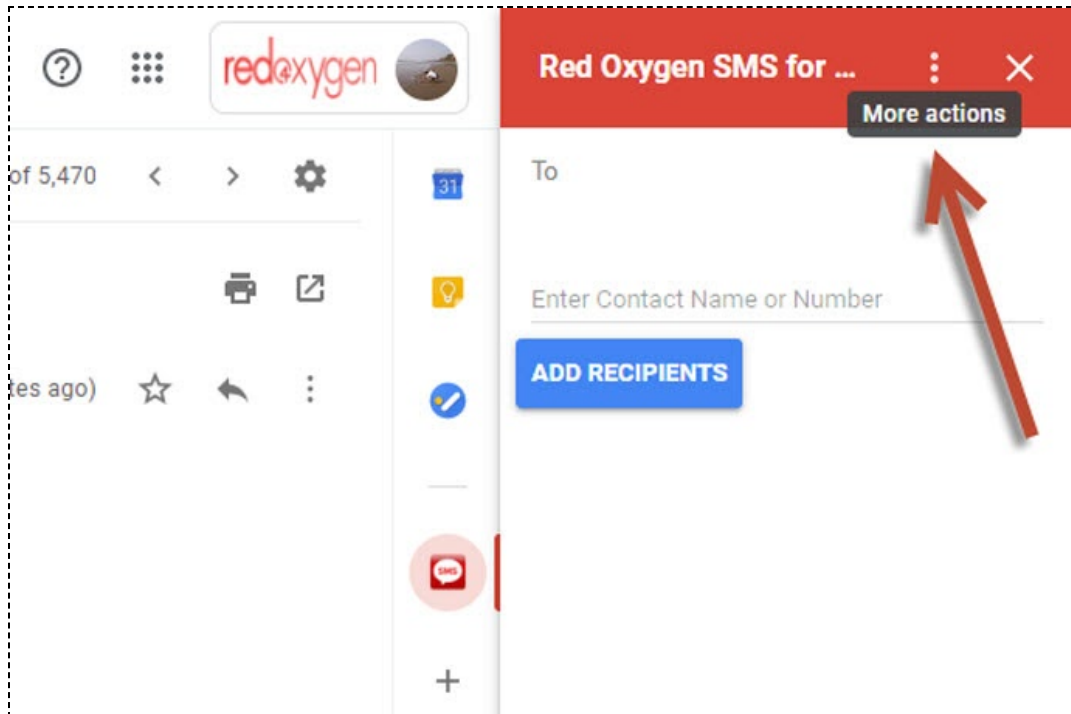


30. You will see the recipients, message content, and character count. Select the “EDIT SMS” button to make any changes or the “SEND SMS” button to send as is.

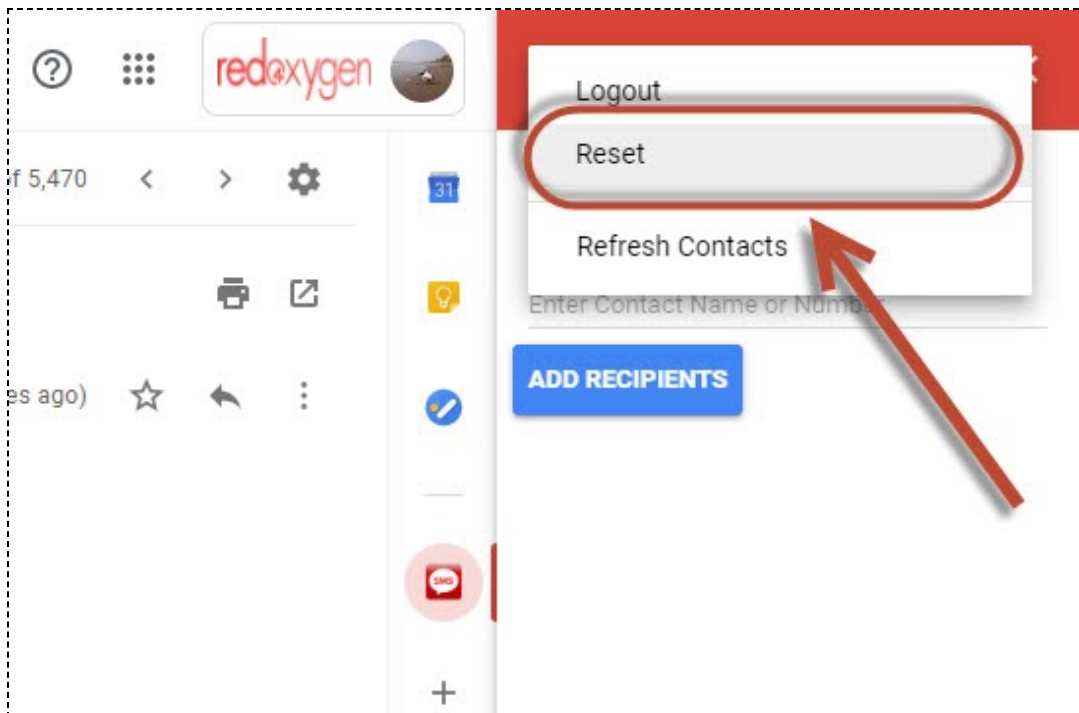


More Actions (Options)

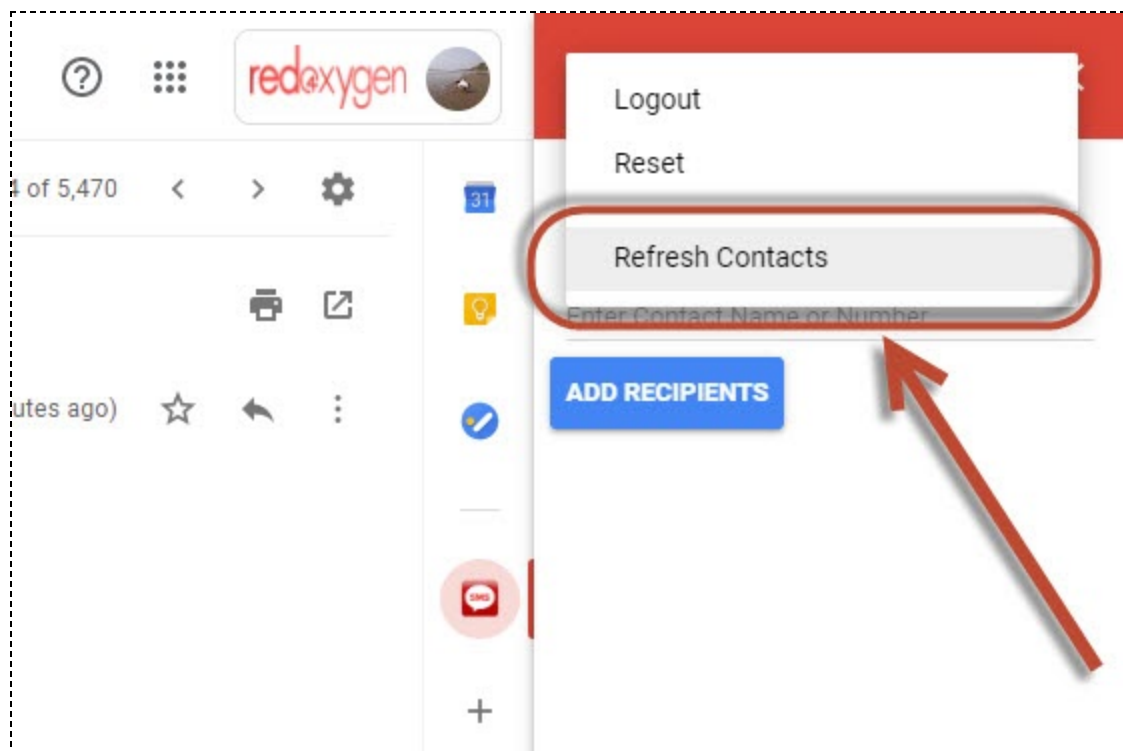
31. There are a few options available in “More Actions”, which appears as three stacked dots at the top of the add-on. There are two options there: “Reset” and “Refresh Contacts”.



32. 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.



33. 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 “Refresh Contacts” option.



34. 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.

