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SMS notices without programming: from a spreadsheet to scheduled messages on the SMS page

WhatsApp & APIs

CODE	VERSION	COUNTRY · LANGUAGE
RLX-MZ-KB-2695	v2026.11.13	Mozambique · English

MozOut Mozambique
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https://www.meu.mozout.co.mz/knowledgebase/2695

SMS notices without programming: from a spreadsheet to scheduled messages on the SMS page

WhatsApp & APIs Created on **November 13, 2026** 2 min read



The short answer: export from your software the list of people to notify (tomorrow's appointments, contracts ending this month), save it as **CSV**, import it into a **group** on the SMS page in Meu MozOut and schedule one send to that group. No programming needed, and each person's name goes into the message on its own.

Step by step

1. **Prepare the sheet** with the columns name, company, phone, email and notes (leave the ones you do not use empty). The header can be in Portuguese or English, or the columns come in this order: `name;company;phone;email;notes`.

2. **Save as CSV** and import it under Contacts, up to 2 MB per file. Pick an existing group or create a new one, such as "Tomorrow's appointments". If you tick the update option, contacts you already had get the new details; the same phone number is never duplicated.

3. **Write the notice** from a template or from scratch, with `{$contact_first_name}` for the first name. The preview shows it with a sample name.

4. **Pick the group, set the day and time** and confirm. The page shows how many parts the message has and how many credits it will use.

5. **Check the History** for each message's status after the scheduled time.

What works this way and what does not

Notice	From a sheet?
The same text for everyone, only the name changes ("the meeting is Friday at 5pm")	Yes
Everyone with the same date ("your invoice is due on 30/11")	Yes, one group per date
Each person with their own time or amount	Only if you group together people with the same time or amount
Notices triggered by an event (a payment, an order)	No: that is a job for the API

Personalisation on the page uses the contact's name and company: **variables, examples and pitfalls**. For different data in each message, the route is **the batch send through the API**.

Anyone who asked not to receive messages is left out
automatically, even if their number is in the sheet. And check the numbers before importing: a mistyped phone receives nothing.

Make it a routine
: every day at the same time, export, import into the next day's group and schedule. Delete or empty the group afterwards so nobody is notified twice.

RECOMMENDED

Want to notify customers without writing any code? See the SMS prices and import your first list.

See SMS prices →

SEE ALSO

- **SMS contacts and groups: importing a CSV list and keeping it clean** →
- **Personalised SMS with the contact's name: variables, examples and pitfalls** →
- **Sending your first business SMS, step by step: activate, buy credits, write and send** →

SMS history and scheduling: statuses, filters and what happens when a message fails

Appointment reminder SMS: when to send it, what it must say and how to schedule it

Notification SMS: automatic notices to your customers from the SMS page or your own system

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