

# VIRTUAL FAX USER GUIDE

## TO SEND VIRTUAL FAX

- Log in to email account associated with Virtual Fax
- Click to Compose new email
- Enter appropriate 10-Digit Fax Number followed by “@myhostedfax.com”
- Enter the subject of the fax into the subject field
- Enter cover page text in the body of email
- Attach documents (pdf and tiff formats are supported) to be faxed
- Click Send to send the fax

The screenshot shows an email composition interface with the following details:

- Toolbar:** Includes icons for Save, Undo, Redo, and a dropdown menu. The 'Message' tab is active, showing options like File, Insert, Options, Format Text, Review, Help, and a search bar.
- Rich Text Editor:** Features a font dropdown (Tahoma), size dropdown (10), and various formatting options (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Address Book, Check Names, Attach File, Attach Item, Signature, Assign Policy, Follow Up, High Importance, Low Importance, Tags).
- Address Fields:** The 'To' field contains the email address '5555551212@myhostedfax.com'. The 'Cc' field is empty.
- Subject Field:** Contains the text 'This Text will be the subject on the fax cover page that is enenerated'.
- Body Text:** The main body of the email contains the text: 'This text will be in the body of the cover page... You could include your contact info or an attn heading (Attn: John )'.

## TO RECEIVE VIRTUAL FAX

- Provide sender with 10-Digit Fax Number your Virtual Fax Number
- Fax will appear as a PDF in the Inbox of the associated email account(s)