Sending & Receiving CloudFax Documents

MOMENTUM
T E L E C O M

Sending Faxes Via E-Mail

Faxes can be sent using your existing E-mail client, such as Outlook, Outlook Express, or Mozilla Thunderbird. Faxes also can be sent from the web interface of your favorite mail service like Office365, Outlook OWA, Gmail, Yahoo, MSN or any other similar service.

You may only send fax documents from email addresses that are registered users of the CloudFax service unless otherwise notified by your administrator.

- If you work for ABC Company and your email address, user@abccompany.com, is the registered address for sending and receiving mail via the CloudFax service, then you can send faxes via any email client capable of sending mail from the account user@abccompany.com.

- However you can't send mail from your yahoo.com account, user@yahoo.com, as it would not be recognized as a registered user of ABC Company.

- If you need to send from multiple addresses or addresses that don't share the same domain as the registered user account (abccompany.com), then you will need to ask your administrator to assign those alternate email addresses as registered users.

TO SEND A FAX WITH YOUR MAIL CLIENT:

1. Create a new email.

2. Enter a subject and type a message as you would for a normal email.

   - The subject and message will be displayed on the cover sheet

   - Plain text and HTML formats are supported in the message body for outgoing faxes as well as embedded images in the HTML message body.

3. Attach any files you want to fax as if you were emailing them as attachments.

4. In the recipient field (**To:**), enter the fax destination in the following syntax: faxnumber@cngfax.com

   - Faxnumber = 10-digit fax number with no dashes or spaces (4805551212)

   - Cngfax.com = the domain address of the CloudFax service

     For example, to send a fax to the number 480-555-1212, you would enter the following as the **To:** address in your email: 4805551212@cngfax.com

5. When finished, hit send as you would with any normal email.

6. Once the fax is sent, you will receive a notification via email if your Administrator has enabled fax notifications.