Cumulus eFax User Guide

Virtual eFax

- **Allows you to send a document from email to fax**
- **Allows you to receive faxes directly to your email instead of an expensive fax machine**

Sending an eFax without Credentials

You must send this from the authorized email address set in the fax portal

From your authorized eFax email address to a fax number 6106478024

1. Create a new email To: 1{fax number}@faxmessage.net
2. [Optional] Subject: Fax to {Fax Number}
3. Body: Fax Cover Page
4. Attachment: Document you wish to fax*

From any Email account

1. Create a new email To: 1{fax number}@faxmessage.net
2. Subject (must be formatted as follows) u={username} p={password}
3. Body: Fax Cover Page
4. Attachment: Document you wish to fax*

*-Documents can only be attached **ONE** at a time. They must be in one of the following formats: TIFF, TXT, PCX, DCX, DOC, RTF, HTML, HTM, PPT, XLS or PDF

Documents may contain multiple pages but only **ONE** document can be attached to each email to fax

Receiving an eFax

To receive a fax you don't need to do anything. All you need is to tell people your fax number; the number assigned to your eFax account. Whenever and wherever people send a fax to that number we will deliver the fax to your configured email address