



## Email to Fax

Faxing via email is now possible with our email to fax feature.

### Requirements

Provide VOIPx3 with 1 **one unique email** for your PBX User account. The fax will fail if our systems detects that the email address you are faxing from is assigned to more than one PBX User.

## Sending an Outbound Fax by Email

Using an email client like MS Outlook, you can send your fax to any 11-digit US number using the format [DID@instant-fax.com](mailto:DID@instant-fax.com) (e.g. [12033045246@instant-fax.com](mailto:12033045246@instant-fax.com)).

## Receiving Inbound Fax by Email

Received faxes will be automatically sent to the email address(s) you provided.

## Receiving Fax Notifications by Email

From the Customer Portal, go to the Voicemail tab of the user, select the notification method you wish to use, similar to the style you prefer for Voicemail notifications.