

Cloud Solutions

How To Send A Fax
From Your Inbox





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Introduction

This document is a step-by-step guide on how to send a fax from your inbox.

How to send a fax from your inbox

1. Open a new email and type the fax number into the "To" section, followed by @e2fax.co.za (see image below).
2. In the "Subject" line type the nature of the correspondence you would like to appear on the cover sheet of your fax.
3. In the body of the email type the correspondence you would like reflected on the second page of your fax.
4. Attach any file you would like delivered (very important to set your page break if sending an Excel attachment).
5. Click "Send".

The screenshot shows the 'MESSAGE' tab in an email client. The ribbon includes 'FILE', 'MESSAGE', 'INSERT', 'OPTIONS', 'FORMAT TEXT', and 'REVIEWS'. The 'MESSAGE' ribbon has sections for 'Clipboard' (Paste, Cut, Copy, Format Painter), 'Basic Text' (Font face: Arial, Size: 10, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Decrease indent, Increase indent, Decrease indent, Increase indent), 'Names' (Address Book, Check Names), and 'Attachments' (Attach File, Attach Item).

The email composition form is visible below the ribbon:

- To...** 0878074930@e2fax.co.za
- Cc...**
- Bcc...**
- Subject** Test Fax
- Attached** document2014-03-07-015850.pdf (497 KB)

The email body contains the following text:

Dear Mr Soap,

Please find attached copy of your statement

Kind regards,
Clive