

Email Template for Notifying Users

Dear Colleagues,

As a part of the state's Voice over Internet Protocol (VoIP) project, the Fax2Mail service is now available to replace fax machines. Beginning [DATE] the fax machine located at [LOCATION] will no longer be operational and the faxes that come in to [NUMBER] will now be received via email addressed to [USER EMAIL/DISTRO LIST].

Detailed instructions on sending faxes can be found at:

<https://soh.sp.ohio.gov/sites/ngts/Cloud%20Fax%20User%20Resource/Sending%20and%20Receiving%20Faxes%20Using%20Fax2Mail%20QRG.PDF> and more information is available on the Fax2Mail services at: <https://soh.sp.ohio.gov/sites/ngts/SitePages/Cloud%20Fax%20Resource.aspx>.

For more information or support, please contact your agency help desk.

Thank you,