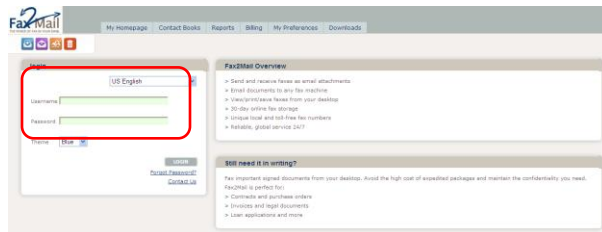


Getting Started

- Login at: <https://fax2mail.easylink.com>
- Your password is case sensitive. If you forgot your password, click on the "Forgot Password?" link.



Changing Your Preferences

Select the "My Preferences" tab. The drop down menu will have three preference selections:

User Profile: Your contact Information and your password can be changed here.

Send Preferences: Default Settings for sending faxes

Receive Preferences: Default Settings for receiving faxes.

Send Preferences

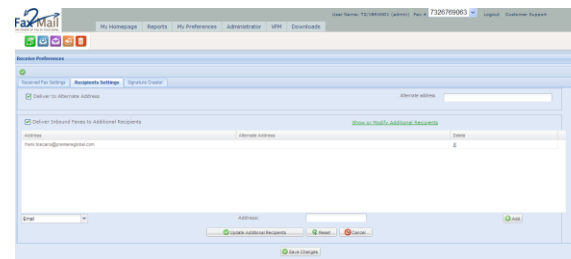
In the "Send Preferences" section, you may change some options that control the defaults when you SEND a fax. The most common default setting to modify would be the Cover Sheet setting. Call your Sales Rep if you would like custom cover sheets created.

Receive Preferences

In the "Receive Preferences" tab you may change some options that control the defaults when you receive a fax.

Received Fax Settings: Change the file format type of your fax (TIFF, PDF or Secure PDF). You may also select any of the Enhanced PDF Options*.

Recipient Settings: Set an alternate email address to receive faxes when you are on vacation or add additional email addresses to receive copies of your faxes.



*Additional charges will be applied

Viewing Activity

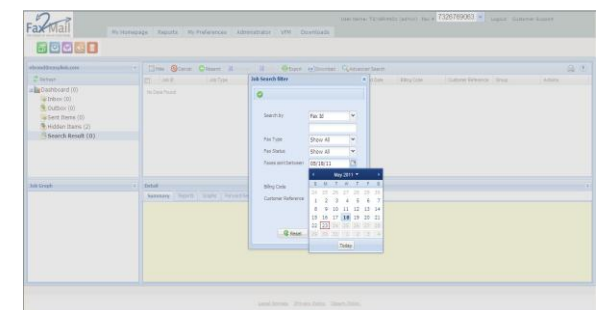
Select the Inbox or Sent icons from the Homepage to view your Received and Sent Fax Activity:




Inbox: View all faxes you received within the last 30 days.

Sent: View all faxes you sent within the last 30 days

Use the advanced search button to narrow or widen your search.



Viewing Details

From the "Inbox" you may view the actual fax that was received by selecting the binocular icon , view delivery details and also have the ability to resend or redirect your fax.

Click on the "+" to view details about the fax.

Job ID	Job Type	Status	Start Date	Completed Date	Billing Code	Customer Reference	Actions
80659361	F2M	Complete	04/28/2009 10:29 EDT	04/28/2009 10:29 EDT			
Subject: 2 page document from Via Fax Call at size: 1 Extended systems 04/28/2009 10:29 EDT Job Type: F2M Received by user: KSRW0005							
80659401	F2M	Complete	04/28/2009 10:29 EDT	04/28/2009 10:19 EDT			
70200389	F2M	Complete	04/23/2009 13:07 EDT	04/23/2009 13:07 EDT			
77446700	F2M	Complete	04/22/2009 14:33 EDT	04/22/2009 14:33 EDT			
81671981	F2M	Complete	04/28/2009 13:06 EDT	04/28/2009 13:05 EDT	KRSTENWOODS	KRSTENWOODS	
80713652	MCF	Complete	04/28/2009 10:27 EDT	04/28/2009 10:30 EDT	KRSTENWOODS	KRSTENWOODS	
80752987	MCF	Complete	04/28/2009 10:18 EDT	04/28/2009 10:20 EDT	KRSTENWOODS	KRSTENWOODS	

From the **“Sent Items”** you may view delivery details and also have the ability to resend or redirect your fax.

To resend a fax to a different fax or email address, click on the job # to have the split screen containing the delivery information appear. Select the Report tab and click on **“Resend”**.

61	89887401	F2M	Complete	04/26/2009 10:20 EDT	04/28/2009 10:19 EDT				
62	78303889	F2M	Complete	04/22/2009 13:07 EDT	04/22/2009 13:07 EDT				
63	17446700	F2M	Complete	04/22/2009 14:33 EDT	04/22/2009 14:33 EDT				
64	91671981		Complete	04/26/2009 13:06 EDT	04/28/2009 13:06 EDT	KRISTEN WOODS	KRISTEN WOODS		
65	88713652	M2F	Complete	04/26/2009 10:27 EDT	04/28/2009 10:26 EDT	KRISTEN WOODS	KRISTEN WOODS		
66	88752997	M2F	Complete	04/26/2009 10:18 EDT	04/28/2009 10:26 EDT	KRISTEN WOODS	KRISTEN WOODS		

Summary Reports Graphs Forward Report

Detail Report Type address to search Report All

Job #	Reference	Address	Status	Units	Attempts	First Attempt	Last Attempt	Send Rate	Actions
66	88752997	KRISTEN WOODS kristen.woods@premiermg.com	Sent	98034	1	04/26/2009 10:26 EDT	04/28/2009 10:26 EDT	0	Resend

Reports Tab

The **“Reports”** tab will give you a snapshot of your sent and/or received faxes within a given day or time frame.

Activity Date	Email Address	Pages In	Pages Out	Faxes In	Faxes Out	
02/01/2012	karina@easylink.com	14	1	12	1	Show Details
02/01/2012	karina@easylink.com	10	2	8	1	Show Details
02/10/2012	karina@easylink.com	10	1	8	1	Show Details
02/10/2012	karina@easylink.com	10	3	8	1	Show Details
02/14/2012	karina@easylink.com	8	0	8	0	Show Details
02/17/2012	karina@easylink.com	10	10	8	5	Show Details

- **“Advanced Search”** can be used to narrow your query
- **“Export”** will give you a CSV file that you can download
- **“Show Details”** gives you the details for the specific fax on that line

EasyLink Customer Support

EasyLink Customer Support

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