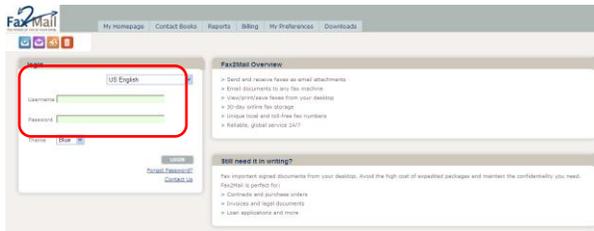


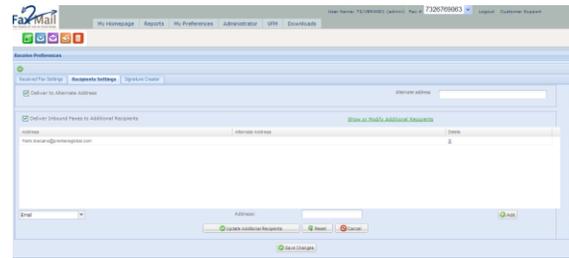
### Getting Started

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



**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

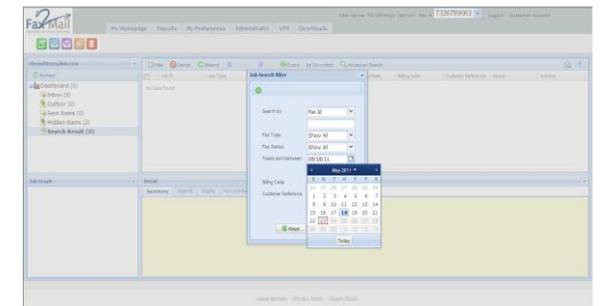
### Viewing Activity

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.



### 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.

### Viewing Details

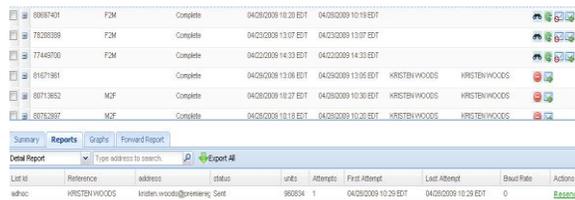
From the "Inbox" you may view the actual fax that was received by selecting the binocular icon , view delivery details and also have the ability to resend or redirect your fax.

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

Job ID	Job Type	Status	Start Date	Completed Date	Billing Code	Customer Reference	Actions
6036591	F2M	Complete	04/26/2009 10:29 EDT	04/26/2009 10:29 EDT			 
Subject: 2 page document from Via Fax: RCSB: Via Fax: Pages: 2 Call #4 size:1 Delivery Type: express Job started: 04/26/2009 10:29 EDT Entered system: 04/26/2009 10:29 EDT Job Type: F2M Received by user: XSRWOODS Fax #1: 04/26/2009 10:29 EDT							
60367401	F2M	Complete	04/26/2009 10:20 EDT	04/26/2009 10:19 EDT			 
79206389	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			 
61671981	Complete	04/26/2009 13:06 EDT	04/26/2009 13:05 EDT	KRISTEN WOODS	KRISTEN WOODS		 
80713652	M2F	Complete	04/26/2009 10:30 EDT	04/26/2009 10:30 EDT	KRISTEN WOODS	KRISTEN WOODS	 
80762987	M2F	Complete	04/26/2009 10:18 EDT	04/26/2009 10:20 EDT	KRISTEN WOODS	KRISTEN WOODS	 

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”**.



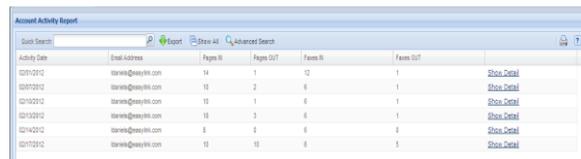
Job #	Type	Status	Send Date	Deliver Date	From	To	Pages
6987401	F2M	Complete	04/26/2009 10:20 EDT	04/26/2009 10:19 EDT			
7820389	F2M	Complete	04/26/2009 13:07 EDT	04/26/2009 13:07 EDT			
17448700	F2M	Complete	04/26/2009 14:33 EDT	04/26/2009 14:33 EDT			
81671981		Complete	04/26/2009 13:06 EDT	04/26/2009 13:06 EDT	HRISTEN WOODS	HRISTEN WOODS	
80713652	MCF	Complete	04/26/2009 10:27 EDT	04/26/2009 10:30 EDT	HRISTEN WOODS	HRISTEN WOODS	
80752997	MCF	Complete	04/26/2009 10:18 EDT	04/26/2009 10:20 EDT	HRISTEN WOODS	HRISTEN WOODS	

Job #	Reference	Address	Status	Units	Attempts	First Attempt	Last Attempt	Blow Rate	Actions
80752997	HRISTEN WOODS	hristen.woods@premierly.com	Sent	80804	1	04/26/2009 10:25 EDT	04/26/2009 10:25 EDT	0	<a href="#">Resend</a>

## 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	oswain@easylink.com	14	1	12	1	<a href="#">Show Detail</a>
02/07/2012	oswain@easylink.com	10	2	8	1	<a href="#">Show Detail</a>
02/10/2012	oswain@easylink.com	10	1	8	1	<a href="#">Show Detail</a>
02/13/2012	oswain@easylink.com	10	3	8	1	<a href="#">Show Detail</a>
02/14/2012	oswain@easylink.com	8	3	6	3	<a href="#">Show Detail</a>
02/17/2012	oswain@easylink.com	10	10	8	5	<a href="#">Show Detail</a>

- **“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

E-mail: [F2MSupport@EasyLink.com](mailto:F2MSupport@EasyLink.com)

Phone: 866.323.9707