

### Receiving a Fax

To receive a fax, simply provide the sender with your assigned fax number and request he or she send the document in the traditional manner. EasyLink receives the fax and instantly converts the document into PDF or TIFF format before forwarding it to your email box.

To view a fax, simply select and open the email attachment. Your PC will launch the viewer necessary to read the document.

Once you have received and viewed your fax, you can perform all standard document operations, including saving, filing, printing, and forwarding it to other users.



**Please Note:** You cannot **REPLY** to an incoming fax

### Sending a Fax

The Fax2Mail solution uses your existing email client to send documents to a recipient as a fax. This eliminates the need for you to load any additional software. You may also send a fax from your mobile PDA (Blackberry, Treo, etc) using the same instructions.

#### To send a fax

**STEP 1** - Create a new email document.

**STEP 2** - Attach the document(s) in the order you want them received. Make sure that paper size is set to A4, B4, letter or legal.

The documents will be delivered to the recipient as a single transmission.

**STEP 3** - In the "TO:" field on your compose email screen, enter the recipient's fax number followed by @fax2mail.com.

Example: 4043331234@fax2mail.com (If sending to an International destination you MUST include 011 and the country code).

#### To send a fax with a Cover Sheet

To populate your cover sheet with Name and Company address your string as follows:

Firstname\_Lastname.Company.fax#@fax2mail.com

The period character "." is used to separate the fields in the address line. As in email you are not permitted to use spaces within the email addressing scheme. Please use the underscore (\_) in place of a space for Name and Company field (if needed)

Example: Sara\_Blue.EasyLink.2015374287@fax2mail.com

Do not use parenthesis "( )" or angle characters "< >" in the email address. You can use dashes "-" in the numeric fax number portion of the address.

Example: 212-555-1212@fax2mail.com

#### Populated Cover Sheet

Email address content data appears on cover page

#### FAX COVER SHEET

To: Lori Daniels	From: Lori Daniels <ldaniels@easylink.com>
Company: EasyLink Service	Date: 02/20/12 02:35:04 PM
Fax Number: 2015374287	Pages (Including cover): 1
Re:	

#### Notes:

Any message or text in the email body will appear in the Notes section of the cover sheet.

Thank You,

**Lori Daniels**  
Production Messaging  
EasyLink Services International Corporation  
www.easylink.com

### EasyLink Customer Support

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

Phone: 866.323.9707