Suggested End User Announcement Text for Converting to Fax2Mail

Announcement for Shared Account with SendOnBehalfOf

Welcome to Fax2Mail!

Your fax machine has been moved to the Fax2Mail platform. Faxes that are sent to your fax number will now arrive via email in a shared email account that you and others with access to this fax account will see in Outlook on the left hand side of your Outlook client.

Should you need to send a fax, you can do so via email. Ensure that you change the Send field on your email to that of the fax machine, and then address the fax by typing the 10digitfaxnumber@fax2mail.com as the email address. Attach the document you want to fax to the email and send it. Detailed instructions, including additional options, cover page options and other features are documented on the Fax2Mail section of our NGTS Sharepoint site located at this link: https://soh.sp.ohio.gov/sites/ngts/ . This site also includes information about VoIP, Video Conferencing, and other Unified Communications related topics, and is updated daily with new information to help you get the most out of these tools.

Thank you!

Announcement for Shared Account with Users Having Their Own Send Accounts

Welcome to Fax2Mail!

Your fax machine has been moved to the Fax2Mail platform. Faxes that are sent to your fax number will now arrive via email in a shared email account that you and others with access to this fax account will see in Outlook on the left hand side of your Outlook client.

Should you need to send a fax, you can do so via email. You have been assigned the ability to send directly from your email address account. Address the fax by typing the 10digitfaxnumber@fax2mail.com as the email address. Attach the document you want to fax to the email and send it. Detailed instructions, including additional options, cover page options and other features are documented on the Fax2Mail section of our NGTS Sharepoint site located at this link: https://soh.sp.ohio.gov/sites/ngts/ . This site also includes information about VoIP, Video Conferencing, and other Unified Communications related topics, and is updated daily with new information to help you get the most out of these tools.

Thank you!