



SETUP

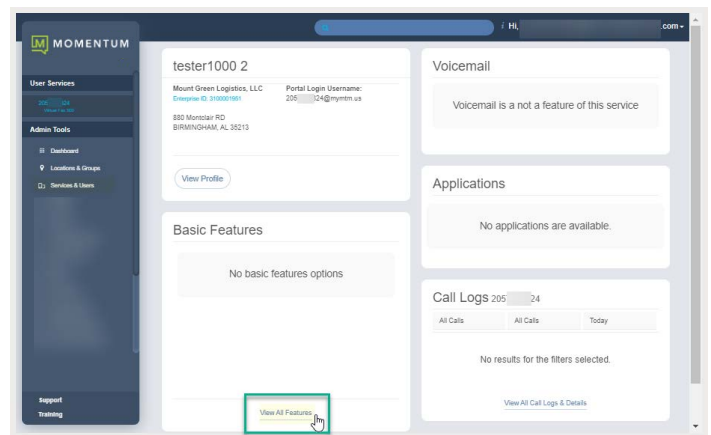
1. Sign into the Cloud Services Portal website as an Administrator:

- User Name: email@format.com
- Password: Enter the credential assigned to you - or click the [Forgot Password?](#) link (if you have a forgot password email address already on file).



2. Once signed in, go to **Services & Users** to locate the desired account and click on the link in the **Service ID** column to view the account Dashboard.

3. Click on the [View All Features](#) link in the **Basic Features** card on the Dashboard to view Settings.



4. Click on the *View / Edit* drop-down arrow next to **Virtual Fax** (*Fax-to-Email / Email-to-Fax*) to open the Virtual Fax Setting dialog.

5. Enter a unique **Name** for the virtual fax number's identifier in the fields provided (*First Name, Initials, Last Name*).

6. **Inbound** - Type at least one (1) and up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for **Inbound** (receiving) in the adjacent text box. Separate the addresses using a single comma only - no spaces or returns between addresses.

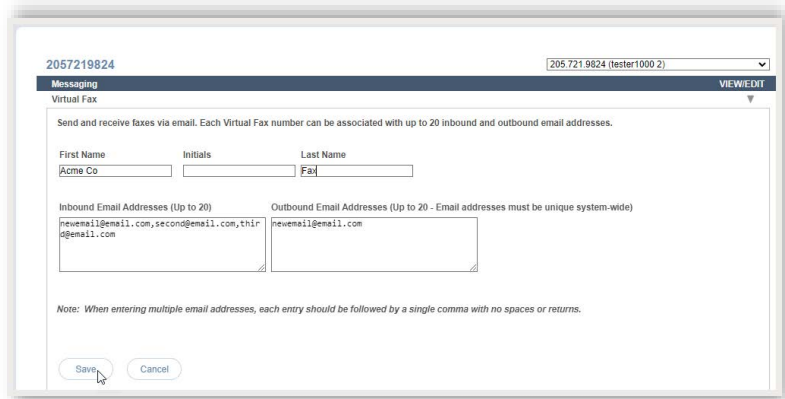


7. **Outbound** - Type at least one (1) and up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for **Outbound** (sending) in the adjacent text box. Separate the addresses using a single comma - no spaces or returns.

8. Click **Save** when finished with all changes.

To repeat for other Virtual Fax lines:

Use the drop-down above the Settings dialog to find additional Virtual Fax accounts for administration, follow the steps above to make changes, and Save.



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Virtual Fax

Send and receive faxes via email. Each Virtual Fax number can be associated with up to 20 inbound and outbound email addresses.

First Name: Acme Co Initials: Last Name: Fax: []

Inbound Email Addresses (Up to 20): newemail@email.com,second@email.com,third@email.com

Outbound Email Addresses (Up to 20 - Email addresses must be unique system-wide): newemail@email.com

Note: When entering multiple email addresses, each entry should be followed by a single comma with no spaces or returns.

Save Cancel