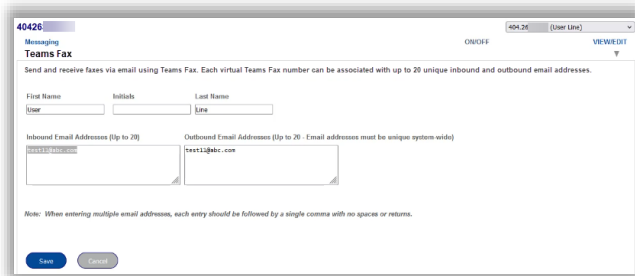


## SETUP

### Online Teams Fax Setup

1. Sign into the **Cloud Services Portal** website.
2. Click on the **View All Features** link in the Basic Features card on your Dashboard to view your Settings.
3. Click the **View / Edit** drop-down arrow next to **Teams Fax** in the *Messaging* section.
4. Enter a **Name** (First, Initials, Last) for the virtual fax number identifier.  
*Example: Acme Pharma Fax*
5. **Inbound** - Enter at least one (1) and up to twenty (20) completely unique email addresses to be associated with this Teams Fax Number for **Inbound** (receiving) in the adjacent text box. Separate addresses with a single comma (no spaces or returns).
6. **Outbound** - Enter at least one (1) and up to twenty (20) completely unique email addresses to be associated with this Teams Fax Number for **Outbound** (sending) in the adjacent text box. Separate addresses with a single comma (no spaces or returns).



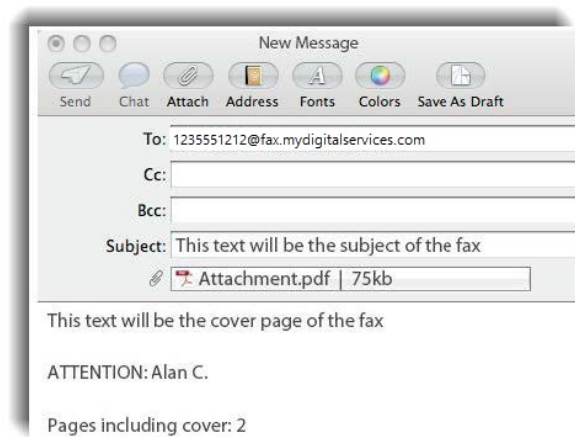
7. Click **Save**.



## USE

### Send Teams Fax

1. Open an email account you associated with Teams Fax.



2. **Compose** a new email as follows:
  - **To:** Recipient's 10-Digit Fax Number followed by @fax.mydigitalservices.com  
Example: 1235551212@fax.mydigitalservices.com
  - **Subject:** Type the fax subject here.
  - **Body:** Type the cover page text in the body of the email.
  - **Add Attachment:** Attach the images and/or document containing the pages to be faxed.

**Note:** Only \*.pdf, \*.doc, \*.docx, \*.rtf, \*.tif, \*.tiff, \*.txt, \*.htm, \*.html, \*.xls, and \*.xlsx files are supported.

3. Click **Send**.

### Receive Teams Fax

1. Simply provide the sender with your 10-Digit Teams Fax Phone Number and watch your email for the fax they send you.

*Received faxes appear in the inbox of the associated email account(s) and the file attachments that were sent are included as **PDF** or image file attachments.*