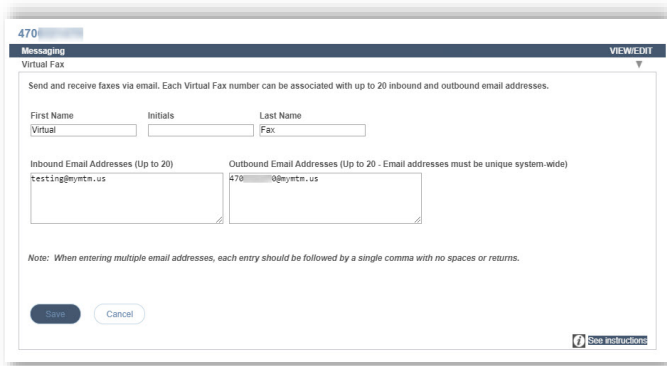# VIRTUAL FAX

MOMENTUM

SETUP

USE

Online Setup

1. Sign into the Cloud Services Portal website. E.g.: *portal.momentumtelecom.com/*

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 **Virtual Fax** (*Fax-to-Email / Email-to-Fax*)

4. Enter a **Name** (First, Initials, Last) for the virtual fax number identifier.

5. **Inbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Inbound (receiving) in the adjacent text box. Separate addresses with a single comma.

6. **Outbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate addresses with a single comma.

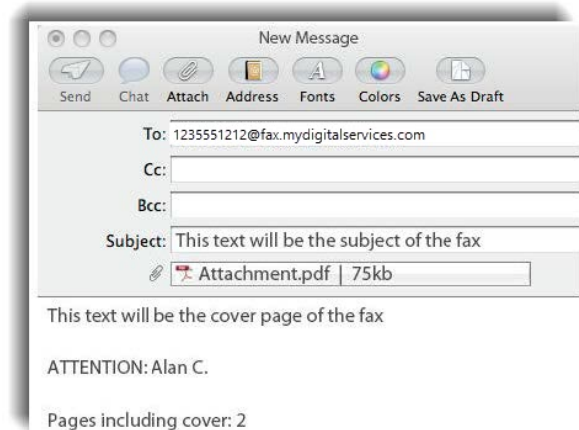7. Click **Save**.

Send Virtual Fax

1. Open an email account associated with Virtual 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 Virtual Fax

1. Simply provide the sender with your 10-Digit Virtual 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.*