# SETUP

## USE

#### **Online Setup**

- Sign into the Cloud Services Portal website.
  E.g.: portal.momentumtelecom.com/
- Click on the View All Features link in the Basic Features card on your Dashboard to view your Settings.
- 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.
- 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.
- 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.

essaging			VIEW/EDIT
tual Fax			Ψ.
end and receive fa	kes via email. Each Virtual F	ax number can be associated with up to 20 inbound and outbou	nd email addresses.
irst Name	Initials	Last Name	
Virtual		Fax	
nbound Email Addr	esses (Up to 20)	Outbound Email Addresses (Up to 20 - Email addresses must	t be unique system-wide)
testing@mymtm.us		470 0@mymtm.us	
lote: When enterin	a multiple email addresses.	each entry should be followed by a single comma with no space	es or returns.
_			
Save	Cancel		
Save	Cancel		

7. Click Save.

### **Send Virtual Fax**

1. Open an email account associated with Virtual Fax.

570	
Send Chat	Attach Address Fonts Colors Save As Draft
То	: 1235551212@fax.mydigitalservices.com
Ca	2
Bcc	
Subject	This text will be the subject of the fax
Ś	👎 Attachment.pdf   75kb

ATTENTION: Alan C.

Pages including cover: 2

- 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**

 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.