## SETUP



## **Online Setup**

- 1. Sign into the My Cloud Services Portal website. E.g.: https://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/EDI
rtual Fax			Ŧ
send and receive fax	es via email. Each Virtual F	ax number can be associated with up to 20 inbound and outbour	nd email addresses.
First Name	Initials	Last Name	
Virtual		Fax	
nbound Email Addre	esses (Up to 20)	Outbound Email Addresses (Up to 20 - Email addresses must	be unique system.wide)
testing@mymtm.us	isses (up to 20)	470 00mymtm.us	be unique system-wide)
testing@mymtm.us		470 Ogmyntm.us	
lote: When entering	multiple email addresses,	each entry should be followed by a single comma with no space	s or returns.
	ancel		

7. Click Save.

## Send Virtual Fax

USE

1. Open the email account associated with Virtual Fax.

$\overline{\mathbf{v}}$	
Send Chat	Attach Address Fonts Colors Save As Draft
To:	1235551212@fax.mydigitalservices.com
Cc:	
Bcc:	1
	This text will be the subject of the fax
Subject.	
Ð	👎 Attachment.pdf   75kb

ATTENTION: Alan C.

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- 2. Compose a new email as follows:
  - To: Recipient's 10-Digit Fax Number followed by @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.
- 3. Click Send.

## **Receive Virtual Fax**

 Simply provide the sender with your 10-Digit Virtual Fax Phone Number and watch your email.

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.