



## SETUP

### Online Setup

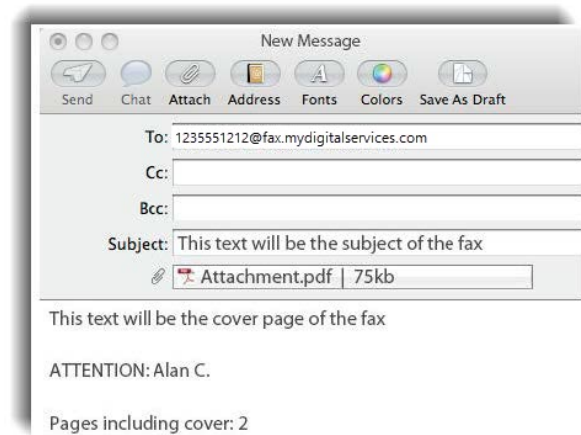
1. Sign into the My Cloud Services Portal website.  
E.g.: <https://portal.momentumtelecom.com/>
2. Click on the [View All Features](#) link in the Basic Features card on your Dashboard to view your Settings.
3. Click the *View / Edit* drop-down arrow next to **Virtual Fax** (*Fax-to-Email / Email-to-Fax*)
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**.

## USE

### Send Virtual Fax

1. Open the 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
  - **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

1. 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.*