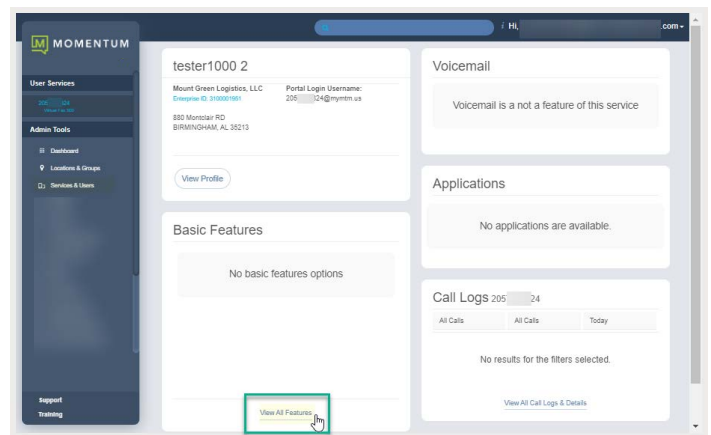## SETUP

1. Sign into the Cloud Services Portal website as an Administrator:

   - User Name: email@format.com
   - Password: Enter the credential assigned to you - or click the Forgot Password? link (if you have a forgot password email email address already on file).

2. Once signed in, go to **Services & Users** to locate the desired account and click on the link in the Service ID column to view the account Dashboard.

3. Click on the View All Features link in the **Basic Features** card on the Dashboard to view Settings.

4. Click on the *View / Edit* drop-down arrow next to **Virtual Fax** (*Fax-to-Email / Email-to-Fax*) to open the Virtual Fax Setting dialog.

5. Enter a unique **Name** for the virtual fax number's identifier in the fields provided (*First Name, Initials, Last Name*).

6. **Inbound** - Type at least one (1) and up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Inbound (receiving) in the adjacent text box. Separate the addresses using a single comma only - no spaces or returns between addresses.
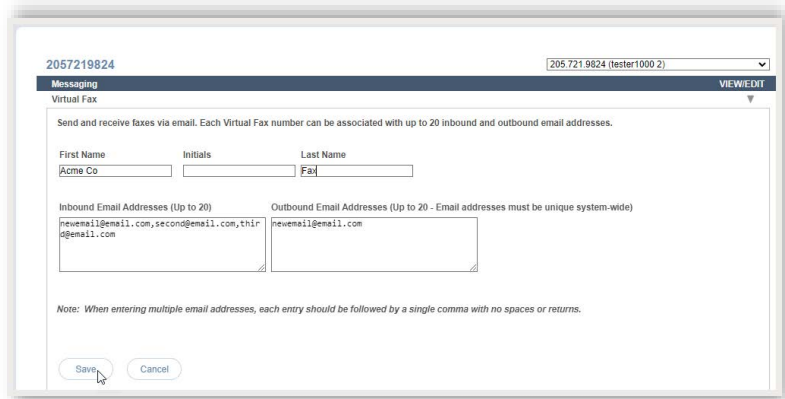
7. **Outbound** - Type at least one (1) and up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate the addresses using a single comma - no spaces or returns.

8. Click **Save** when finished with all changes.

To repeat for other Virtual Fax lines:
Use the drop-down above the Settings dialog to find additional Virtual Fax accounts for administration, follow the steps above to make changes, and Save.