TEAMS FAX ADMINISTRATION

**M MOMENTUM**

🖨 SETUP

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

   - User Name: email@format.xxx
   - 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)
   - Enter 6-digit MFA security code, as required.

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's Dashboard.

3. Click on the *View All Features* link in the **Basic Features** card on the Dashboard to view Settings.
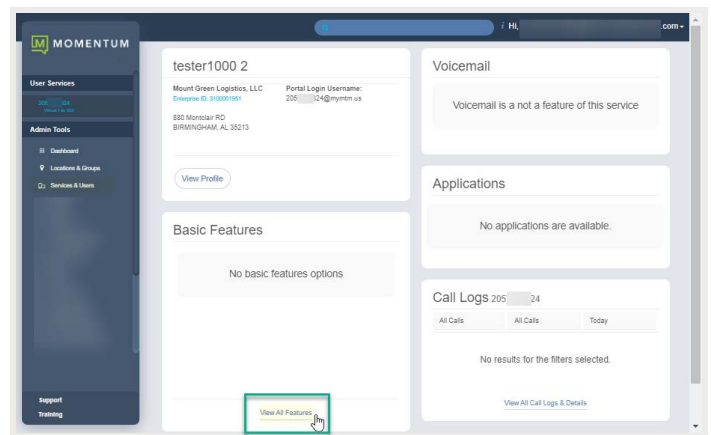
4. Click on the *View / Edit* drop-down arrow next to **Teams Fax** to open the setting dialog.

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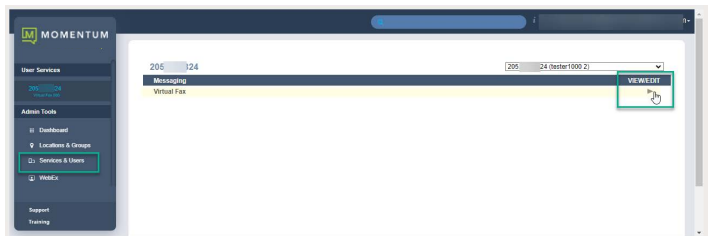
7. **Outbound** - Type at least one (1) and up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate the addresses using a single comma - no spaces or returns between addresses.

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

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