## SETUP

## **Online Teams Fax Setup**

- 1. Sign into the Cloud Services Portal website.
- 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 Teams Fax in the Messaging section.
- 4. Enter a **Name** (First, Initials, Last) for the virtual fax number identifier. *Example: Acme Pharma Fax*
- Inbound Enter at least one (1) and up to twenty (20) completely unique email addresses to be associated with this Teams Fax Number for Inbound (receiving) in the adjacent text box. Separate addresses with a single comma (no spaces or returns).
- Outbound Enter at least one (1) and up to twenty (20) completely unique email addresses to be associated with this Teams Fax Number for Outbound (sending) in the adjacent text box. Separate addresses with a single comma (no spaces or returns).

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eams Fax					Ŧ
end and receive faxes via email	sing Teams Fax. Each virtual Teams Fax number ca	n be associated with up to 20 unique inbound and o	utbound ema	il addresses.	
irst Name Initials	Last Name				
iser	Line				
bound Email Addresses (Up to 20)	Outbound Email Addresses (Up to 20 - Ema	il addresses must be unique system wide)			
est118sbc.com	test11@abc.com				
		201			
ote: When entering multiple email	addresses, each entry should be followed by a single com	ma with no spaces or returns.			
_					
Save Cancel					

7. Click Save.

## Send Teams Fax

USE

1. Open an email account you associated with Teams Fax.

000	New Message
57 0	
Send Chat	Attach Address Fonts Colors Save As Draft
Ti C	0: 1235551212@fax.mydigitalservices.com c:
Bc	c:
Subjec	t: This text will be the subject of the fax
	🖉 👎 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, \*.tiff, \*.txt, \*.htm, \*.html, \*.xls, and \*.xlsx files are supported.

3. Click Send.

## **Receive Teams Fax**

 Simply provide the sender with your 10-Digit Teams 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.