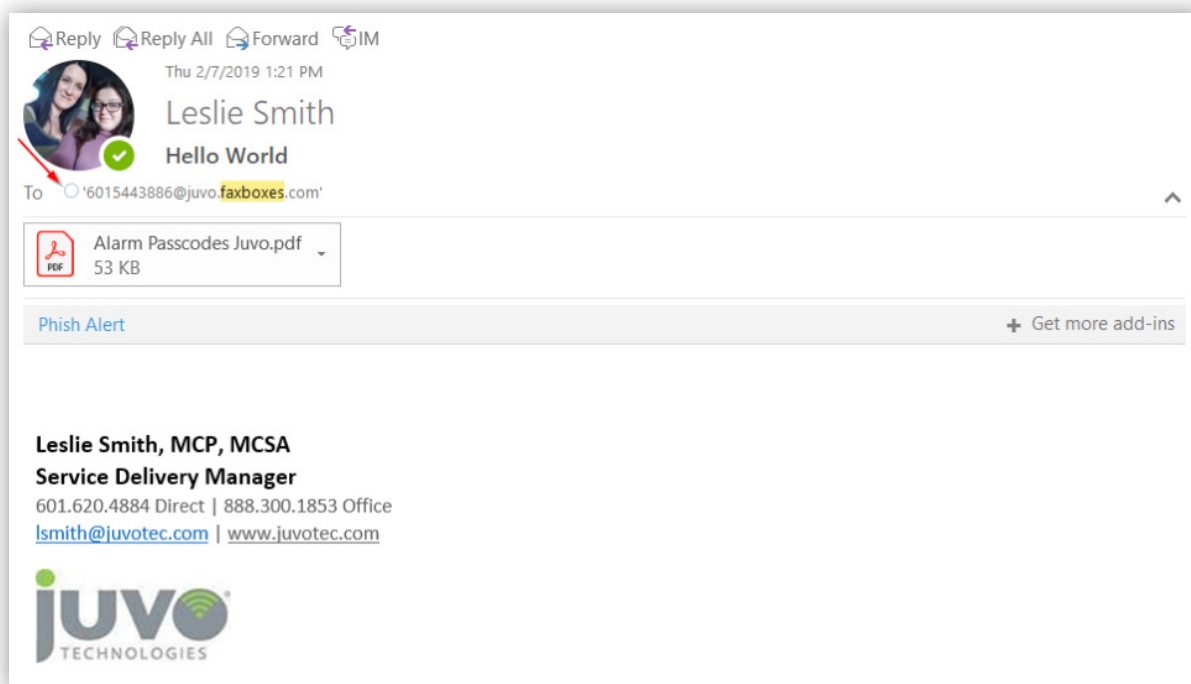




Ears Support: Sending a Fax

1. Open a new outbound email
2. Set the send to address using the format of “**PHONENUMBER@ACCOUNT.faxboxes.com**”. An example would be: To: “**6015443886@juvo.faxboxes.com**”, also see screenshot example below:



3. Add an attachment, only the email attachment will be sent as the fax; nothing that is sent in the message body will be transmitted, including the subject line of the email. You may only attach one file at a time. Allowed attachment formats are as follows:

PDF

TIFF

Word

Excel

PowerPoint

vnd.openxmlformats-office document

and

application/vnd.oasis.opendocument

4. Once you have completed the “To” field in your email and have added an attachment, simply hit send. If send receipts are turned on for your account, you will receive a delivery or failure confirmation via email after your fax is sent.



Ears Support: Sending a Fax

5. The sent fax will arrive at the destination number as a traditional fax if the sent to number is connected to a traditional fax machine. If the destination number is set up for fax to email, it will arrive at the associated email address in the format below with the actual faxed document as an attachment:

