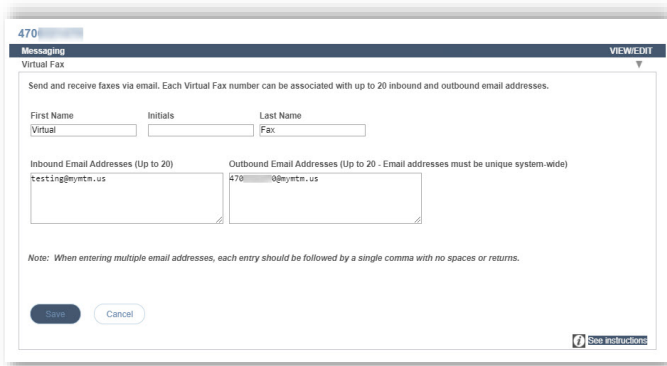


## SETUP



### Online Setup

1. Sign into the **Cloud Services Portal** website.  
E.g.: *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.

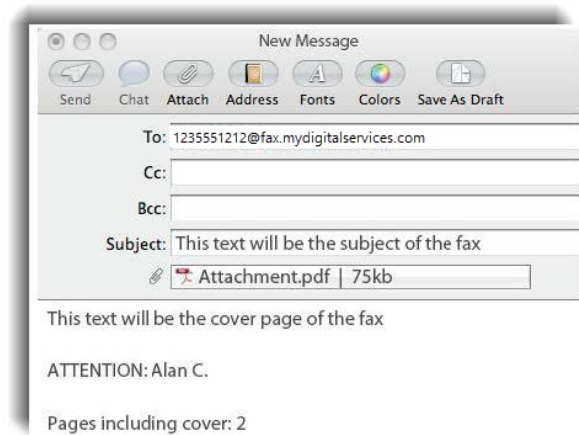


7. Click **Save**.

## USE

### Send Virtual Fax

1. Open an 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  
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, \*.txt, \*.htm, \*.html, \*.xls, and \*.xlsx files are supported.
3. Click **Send**.

### Receive Virtual Fax

1. Simply provide the sender with your 10-Digit Virtual 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.*