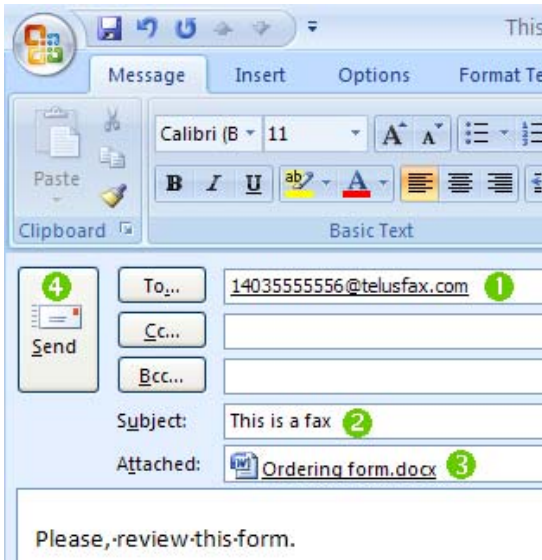
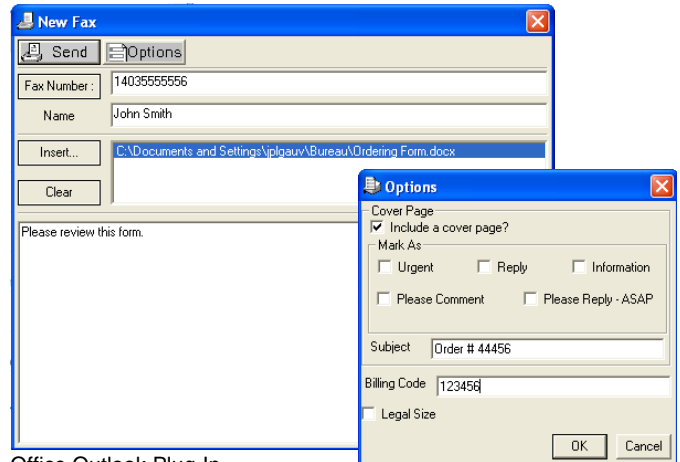
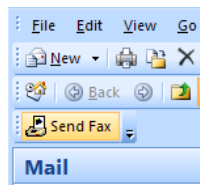


## Sending a fax by email



- 1 In the "To" line, type the fax number: <faxnumber>@telusfax.com, e.g. 14035301234@telusfax.com. Be sure to include the country code, the area code and the fax number when sending your fax.
- 2 In the "Subject" line, input the name of the person you are sending the fax to. This name will appear in the "To" line on the fax itself.
- 3 Attach the file you want to have faxed. You can attach up to eight documents at one time, in most common file formats.
- 4 Click Send.
- 5 You will receive an email confirmation once the fax has been sent successfully.

**Microsoft® Office Outlook® Plug-In:** Download the TELUS Internet Fax Microsoft Outlook Plug-In to easily send faxes with just one click! Then tap into your existing Outlook address book. To install, go to [telus.com/internetfax](http://telus.com/internetfax). It's free!



Office Outlook Plug-In

### Internet Fax User Administration

You can easily manage your Internet Fax settings and run reports online:

- Change Password
- Send Preferences
  - Set email addresses, manage cover page options and fax header
- Receive Preferences
  - Set email addresses, fax file format (PDF or TIFF) and online fax storage options
- Sent and Received Fax Reports

Go to [telus.com/internetfax](http://telus.com/internetfax) and click Log in to access the admin site.

### Internet Fax Cover Page Feature

TELUS Internet Fax offers a variety of cover page options. Use one of our cover page templates in Basic, Contemporary, Elegant or Professional formats or create your own custom cover page including your company logo. To access these cover page features:

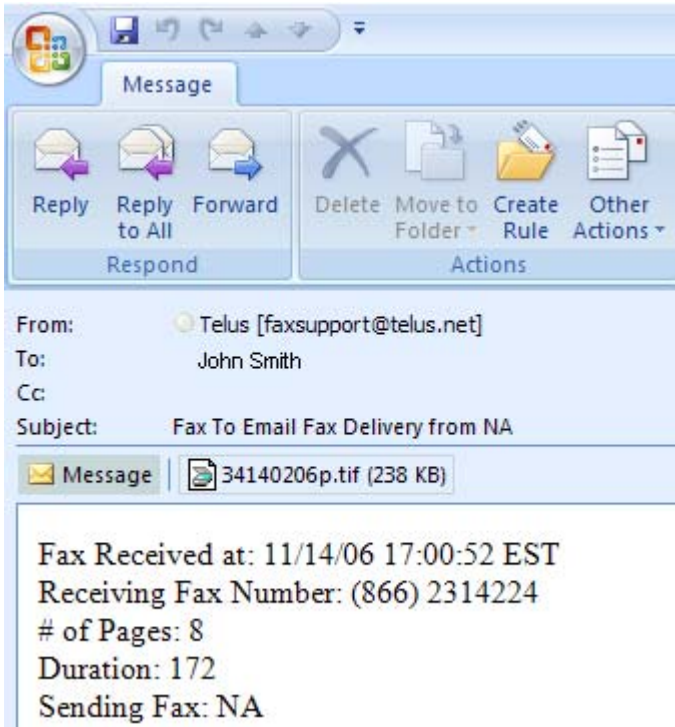
1. Go to [telus.com/internetfax](http://telus.com/internetfax)
2. Select Log in
3. Choose Send Preferences/ Manage Cover Page

### Editing the Fax Header

The fax header is the text that appears in the top left corner of the fax. It identifies the sender of the fax. You can change the fax header by:

1. Going to [telus.com/internetfax](http://telus.com/internetfax)
2. Selecting Log in
3. Choosing Send Preferences
4. Under fax header "From" Field, type your name, your company name or another unique identifier of your choice and then click Update.

## Receiving a fax by email



Faxes sent to your Internet Fax number will be received in your email inbox. You can set your preferences to receive faxes at up to three different email addresses. Received faxes will be delivered to you in TIFF or PDF format, at your choice. The first page of the fax appears in the email body so you can get a quick glance at the content of the fax.

Once received, faxes can be stored in a local or network directory, printed, deleted or forwarded to another recipient.

If you do not wish to receive faxes in your email, you have the choice of receiving email alerts that a new fax has been received. You can then access the fax online at [telus.com/internetfax](http://telus.com/internetfax).

To modify your received fax preferences:

1. Go to [telus.com/internetfax](http://telus.com/internetfax)
2. Select Log in
3. Choose Receive Preferences

## Sending and receiving faxes via the Web



To send and receive faxes via the Web :

- 1 Go to [telus.com/internetfax](http://telus.com/internetfax)
- 2 Click Log in
- 3 Click on "Click to Fax" to send a fax or click "Received faxes" to download your received faxes.

A screenshot of the TELUS web interface. The top navigation bar includes 'Home | Contact Us', 'User Name', and 'User ID: 311090'. A left sidebar contains links for 'Services', 'MyAccount', 'List Management', 'Reports', and 'Log Out'. The main content area is titled 'Click To Fax' and contains two sections: 'Who are you sending your fax to?' and 'What would you like to fax?'. The first section has input fields for 'Name' and 'Number', buttons for 'Add Recipient' and 'Remove Recipient', and a list box showing '0 Recipient(s) In List'. The second section has a button for 'Add Document' and a list box showing '0 Document(s) Attached'.

## Support

### TELUS Internet Fax FAQ

FAQ is available on [telus.com/internetfax](http://telus.com/internetfax).

### TELUS Internet Fax User Guide

Go to [telus.com/internetfax](http://telus.com/internetfax) to access the Internet Fax User Guide.

### Customer Support

Based in North America, our Customer Support Team is available to help you 24 hours per day, 7 days a week!

### Telephone Support

Toll Free: 1-866-563-9212

### Email Support

[faxsupport@telus.net](mailto:faxsupport@telus.net)