

Secure Electronic Faxing

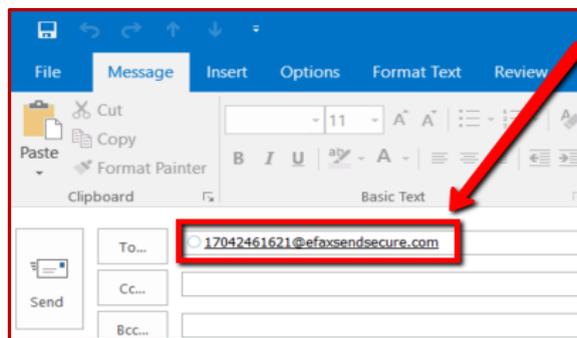
Guide:

If you are a designated eFax account holder, you will be able to send and receive faxes from Microsoft Outlook. To verify your account status, contact Help Desk.

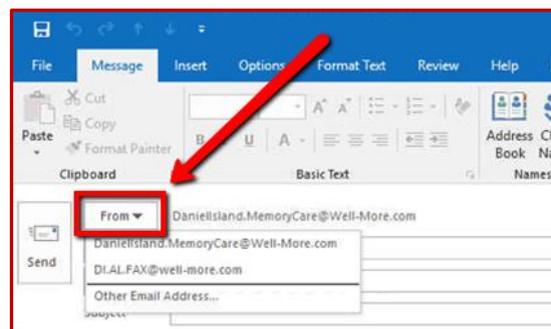
1) How to Send a Fax:

You simply put the fax number you are sending to in the "To:" field of your email client (Outlook). 1XXXXXXXXXX@efaxsendsecure.com

NOTE #1: The format of the fax number you are sending to must be 1XXXXXXXXXX@efaxsendsecure.com



NOTE #2: Designated computers/positions will need to select the "FAX" email address within the "From" account. This is the email account that is added to receive faxes with the eFax corporate account



2) How to Receive a Fax:

If your email account is added to receive faxes with the eFax corporate account, they will be delivered directly to your email Inbox. Simply open the attachment preview within Outlook.

ITS.Maxwell-Group.com

helpdesk@maxwell-group.com

704-815-7348