

Knowledge Base Document

Sending a Fax from Your Email

This document provides a detailed step-by-step guide on how to send a fax directly from your email account using NetEx Technologies' fax service.

Steps to Send an eFax via Email:

1. Open Your Email Client:

- Open the email account you used when signing up for our fax service.

2. Create a New Email:

- Click the “New” or “Compose” button to create a new email message.

3. Enter the Recipient’s Fax Number:

- In the "To" field, enter the recipient’s fax number in the following format:
REPLACE_WITH_FAX_NUMBER@fax.netextechnologies.ca
- Example for a single recipient:
15553219876@fax.netextechnologies.ca
- Example for multiple recipients (separate each fax number with a comma):
15553219876@fax.netextechnologies.ca, 14383219876@fax.netextechnologies.ca

4. Attach Your Files (Optional):

- If you want to send a document as an attachment, click the attachment icon (usually represented by a paperclip) and choose the file you want to send.
- Alternatively, you can type a message in the body of the email.

5. Send the Email:

- Once you have reviewed your message and attachment(s), click the “Send” button. Your email will be automatically converted into a fax and sent to the recipient(s).

Important Notes:

- **Fax Number Format:**
 - A valid fax number must contain at least 11 digits (0-9).
 - North American numbers must be preceded by a “1”. For example, 15553219876.
- **Attachments and Email Body:**
 - The attachments you send (PDFs, images, etc.) will be transmitted as part of the fax.
 - The body text of the email can be sent as part of the fax as well, depending on the recipient's fax system.
- **Multi-Recipient Faxing:**
 - You can send a fax to multiple recipients by adding additional fax numbers separated by commas in the "To" field.

By following these steps, you can easily send a fax from your email without needing a physical fax machine. If you have any questions or run into any issues, feel free to reach out to the **NetEx Technologies** support team—we're here to help!