

# Cloud Solutions

How To Send A Fax  
From Your Inbox

**Y2K CONNECT**  
GET CONNECTED

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## Introduction

This document is a step-by-step guide on how to send a fax from your inbox.

## How to send a fax from your inbox

1. Open a new email and type the fax number into the "To" section, followed by @e2fax.co.za (see image below).
2. In the "Subject" line type the nature of the correspondence you would like to appear on the cover sheet of your fax.
3. In the body of the email type the correspondence you would like reflected on the second page of your fax.
4. Attach any file you would like delivered (very important to set your page break if sending an Excel attachment).
5. Click "Send".

The screenshot shows an email client interface with the 'MESSAGE' tab selected. The ribbon includes 'FILE', 'MESSAGE', 'INSERT', 'OPTIONS', 'FORMAT TEXT', and 'REVIEWS'. The 'MESSAGE' ribbon contains a Clipboard group (Paste, Cut, Copy, Format Painter), a Basic Text group (font face: Arial, size: 10, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent), a Names group (Address Book, Check Names), and an Attachments group (Attach File, Attach Item). The email form is filled out as follows:

To...	<input type="checkbox"/> <a href="mailto:0878074930@e2fax.co.za">0878074930@e2fax.co.za</a>
Cc...	
Bcc...	
Subject	Test Fax
Attached	<a href="#">document2014-03-07-015850.pdf (497 KB)</a>

Dear Mr Soap,

Please find attached copy of your statement

Kind regards,  
Clive