VoicemailOffice

Send-A-Fax Instructions.

Welcome	Send A Fax

Welcome to VoicemailOffice!
 	
Your **Send-A-Fax** service is ready for use.
 	
Please send a test fax at your earliest convenience.
 	
For questions or assistance with your service, please contact us. We're happy to help!
 	
Thank you,
 	
VoicemailOffice
	To Send a Fax:
	
	1. Login to the email account you chose to use with this service.
	
	   (**My Email is**:_____)
	
	2. Compose a New Email
	3. In the TO address field, enter: ##########@sendafax1.com, where ########## is the fax number you are sending the fax to. (For example: If you are sending the fax to 310-555-1234, the recipients email address would read *3105551234@sendafax1.com*)
	4. Attach the file that you want to send as the fax.
	   (Accepted file types are: PDF, DOC, DOCX, XLS, XLSX, RTF, PPT, PPTX & TIFF)
	5. Send the email. You will receive a confirmation once the fax has completed. Please note if the fax has multiple pages, you will receive the confirmation email upon completion.

IMPORTANT:

To use Send-A-Fax, your email provider must support SPF (Sender Policy Framework).

Learn more at http://www.openspf.org