

## Sending a fax via email

In order to send faxes via email you must have an **active InterFAX account/ Trial account with credits** and your email address has to be added as an **allowed sender** within this account.

(To set up a Trial account please contact us on 1300 667 355. To add multiple email addresses please view '**Adding multiple Sender's to your account**')

### 1. Open a new e-mail message

You can use any standard e-mail program, such as Outlook, Linux or even your web based mail, such as hotmail.

### 2. Enter the fax number in the "To:" field of your email

Enter the recipient's number with the area code like this without any spacing:

**AreaCodeFaxNumber@fax.tc** (@fax.tc must always be entered in order to send a Fax via InterFAX)

Here is an example - [0740513399@fax.tc](mailto:0740513399@fax.tc)  
- [1300764413@fax.tc](mailto:1300764413@fax.tc)

### 3. Enter your message and/or add attachments

Enter your message as text into the email body or attach the file you wish to send to your email (please view '**Sending Attachments**' and check '**Supported File Types**').

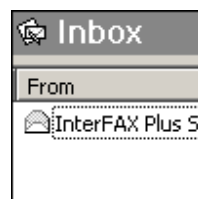
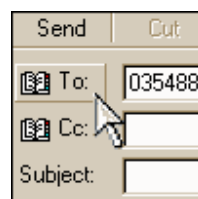
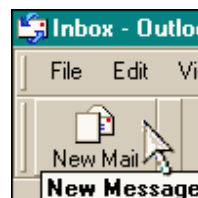
Please contact us on 1300 667 355 for advanced Send Options.

### 4. Send your fax via email

Once you have attached or typed your message click **Send**.

Outgoing faxes look just like outgoing email in your Sent Items mailbox.

You will receive a confirmation e-mail message about success/failure of the fax into your nominated email address. Additionally you may view the outgoing faxes online within your InterFAX account ('**Viewing Outgoing Faxes**').



1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email [interfax@faxem.com.au](mailto:interfax@faxem.com.au)