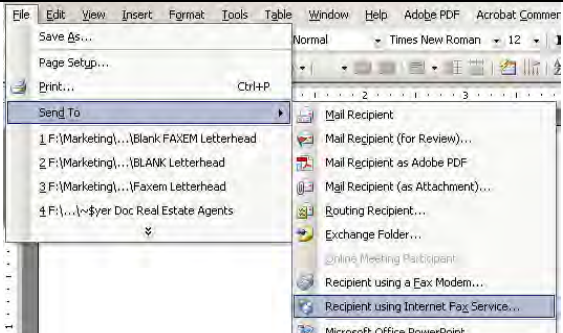


Sending Faxes from Microsoft Office

In order to send faxes from Microsoft Office InterFAX you firstly have to **activate Office 2003/2007** within your active InterFAX Send account.

<p>1. Please go to www.faxem.com.au and select the InterFAX Login option under the Login drop down menu – enter your username and password to access your InterFAX Account.</p>	<p>You are here: Login</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p>
<p>2. Go to the Preferences tab and select Office 2003/2007 Activation.</p> <p>3. Click on the Activate button on the left hand side. The following red text will appear when your activation is successful: Status: Activation for Office 2003/2007 complete</p> <p>Please contact our office if this integration is unsuccessful</p>	<p>Fax Queues Preferences Lists Purchase Account Management</p> <p>All General Outgoing Office 2003/2007 Activation Account Management</p> <p>You are here: Logged In > Preferences > Office 2003/2007 Activation</p> <p>Office 2003/7 Activation</p> <p>Use the "Activate" button below to enable your Microsoft Office 2003/7 installation to send faxes using InterFAX. You will need to repeat this procedure on every computer that has Microsoft Office 2003/7 installed and from which you wish to fax.</p> <p>Advanced Options</p> <p>Activate</p>

Sending a fax from a Microsoft Office Application

<p>1. Open your file in the Microsoft Office Application (e.g. Microsoft Word) you wish to fax from.</p> <p>2. Go to File, scroll down to Send To and select Recipient using Internet Fax Service</p>	
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1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email interfax@faxem.com.au

3. Enter the recipient's fax number into the Fax Recipient field and type a message into the email body if required (e.g. cover page). 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

4. Click on Send.



2 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email interfax@faxem.com.au