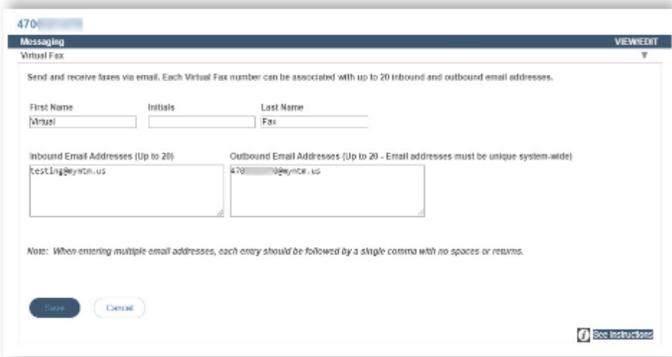


## SETUP

### Online Setup

1. Sign into the My Cloud Services Portal website. E.g.: <https://portal.momentumtelecom.com/>
2. Click on the View All Features link in the Basic Features card on your Dashboard to view your Settings.
3. Click the View / Edit drop-down arrow next to Virtual Fax (Fax-to-Email / Email-to-Fax)
4. Enter a Name (First, Initials, Last) for the virtual fax number identifier.
5. Inbound - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Inbound (receiving) in the adjacent text box. Separate addresses with a single comma.
6. Outbound - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate addresses with a single comma.



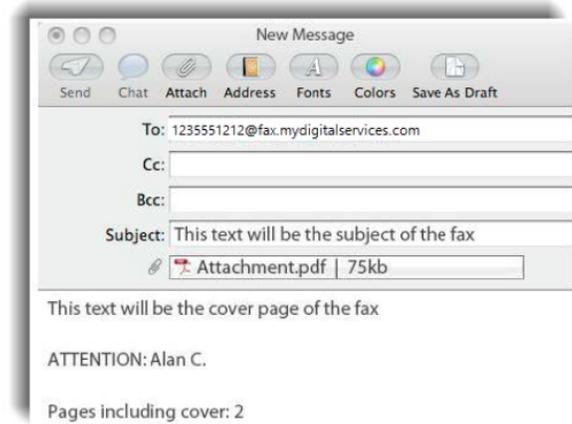
The screenshot shows a web form titled "Virtual Fax" with a "VIEW/EDIT" button. It includes fields for "First Name", "Initials", and "Last Name". Below these are two text boxes for "Inbound Email Addresses (Up to 20)" and "Outbound Email Addresses (Up to 20 - Email addresses must be unique system-wide)". A note at the bottom states: "Note: When entering multiple email addresses, each entry should be followed by a single comma with no spaces or returns." There are "Save" and "Cancel" buttons at the bottom left.

7. Click Save.

## USE

### Send Virtual Fax

1. Open the email account associated with Virtual Fax.



2. Compose a new email as follows:
  - To: Recipient's 10-Digit Fax Number followed by @fax.mydigitalservices.com
  - Subject: Type the fax subject here.
  - Body: Type the cover page text in the body of the email.

**Add Attachment:** Attach the images and/or document containing the pages to be faxed. Supported file types include: \*.pdf, \*.doc, \*.docx, \*.rtf, \*.tif, \*.tiff, \*.txt, \*.htm, \*.html, \*.xls, and \*.xlsx. The maximum file size allowed is 40 MB.

3. Click Send.

### Receive Virtual Fax

Simply provide the sender with your 10-Digit Virtual Fax Phone Number and watch your email.

Received faxes appear in the inbox of the associated email account(s) and the file attachments that were sent are included as **PDF** or image file attachments.