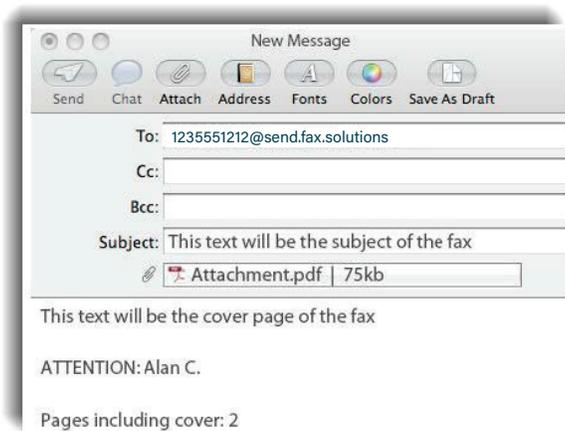## Send Virtual Fax

Open the email account associated with Virtual Fax.

Please Note:
Virtual Fax services cannot be installed on your existing fax machine. When a fax number is ported to the vFax service, the calls to/from the physical fax machine will stop and will only send/receive via email.

Compose A New Email

Compose a new email as follows:

To: Recipient's 10-Digit Fax Number followed by @send.fax.solutions

Subject: Type the fax subject here.

Body: Type the cover page text in the body of the email. When sent, this information is rendered in PDF format.

Add Attachment: Attach the Document(s) to be faxed. NOTE: The following document file types are supported: *.pdf, *.doc, *.docx, *.rtf, *.tif, *.tiff, and *.txt. Other file formats (spreadsheets, etc.) are not supported at this time.

Click Send.

Receive Virtual Fax

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

Received faxes appear in the inbox associated email account(s) and the pages or files that were sent are included as PDF attachments.