www.faxmyway.com
Online Faxing Anywhere, Anytime

sales@faxmyway.com

Quick Reference Guide

SENDING A FAX BY EMAIL

Faxmyway gives you what you don't get from fax machine – instant fax access. Faxmyway allows you, your employees to send a fax directly from your existing email system. Simply, follow the steps to send a fax to the destination.

From:	Sender Emailid (Your Emailid)
To:	911143038999@faxmyway.com
Cc:	
Subject:	u=john p=smith

TO SEND A FAX

1. Open an email editor of your outlook express or any web mail account.

2. In the "To" Field Enter Destinationnumber@faxmyway.com. For example, if you have to send a fax to Delhi number 43038999 then you will write in "To" field 911143038999@faxmyway.com, where 91 – Country code for India, 11 – Area code for Delhi, Destination number – 43038999

   *NOTE: Make sure you write the country code, area code and destination number even if you are sending a local fax. (Fax sent to 43038999@faxmyway.com won't be received by the recipient)

3. In the "Subject" Field, Enter u=username p=password. For example if your username is 'john' and password is 'smith' then in the Subject line you will write u=john p=smith.

4. Attach the document you want to have faxed with the message

   Click Send button of your email editor to send a fax as email. You will receive an email confirmation once the fax has been sent successfully.

RECIEVING A FAX BY EMAIL

All you need is a fax number, email account and Internet access to receive faxes. After signing up You will be assigned a personal fax number. Your clients and contacts send faxes to your personal fax number just as they would normally do.
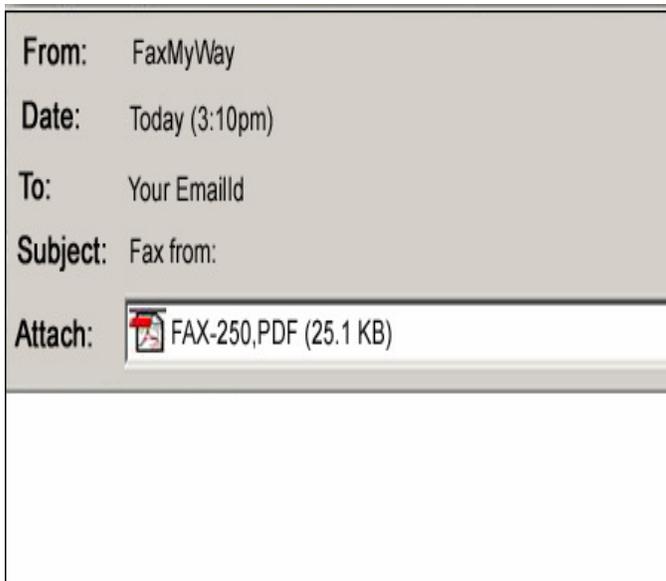
From:	FaxMyWay
Date:	Today (3:10pm)
To:	Your Emailid
Subject:	Fax from:
Attach:	FAX-250,PDF (25.1 KB)

TO RECIEVE A FAX

1. All faxes sent to your personal fax number arrive in your personal email account in the form of PDF or tiff format.

2. An SMS alert will be received on your mobile registered with Faxmyway account (Optional paid service)

3. Double click on the PDF /tiff attachment to open it. The PDF attachment will open in your Acrobat Reader Software.

   For users who wish to avail **SMS Alert service**, they can do so by sending email at sales@faxmyway.com and they will be charged for that service.

Faxmyway User Guide:
Visit www.faxmyway.com and Download Faxmyway user guide.

Email Support:
support@faxmyway.com

Customer Support:
Our customer support team is available to help you 24X7 Email support

Telephone Support:
Tel: +91 (0) 989 989 0938
(From - 9.00 am to 6.00 pm)