



Secure Fax

Quick Reference Guide



How to send a fax from email

Anyone who is registered to send via email can send an eFax via Secure Fax.

Step 1

Compose a new email and address it to the recipient's fax number followed by @efaxsendsecure.com. Example:

1TN@efaxsendsecure.com

Step 2

Attach Your Documents Add attachments, just as you would to any email. They can be PDFs, MS Office files, JPEGs, or nearly 200 other file formats. We'll convert them into fax pages for you.

Step 3

Fill out the Subject Line of the fax, as well as the body of the email as needed.

Please note: the body of the email becomes the cover sheet.

When ready, click "send."

Step 4

See screen capture of a sample fax being sent via an email.

Step 5

You will receive a confirmation email back from eFax Corporate (the vendor) letting you know of the outcome of the transmission of the fax.



How to Receive Faxes by Email

Step 1 Provide the person who wishes to send you a fax your eFax Corporate number provided to you.

Step 2 The fax will be an attachment to an email that you will receive.

Step 3 Up to 5 individual email address can be part of receiving the incoming fax.

Step 4 If you need more than 5 users to receive an incoming fax, please contact your help desk or IT team to set up a "Distribution List."

Step 5 When you receive a fax open your email service.¹

Step 6 Once you've opened the email from eFax, simply click on the email attachment to view the fax.²

1. Step 5 example



2. Step 6 example



How to Use Cover Pages

- The "Subject" and "Body" fields of your cover page are pulled directly from the Subject (RE) field and email message itself.
- In order to populate the "To" and "Company" fields of your cover sheet, please use the following format in the "To" field: **Recipient's Name {Company Name}**
<1TN@efaxsendsecure.com>