HOW TO SEND A FAX

IMPORTANT: Please remember that this service requires payment. Receiving faxes remains free.

A deposit is required before faxes can be sent and faxes are charged per minute.
Please read more about the outgoing service at https://emailfax.co.za/send-faxes-from-pc/

If a user has paid and has been linked to an Outbound Account, the following procedures will ensure that your fax is sent correctly:

1. Open your Email Program.

The two most commonly used programs are Microsoft Office Outlook and Microsoft Outlook Express. Once you have opened the Email Program you can start to send a Fax.

2. Start by creating a new Email

3. Type the number in the TO: field.

When sending a Fax you start off with typing the number that you are going to send the fax to in the TO: field of the email.

After you have typed the number you need to finish off the email address with @faxout.co.za. Because in essence you are sending an email, you need to send the fax to an email address. The @faxout.co.za extension must always be included when you try to send a Fax.

Comments:

Please remember that when you input the number in the TO: field that you always include the Area code. i.e. For number to the system the TO: field needs to read, 0123456123@faxout.co.za / 0862341234@faxout.co.za

4. Attaching the File for Faxing

Before sending you need to add a file to fax. If you do not add a file for faxing our system will ignore the email you sent.

To add a file you need to select the insert option on the menu at the top. From there you select the Attach File option.

From here you will be able to find the file that you want to fax. Select the file and click on Insert. The Fax System allows you to add as many attachments to this email as you want. These files do not need to be of the same type and you canhave a .PDF cover page followed by a Word document. They will all be faxed in sequence to the number you are trying to send the fax to.

After the file has been attached you can now send this to our system and the system will convert the attachments to a fax for you and the fax will be sent to the number you specified in the TO: field.

5. Report

Once the fax has been sent, a success / fail report is emailed back to you. The email will also include the cost of sending the last fax and the remaining balance in your account.