



RHODE ISLAND
TELEPHONE

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Follow these 3 easy steps to send a fax from Email.

Step 1

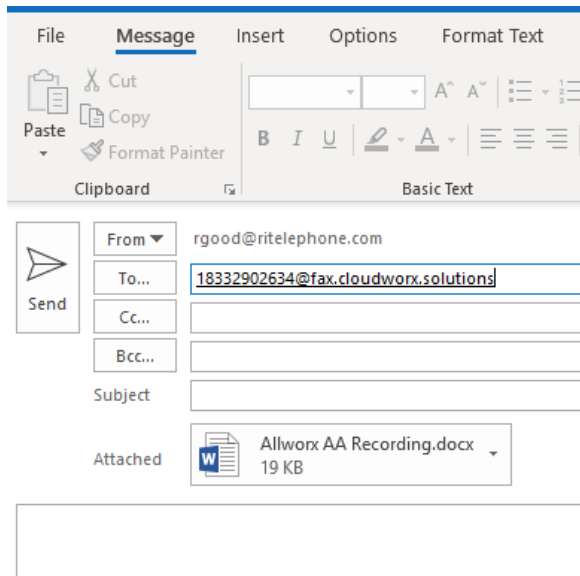
- Open your Email program and create a new Email message just like you normally would do.
- In the “To” field enter the destination Fax Number followed by “**@Fax.CloudWorx.Solutions**”.
- The destination fax number must include the Country Code + Area Code + Number.

The screenshot shows an email client interface with the following details:

- Menu Bar:** File, Message, Insert, Options, Format Text
- Clipboard:** Paste, Cut, Copy, Format Painter
- Basic Text:** Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Bulleted List, Numbered List
- Send:** Send button (arrow icon)
- From:** rgood@ritelephone.com
- To:** 18332902634@fax.cloudworx.solutions
- Cc:** (empty)
- Bcc:** (empty)
- Subject:** (empty)

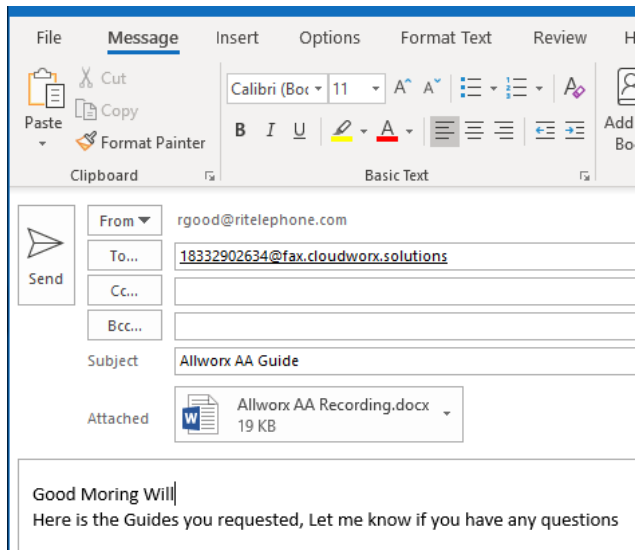
Step 2

- Attach the document(s) you want to send as a fax from Email. Supported file types include Microsoft Word, Excel, PowerPoint, Snapshot, PDF, Text files and HTML to name a few.
- You can attach as many documents as you like, and they will be faxed in the order they are attached.
- **A cover page will not be generated if there is no text in the body of the email.** In order include the default cover page as designated on your account, please have any alpha-numeric characters in the body of the email. The subject of your email will be the subject of your cover page and the To/From fields will default to the information associated with the email addresses.



Step 3

- Click on “Send” to send the fax via email. CloudWorx Fax will convert the Email and the attachments to a fax format, and then fax these to the number you specified in the “To” field.
- Once the fax has completed, you will receive an Email notification of the fax transmission status.



Done! That's how EASY it is to send a fax by Email! That's why CloudWorx Fax is the best Fax To Email Solution currently available.