



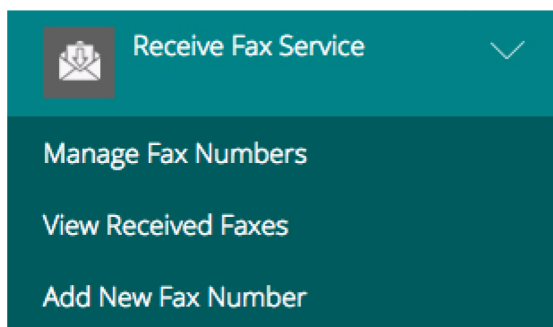
HOW TO RECEIVE FAX VIA EMAIL

To receive faxes via email using the GoFax Fax to Email receive service you require the following:

- An online account with GoFax - Set up account now
- An active GoFax Fax to Email number service
- Your email address added as a 'Receive Address' on your GoFax account

Using the GoFax Fax to Email receive service, you can receive faxes anywhere you have email. Once you have a GoFax Fax to Email number service setup, next you need to ensure your email address is added to receive faxes:

1. Login to your GoFax account
2. Under 'Receive Faxes' select 'Manage Fax Numbers'.



3. Under 'Manage Fax Numbers', here you can choose your fax number/s and add and delete email addresses to receive incoming faxes.
4. You can also choose the format to receive all faxes in, under 'Send Received Faxes and PDF or TIFF' select your preferred format, then select 'Save Changes'.
5. All successfully received fax messages / pages will now be delivered by GoFax to your nominated email address/s.
6. Copies of all 'received' faxes are also available for viewing and downloading from the 'View Received Faxes' option.

For further instructions and FAQ's visit [www.gofax.com.au/support](http://www.gofax.com.au/support)