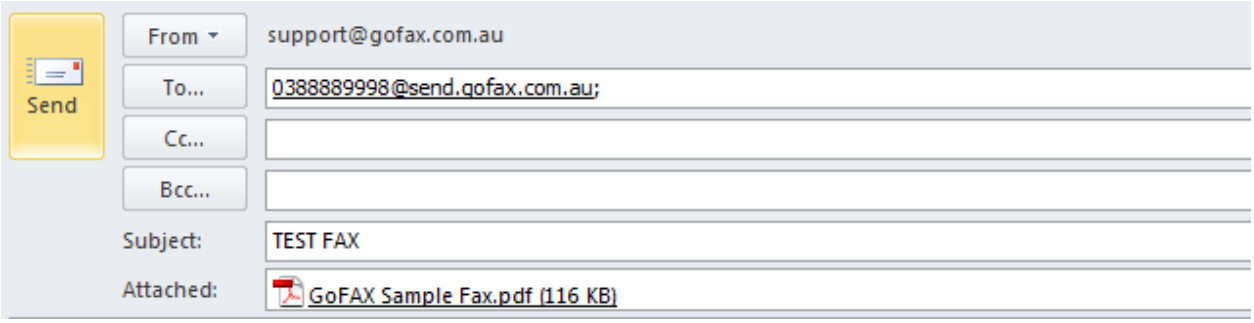
How to Send a Fax from Email

To send faxes from email using the GoFax® Email to Fax service you require the following:

- ✓ An online account with GoFax® - Set up account now
- ✓ Purchased GoFax® Send credits
- ✓ Your email address added as an 'Allowed Sender' on your GoFax® account

Using the GoFax® Email to Fax service sending a fax is fast and convenient and faxes can be sent anywhere you have internet or access to email:

1. Create a new email message in any email program, e.g. Outlook®
2. Enter the fax number followed by @send.gofax.com.au
   For example 0388889998@send.gofax.com.au
   Or to fax to a 1300 number 1300xxxxxx@send.gofax.com.au
   Or to fax to a 1800 number 1800xxxxxx@send.gofax.com.au
   Or to fax internationally CountryCodeAreaCodeFaxNumber@send.gofax.com.au
3. Enter a 'Subject Line' for your own reference/reporting
4. Attach the fax e.g. PDF, Word doc etc. See all Accepted Fax File Types
5. Click Send.



Please note:

- To send only the Body of the email, simply enter in the Subject Line a space after any text and /b or you can change your account default settings to 'Always send the body of the email as the first page'.
- To send the fax in High Resolution, simply enter in the Subject Line a space after any text and /hq or you can change your account default settings to always 'Send Faxes as High Quality'.
- GoFax® will not pick up any fax numbers in the 'Cc…' or 'Bcc…' fields.