

Hello

This is the instructions on sending a fax using your MS Outlook.

You are able to send a fax to a single number or broadcast a fax to a maximum of 9 fax numbers. When sending a single fax you can send a fax with or without a cover page. When sending a fax to a single number simply send an email to the fax number followed by “@fax-yes.com” (e.g. 14165551212@fax-yes.com). It is mandatory to enter your password on the subject line so that we can verify that you are a valid user.

3.2.1 Without cover page

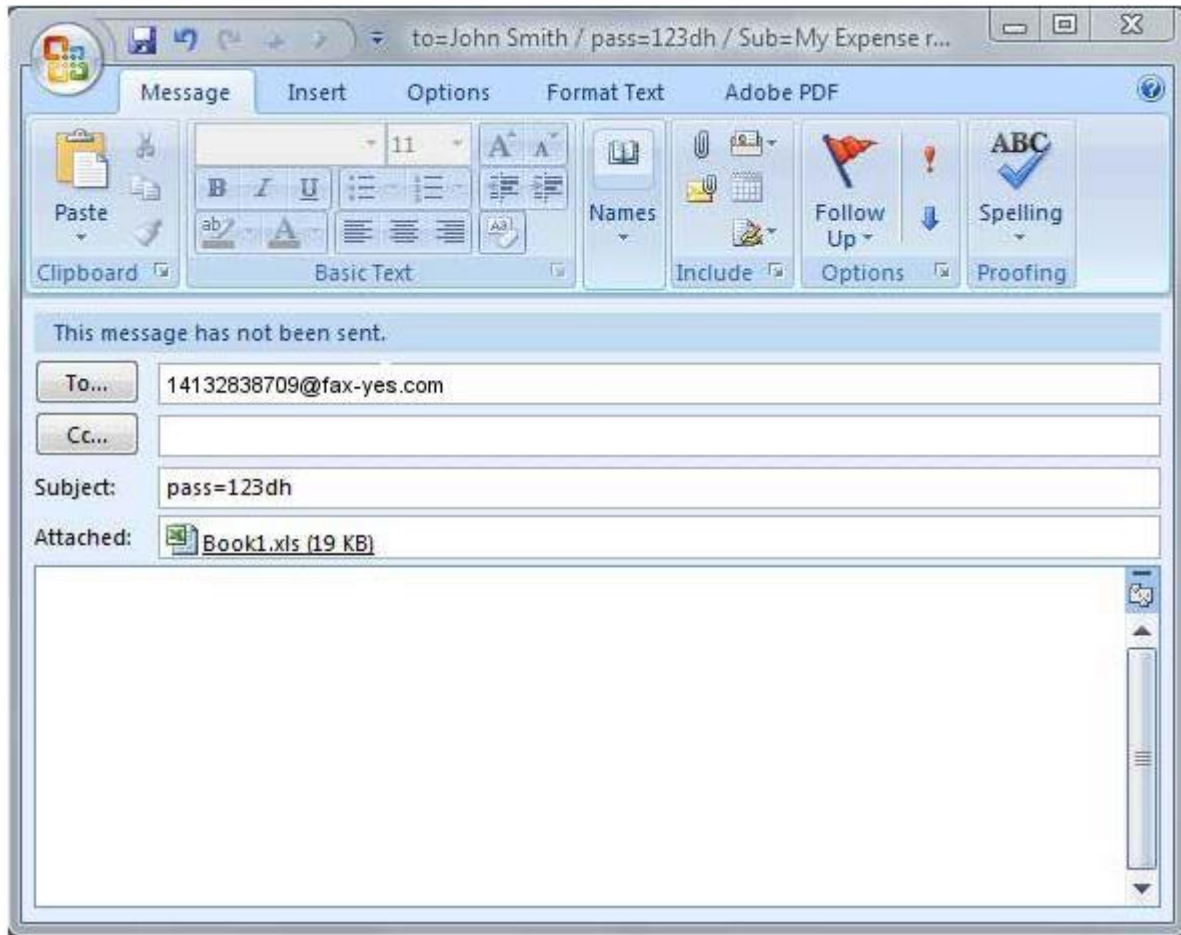
To send a fax without cover page fields, enter the fax number followed by “@fax-yes.com” in the “To:” address field. Note that you will have to attach a file to be faxed and remember to place your password in the subject line as shown below.

Example:

A. Send a fax to 1-413-283-8709 without cover page fields.

14132838709@fax-yes.com

FAX-YES.COM will only accept email messages destined for outgoing faxes from valid **FAX-YES.COM** users. The *from* field of the e-mail message must match an email address specified as an authorized user in your e-mail profile.



The message body will be ignored when sending a fax without a cover page.

To check on the status of the fax, go to the Outbox folder. An e-mail with the final status of the fax will be sent to the parties selected in your profile..

3.2.2 With cover page

To send a fax with a cover page you will have to use the following format for the subject line which will populate the selected cover page:

To=NameOfPerson

Co=CompanyName

CP=S,C or P

AC=Account or Billing Code

Pass=YourPassword

Sub=SubjectOfYourFax

The cover page fields MUST be separated by a forward slash /. Only the password field is mandatory. If you do not wish to specify a field simply do not include the field in the subject line.

Examples:

A. Send a fax to 1-413-283-8709 with the subject field of the cover page filled.

Send Email To: 14132838709@fax-yes.com

Subject Line: sub=Hello there

B. Send a fax to John Smith at 1-413-283-8709

Send Email To: 14132838709@fax-yes.com

Subject Line: To=John Smith / sub=Hello there

C. Send a fax to John Smith of ABC Inc, at 1-413-283-8709 with a billing code

Send Email To: 14132838709@fax-yes.com

Subject Line: Co=ABC Inc. / To=John Smith / ac=1234 / sub=Hello there

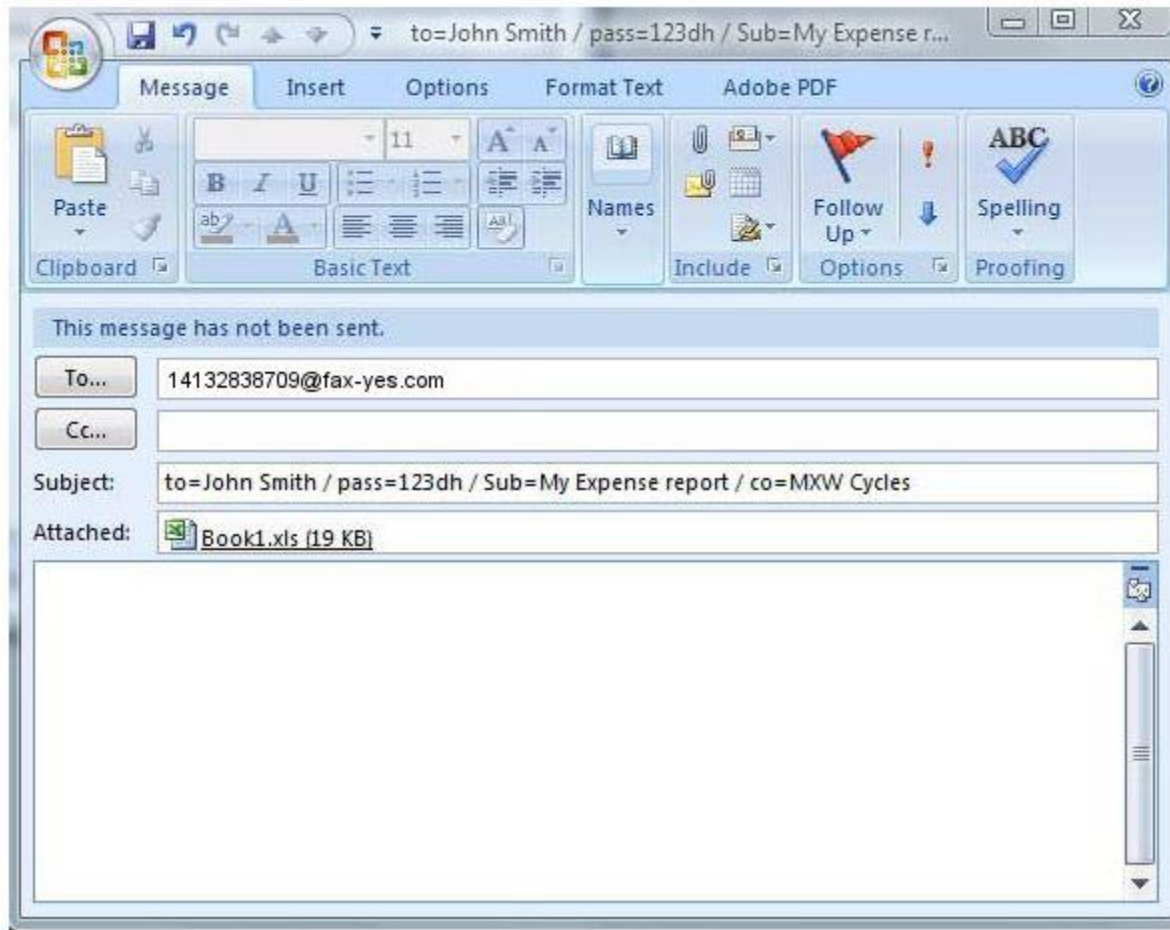
D. Send a fax to John Smith of ABC Inc, at 1-413-283-8709 using the Company cover page.

Send Email To: 14132838709@fax-yes.com

Subject Line: Co=ABC Inc. /To=John Smith / cp=c / sub=Hello there

Notice that the you can put the cover page fields in any order and the field names are not case sensitive. You must however split each field with a forward slash “/”.

FAX-YES.COM will only accept email messages destined for outgoing faxes from valid **FAX-YES.COM** users. The *from* field of the e-mail message must match an email address specified as an authorized user in your e-mail profile.



The message body will be placed in the comments of the fax cover page and can be plain or HTML text, with or without attachments.

To check on the status of the fax, go to the Outbox folder. You will also receive an e-mail with the final status of the fax.

3.2.3 To multiple fax numbers

To send a fax to multiple fax numbers simply send the email to multiple fax numbers:

Since the fax is going to more than one destination, **no cover page is available**.

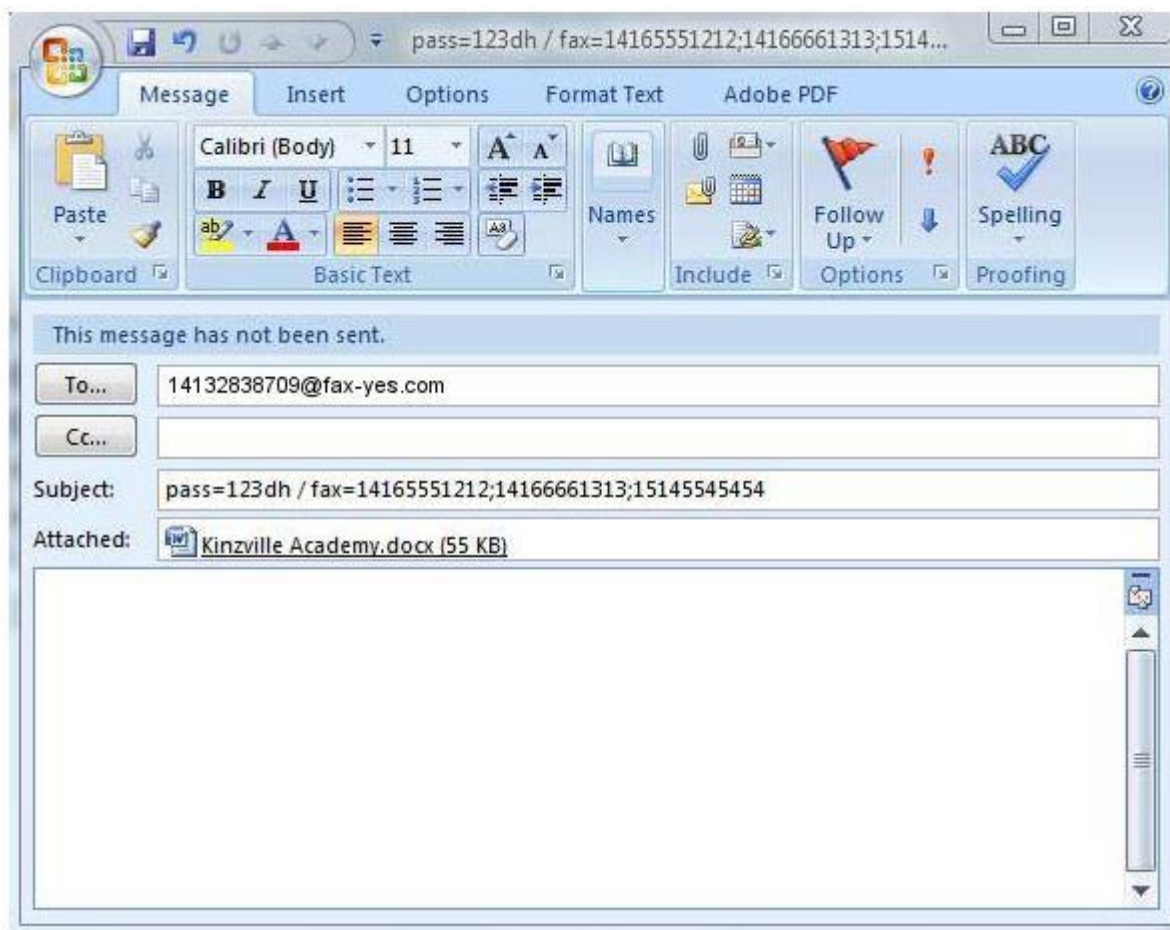
Examples:

A. Send a fax to the following numbers: 413-283-8709 515-352-9028 428-523-9932

Send Email To: 14132838709@fax-yes.com; 14285239932@fax-yes.com ; 15153529028@fax-yes.com

Subject Line: Pass=123456

You are allowed a maximum of 9 fax numbers per email.



FAX-YES.COM will only accept email messages destined for outgoing faxes from valid **FAX-YES.COM** users. The *from* field of the e-mail message must match an email address specified as an authorized user in your e-mail profile.

To check on the status of the fax, have the client go to the Outbox folder. They will also receive an e-mail with the final status of the fax.

Thanks,