

Quick Reference Guide

CREXENDO Cloud FAX

Sending a Cloud FAX

Using Your Personal Client eMail (Microsoft Outlook, Gmail, Hotmail, etc.)

1) Open a new email message.

a) Enter **To** information in this format:

10-digit Fax Destination [Number@fax.crexendo.com](#) Example: [4805551212@fax.crexendo.com](#)

OR to send a Fax to an extension within your account, use this format:

[Extension@fax.crexendo.com](#) Example: [4012@fax.crexendo.com](#)

b) Subject: If you have been assigned an Outbound Fax Access code, you must preface any information typed in the Subject line with that 4-digit code. (A space between the code and the following text is required.)

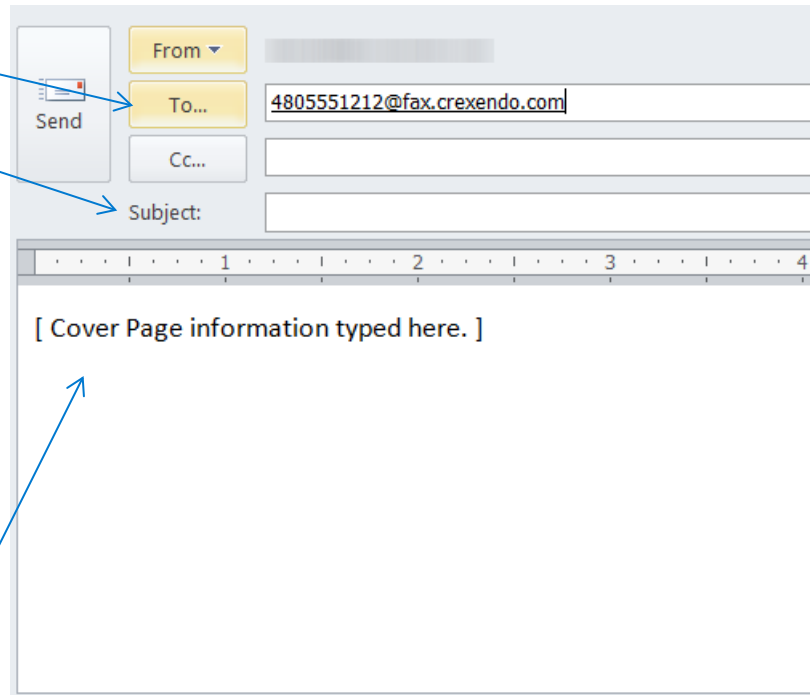
Example:

“Subject: 1234 Fax forms requested”

c) Attach the document(s) that you wish to Fax to the message. (Maximum of 5 documents. These formats can all be accepted: pdf, tiff, doc, docx, xls, xlsx, txt, rtf, csv, html.)

d) Type information into the body of the email that you wish to appear on the Cover Page.

e) Click **SEND**



Fax Status Messages

You will receive an email that the Fax has been Queued for sending and a second email when the Fax has been delivered. The information contained will appear as below:

Result of your Outbound Fax to 480 [redacted] :

From	To	Date and Time	Pages	Result
480 [redacted]	480 [redacted]	Aug-08-2013, 17:50:46 UTC	1	QUEUED

Result of your Outbound Fax to 480 [redacted] :

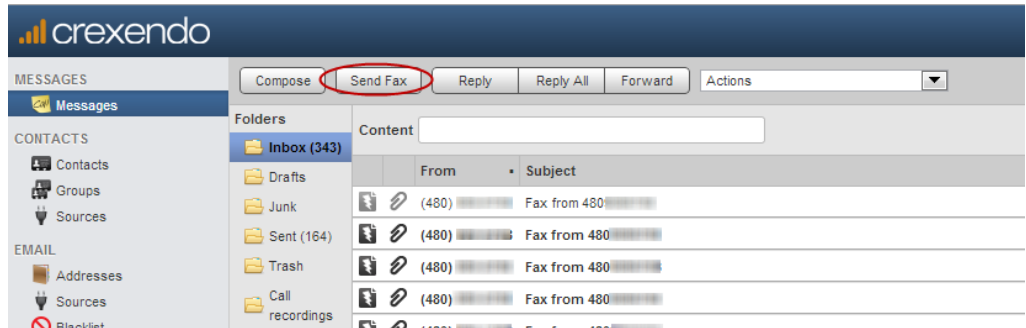
From	To	Date and Time	Pages	Retries	Result
480 [redacted]	480 [redacted]	Aug-08-2013, 17:51:46 UTC	1	0	DELIVERED

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CREXENDO Cloud FAX

Using the Crexendo Web Portal

- 1) Log into your Crexendo Web Portal then click on the **Send Fax** button at the top of the Messages screen



- 2) In the **Send Fax** screen:

- a) Select the outbound (From) Number

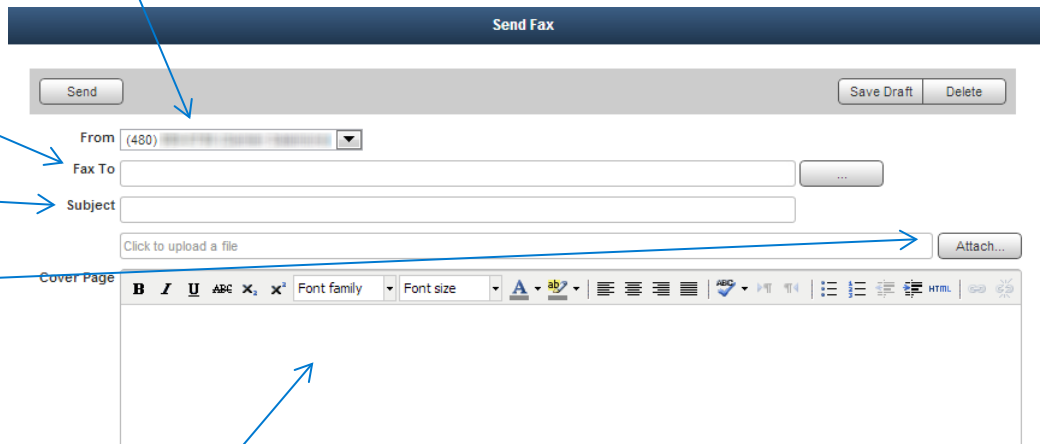
- b) Type in the Fax Number for the recipient

- c) Type in any Subject information

- d) Add Fax documents as attachments (5 Maximum. These formats are all accepted: pdf, tiff, doc, docx, xls, xlsx, txt, rtf, csv, html.)

- e) Type information into the body of the email that you wish to appear on the Cover Page.

- f) Click **SEND** at the top top of the screen and your Fax is on its way!



Fax Status Messages

The same status email messages that you received when sending a Cloud Fax from your Personal Client email will be delivered to your email.

