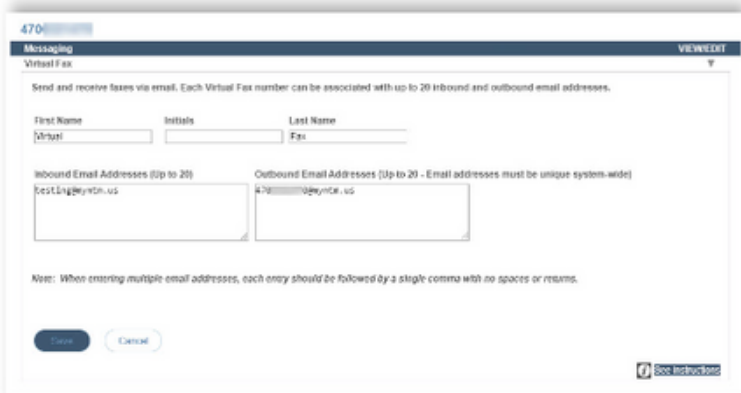


SETUP

Online Setup

1. Sign into the My Cloud Services Portal website. E.g.:
<https://portal.momentumtelecom.com/>
2. Click on the View All Features link in the Basic Features card on your Dashboard to view your Settings.
3. Click the View / Edit drop-down arrow next to Virtual Fax (Fax-to-Email / Email-to-Fax)
4. Enter a Name (First, Initials, Last) for the virtual fax number identifier.
5. Inbound - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Inbound (receiving) in the adjacent text box. Separate addresses with a single comma.
6. Outbound - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate addresses with a single comma.



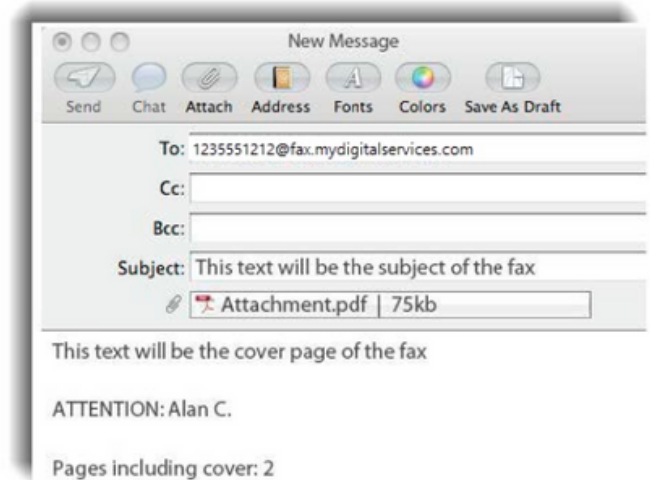
The screenshot shows a web form titled "Virtual Fax" with a "VIEW/EDIT" button. It contains fields for "First Name", "Initials", and "Last Name" (with sub-labels "Virtual" and "Fax"). Below are two text boxes for "Inbound Email Addresses (Up to 20)" and "Outbound Email Addresses (Up to 20 - Email addresses must be unique system-wide)". A note at the bottom states: "Note: When entering multiple email addresses, each entry should be followed by a single comma with no spaces or returns." There are "Save" and "Cancel" buttons at the bottom left.

7. Click Save.

USE

Send Virtual Fax

1. Open the email account associated with Virtual Fax.



2. Compose a new email as follows:
 - To: Recipient's 10-Digit Fax Number followed by @fax.mydigitalservices.com
 - Subject: Type the fax subject here.
 - Body: Type the cover page text in the body of the email.
 - Add Attachment: Attach the images and/or document containing the pages to be faxed.
3. Click Send.

Receive Virtual Fax

Simply provide the sender with your 10-Digit Virtual Fax Phone Number and watch your email.

*Received faxes appear in the inbox of the associated email account(s) and the file attachments that were sent are included as **PDF** or image file attachments.*