



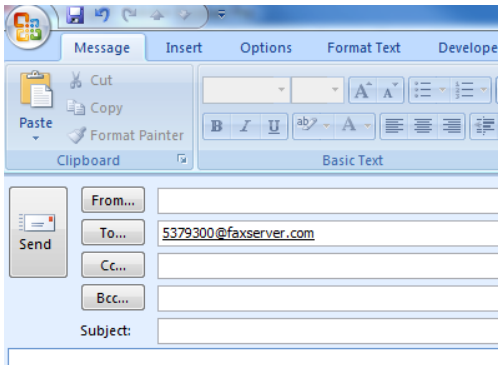
How to Use eFax

How do I send an eFax?

You can send an eFax by typing in <Fax Number>@faxserver.com in the “To:” field in Outlook.

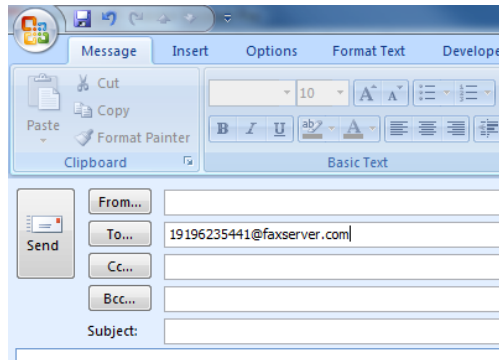
Local

If you send a fax to an Oahu number, it is not necessary to include the 808 area code:



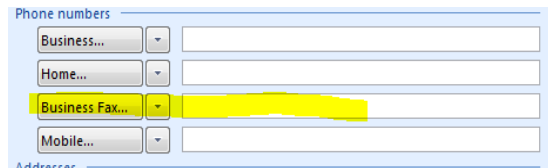
Long Distance

A long distance fax (neighbor islands or mainland) has this format: 1 + area code + number@faxserver.com



How do I send a Fax via Outlook Contacts?

To send a fax to a user in your contacts, make sure that their fax number is entered in the “Business Fax” field.



Click on the “To” button in your Outlook message to select a contact. When choosing the contact in Outlook you need to choose the entry which has 'Business Fax' next to it. For instance, to send 'Fax Server' a fax you have to select the contact 'Fax Server (Business Fax)'.

