

Summary

With HopDial's efax solution you can send faxes directly from email with or without cover sheets.

Prerequisites

Provide HopDial support the email addresses of all users who should have permissions to send outbound faxes using your fax account.

To Send Fax

1. Create new email message
2. Use an address in the format: <recipientfaxnumber@emailyourfax.com>
3. Ensure the subject line is in the format <yourfaxnumber>, or if you wish to include a cover page, <yourfaxnumber cover page>
4. Attach any files you wish to fax
5. If you wish to include a cover page, use the <body> of the message to write that text

Example

FROM: info@hopdial.com

TO: 8663050407@emailyourfax.com

SUBJECT: 2155551212 cover page

BODY:

Hello. This is a test fax cover page from HopDial

ATTACHMENT: testfax.pdf

Notes

- ✓ **Sending email address must be associated with efax system (as per prerequisites)**
- ✓ Multiple attachments are permitted.
- ✓ Multiple recipients are permitted.