

Log in to the TelNet Digital Fax Web Portal

1. Visit <https://www.telnetfax.com/>
2. Log in with your assigned TelNet Digital Fax username (your email address) and password.

*NOTE: When logging in for the first time, we recommend changing your password by clicking the **Settings** icon (bottom left of the page) and completing the required fields in the **Change Password** section. If you forget your password, click on **Forgot Password?** on the login page and you'll receive an email with instructions to reset your password.

View and Search for Incoming Faxes

View faxes from your email inbox

You'll receive an email notification when you receive a fax. Open the email attachment to view the fax. You can save the attachment to your computer or another network location.

Search and view faxes in the TelNet Digital Fax web portal

1. Log in to the TelNet Digital Fax web portal and click on the **History** button.
2. Use the search function and associated filter buttons in the top right navigation to locate the desired fax. Filters include inbound, outbound, all (default), date range and status.
3. Once your desired fax is located, click the vertical ellipsis at the far right to view, print or download the fax.
 - a. Select the **Info** option to view additional fax details including delivery date, status, fax duration and more.

Send Outgoing Faxes

Send fax using TelNet Digital Fax web portal

1. Log in to the TelNet Digital Fax web portal and locate the **Send Fax** pane (middle of the screen). You may also click the **Fax** icon in the left navigation.
2. Enter the 10-digit fax destination number into the **Fax Number** field.
3. Click the **Select** box to choose the files you would like

to send. You may also drag and drop files into the dotted line box.

4. To include a cover page, toggle the **Include Cover Page** button to **On**. Fill in the **Deliver To**, **Subject** and **Notes** fields as required.
5. Click **Send**.

Send fax using email

1. In Outlook, Gmail, or your preferred email client, open a new email message.
2. Enter the fax **number@fax.telnetfax.com** (e.g., 12485551234@fax.telnetfax.com) in the recipient field. Eleven digits must be used, or your fax will be unsuccessful.
3. Enter information: The subject of the email will be the subject on the cover sheet. The body of the email will be the cover page notes you want to send.
4. You may also attach the file you want to fax. Supported file types include TIFF, GIF, PNG, JPEG, PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT and RTF.
5. Press **Send**.

Settings

Customize your profile and account settings

1. Log in to the TelNet Digital Fax web portal and click on the **Settings** icon. Then, select the setting you want to modify.

Profile:

1. Click **Profile** from the top navigation.
2. Update settings, such as profile picture, name, email, phone, password and primary email, where fax notifications are to be sent.
3. All faxes and notifications will be sent to the email address listed in the email field. Click **Change Email** to enter a different address.
4. Click **Save**.

➔ Click to visit www.telnetfax.com