

To send faxes from email using the 1Cloud Virtual Fax service you require the following:

- An account set up with **1Cloud Voice & Data**.
- Your signed acceptance of the Outbound faxing charges and rates.
- Your email address(es) added as an 'Allowed Sender' on your **1Cloud Virtual Fax** account.

Using the 1Cloud Virtual Fax service, sending a fax is fast and convenient and faxes can be sent anywhere you have internet and access to your email:

1. Create a New Email message in any email application / service, e.g. Outlook® or Gmail™
2. Enter the fax number followed by **@fax.1cloud.net.au** in the To: field

*(Note that 1Cloud will not pick up any fax numbers entered in the 'Cc...' or 'Bcc...' fields – therefore do not use these fields).*

- When sending a fax to a standard Australian (02, 03, 07, 08) number, include the area code with no space. For example **0388889998@fax.1cloud.net.au**
- When sending to a 1300 number: **1300#####@fax.1cloud.net.au**
- When sending to a 1800 number: **1800#####@fax.1cloud.net.au**
- When faxing internationally:  
CountryCodeAreaCodeFaxNumber@send.1cloud.com.au  
*(Note do not include the standard international dialing prefix, i.e. 0011, 0018, etc. or a plus + sign).*

3. Enter a 'Subject Line' for your own reference/reporting/searching *(Note that this will not be included in the fax).*
4. Attach the fax to be sent (e.g. PDF or MS Word doc).  
*(Note that the maximum allowable page count is 99 pages; and the total file size must be less than 50Mb megabytes).*
5. Click Send

#### Please note:

- If you wish to send the body of the email as the fax or include it as a cover page for your attached documents, simply enter in the Subject Line a **space** after any text and **/b**