



## How to use CloudFAX

### Document Summary

**CloudFAX** is powered by Ring Central and integrates into your email. Instructions below detail how to send and receive a fax using CloudFAX.

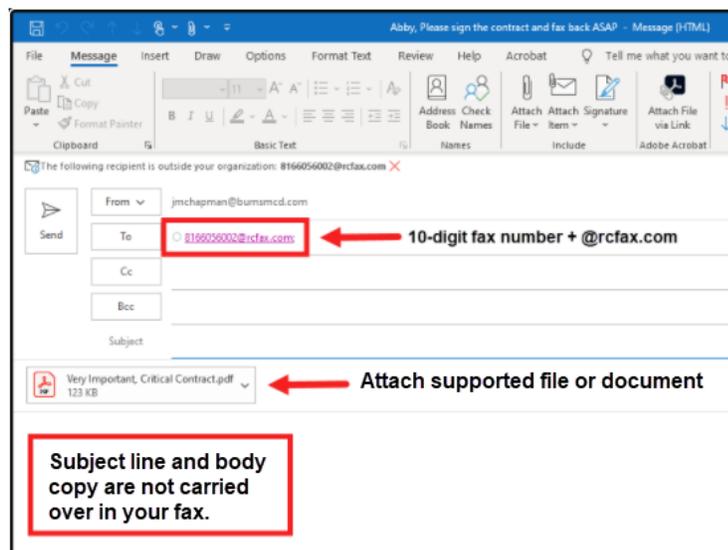
#### **Before You Begin**

- [Click here](#) if you need a fax number or need to transfer an existing fax number to the CloudFAX service.
- [Click here](#) if you need help with CloudFAX.
- [FAQs can be found here.](#) (All links removed for example)

### Instructions

#### How to send a fax

1. Open **Outlook** and enter your recipient's **10-digit fax number** plus **@rcfax.com** into the **To:** field. (e.g., **8166056002@rcfax.com**).
2. Enter a **subject line** and [attach the supported file or document](#) you wish to fax.
3. Select **Send**. You'll receive a confirmation email when your fax has been successfully sent.

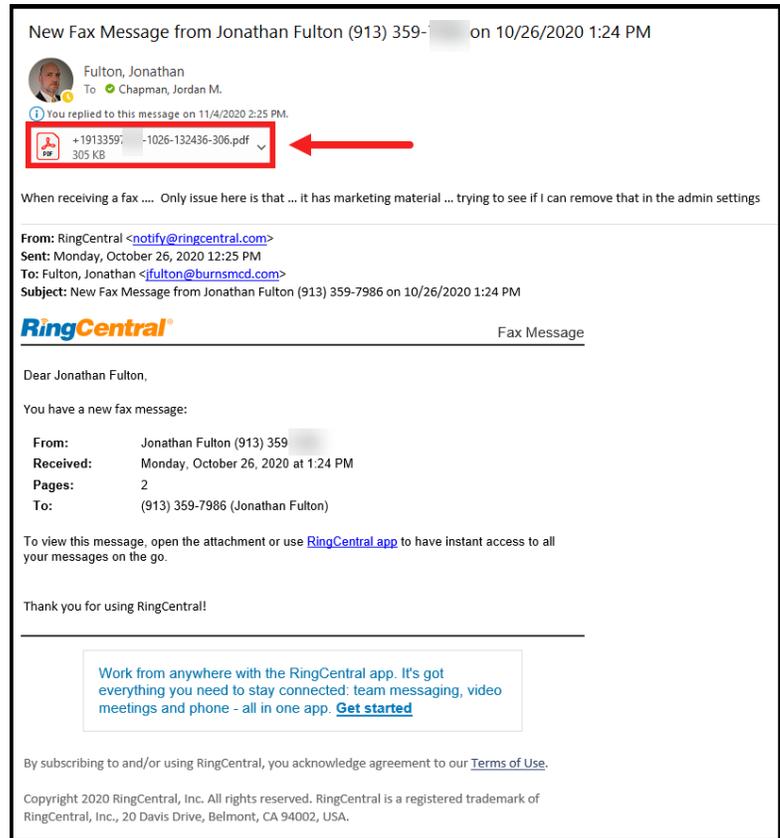


## NOTES:

- [Click here \(removed for example\)](#) if you need assistance with converting a paper document to a PDF.
- You do not need to include a subject line or message or email signature in the body copy of the email. The subject line and body of the email is not carried over in the fax.

## How to receive a fax

1. Open **Outlook** and **download the attachment**. You can forward, file or print at will.
2. You can see the **sender's return fax number** in multiple places within the fax email.



New Fax Message from Jonathan Fulton (913) 359- [REDACTED] on 10/26/2020 1:24 PM

Fulton, Jonathan  
To: Chapman, Jordan M.

You replied to this message on 11/4/2020 2:25 PM.

+1913359- [REDACTED]-1026-132436-306.pdf 305 KB

When receiving a fax .... Only issue here is that ... it has marketing material ... trying to see if I can remove that in the admin settings

From: RingCentral <[notify@ringcentral.com](mailto:notify@ringcentral.com)>  
Sent: Monday, October 26, 2020 12:25 PM  
To: Fulton, Jonathan <[jfulton@burnsmcd.com](mailto:jfulton@burnsmcd.com)>  
Subject: New Fax Message from Jonathan Fulton (913) 359-7986 on 10/26/2020 1:24 PM

**RingCentral** Fax Message

Dear Jonathan Fulton,

You have a new fax message:

From: Jonathan Fulton (913) 359- [REDACTED]  
Received: Monday, October 26, 2020 at 1:24 PM  
Pages: 2  
To: (913) 359-7986 (Jonathan Fulton)

To view this message, open the attachment or use [RingCentral app](#) to have instant access to all your messages on the go.

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## Help

Submit [this ITnow catalog item \(links removed for example\)](#) if you need help with CloudFax.

Leave a comment at the bottom of this article if you have a question. [FAQs can be found here.](#)