

# How To - Send Virtual Faxes Online

## Description:

This article will show you how to do the following:

- **Send a fax via Email, the Audian User portal or the Fax Manager application.**

The maximum file size for virtual faxing is 10mb.

## Methods:

### ▼ Email Method

In order for the service to work, you can only send faxes through an **authorized email address**. If you receive errors when attempting to fax please **call Audian to add you to the authorized list**.

1. **Open a new email** and fill in the following.
  1. **To:** 10 Digit [Number@CompanyName.Audian.com](mailto:Number@CompanyName.Audian.com)
    - The CompanyName is YOUR company's name within our system. If you do not know the specific company name, you can:
      - Call Audian to verify the name.
      - Check your welcome packet.
      - Log into the portal to verify the name in the top right.
    - Example: [8446116110@acmeinc.audian.com](mailto:8446116110@acmeinc.audian.com)
  2. **Subject:** Doesn't matter, whatever you would like!
  3. **Body:** Can be left blank
2. **Attach the document** you would like to fax.
  - Attachments may be sent in **PDF and TIFF formats**.
3. Press **Send**.
  - Afterwards, you **should receive a confirmation email**.

8447377375 - Message (HTML)

File Message **Insert** Options Format Text Review Tell me what you want to do

Attach File Outlook Item Table Document Item Pictures Online Pictures Shapes Icons Hyperlink Bookmark Text Symbols

To... 2068675309@MyCompanyName.audian.com

Cc...

Subject 8447377375

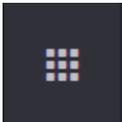
Attached Test PDF.pdf 8 KB

Cover Page  
Attention: Important Person

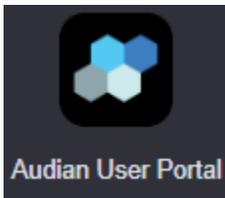
#### ▼ Audian User Portal Method

In order for this method to work an account admin must first enable the Faxbox User feature on the user wanting this service.

1. **Login to the Audian Portal.**
2. Click the **9 square button** at the top right of the screen.



3. Select **Audian User Portal** from the apps list.



4. In the **Quick Fax** field, enter the fax number, and then click the **Upload PDF** button.

Quick Fax

Send To Number: +14251231234

File: Upload PDF

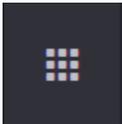
File Name:

Send

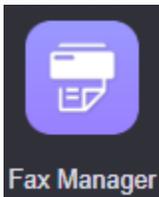
5. Select the preferred .pdf file, and then click **Send**.

#### ▼ Fax Manager Application

1. **Login to the Audian Portal.**
2. Click the **9 square button** at the top right of the screen.



3. Select the **Fax Manager** application.



4. Select **Outbound Faxes** at the top.
5. Select the preferred fax box from the drop down list of available fax boxes.
6. Click the **Send a Fax** button at the top right.



7. Enter the phone number that you would like to send the fax to.
8. If the **Create Cover Letter** toggle is enabled, you will be prompted to enter the information for who the fax is for, who it is from and any cover letter message you might like.
9. Click the **Upload PDF** button, select the file/s that you would like to send.
10. Click **Preview Fax**.



11. You will now be shown a preview of the fax that is to be sent, with any cover letter if selected. Click the **Send Fax** button at the bottom of the window.



