



## NEXOY FAX SENDING PROCEDURE

Requirements: Customer sending faxes must have a previously created account. The account is created with the email address from which the fax will be sent and a password.

Procedure:

- From any email client create a new email to **<fax number>@fax.nexogy.net** where <fax number> is the recipient intended to receive the fax. The FROM email address must have been previously created at Nexogy's system.
- Within the email subject please enter the desired text which will show as the fax subject.
- Following the subject please enter the password previously assigned to your account with the following format **;p=<password>**
- Within the email body just type the text you want to have displayed in the fax or you can attach entire documents as Microsoft Word, Microsoft Excel, Adobe PDF, Images JPG documents etc.
- You will be receiving a confirmation email with either failure or success.

For example sending a fax from [johndoe@johndoe.com](mailto:johndoe@johndoe.com) with password 1234 to 1231112222 you'll have to enter:

