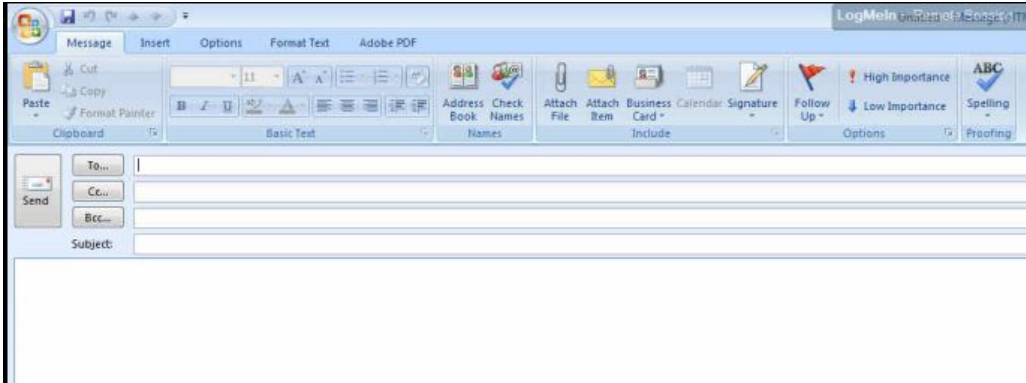


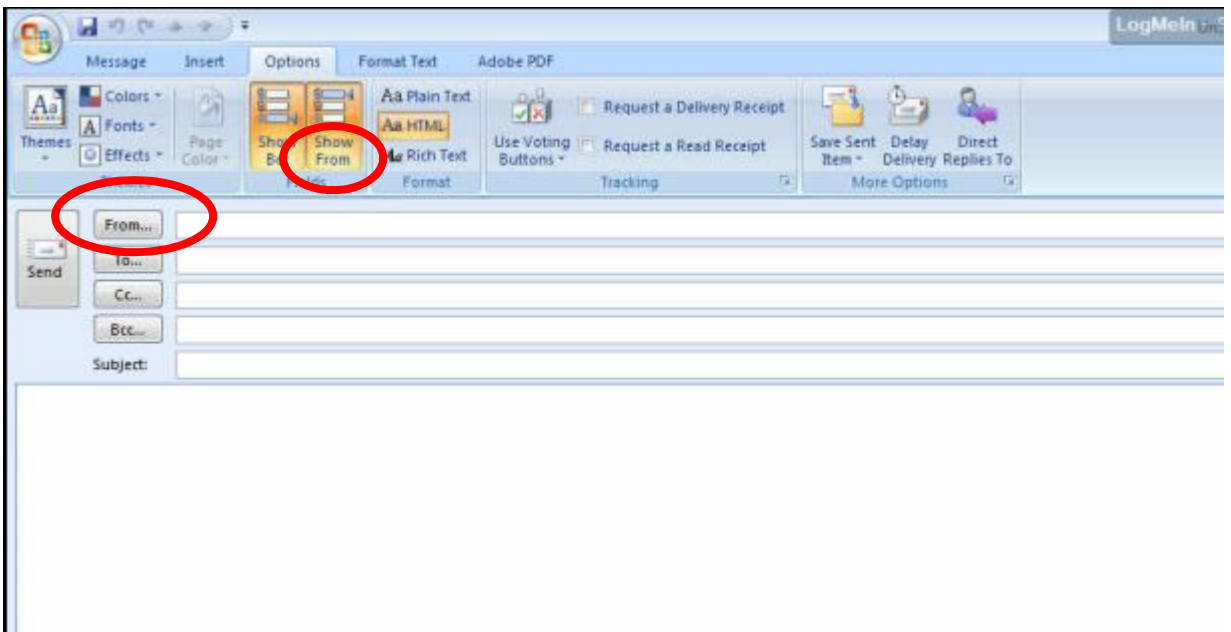
# To Send a Fax

## Version 1.1

1. Open up Outlook
2. Create a new email message



3. Make sure that the from field is visible in the message. If it is not showing, click on **Options**, then click the button to **Show From** field.



- In the from field, enter in the following email address. **THIS ADDRESS DEPENDS ON WHICH OFFICE YOU ARE TRYING TO SEND THE FAX FROM.**

**Lavallette Office:** lavallettefax@birchre.com

**Ortley Office:** ortleyfax@birchre.com

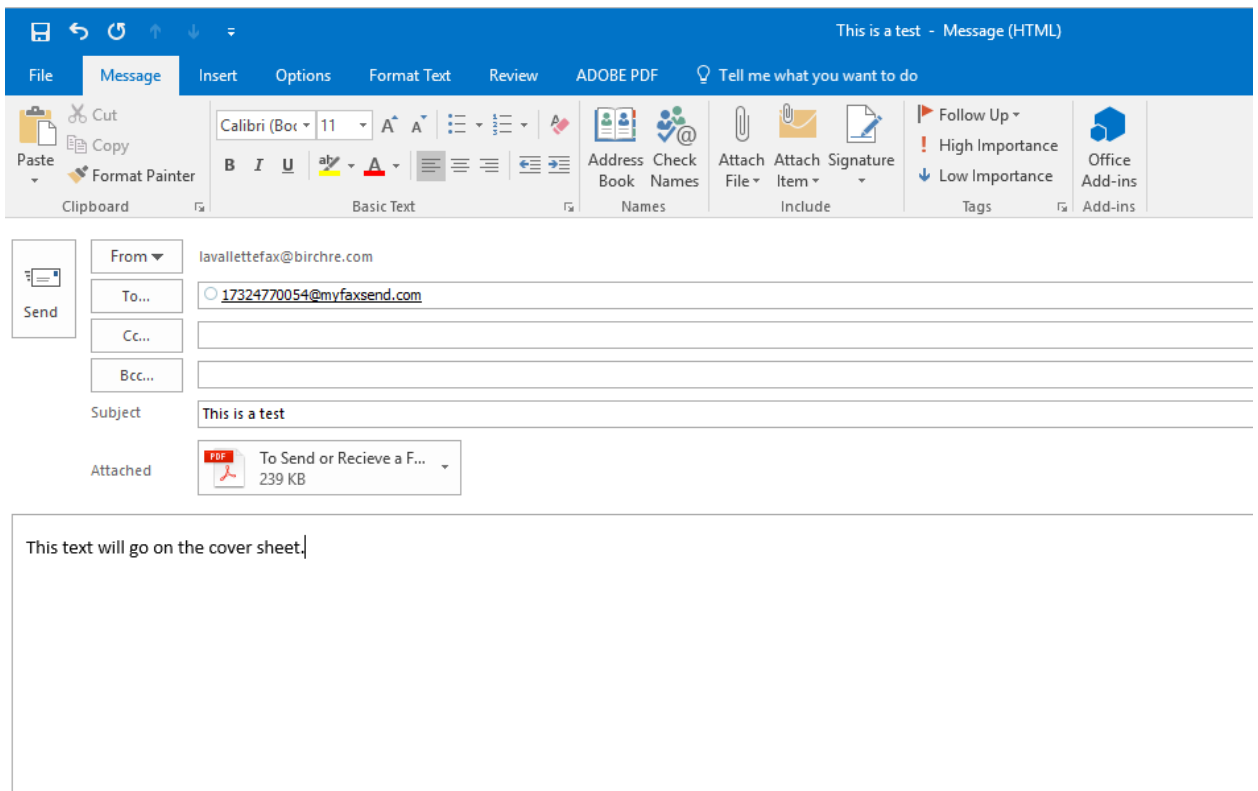
**Seaside Park Office:** parkfax@birchre.com

- In the to field, enter the recipient's fax number (Multiple recipients should be separated by a semi-colon). The correct format should be as follows:

1+10\_Digit\_Phone\_Number@efaxsend.com

Example: 17324770054@efaxsend.com

- Attach the document you would like to fax and then click **Send**. You can fax over 170 file types, including PDF, TIFF, DOC, and PNG.



- Confirmation receipts will be sent to the **up-desk inbox** for your office.

## To Receive a Fax

1. Incoming faxes to each respective office will be delivered to that office's up-desk email inbox. From there the messages can be printed or forwarded to the intended recipient.

As a backup, incoming faxes will also be sent to that respective office's public folder.

