

Using Afax

Once your Afax account has been set up, using it is as easy as sending an email.

1. Open your email program, compose a new email, and attach any Microsoft Office or PDF document you wish to include.
2. Address the email to the destination fax. Use 1 for long distance in North America or 011 for international, and add @afax.appiaservices.com. Examples:

For the U.S. fax number (559) 482-1100:
15594821100@afax.appiaservices.com

For the international number (44) 222-2222:
01144222222@afax.appiaservices.com

3. Send the email as you normally would. The body of the email and the contents of any attachments will be faxed to the number you specified.
4. You will automatically receive delivery confirmation via email.

To preview your fax before sending it out, just send it to your own Afax number.