



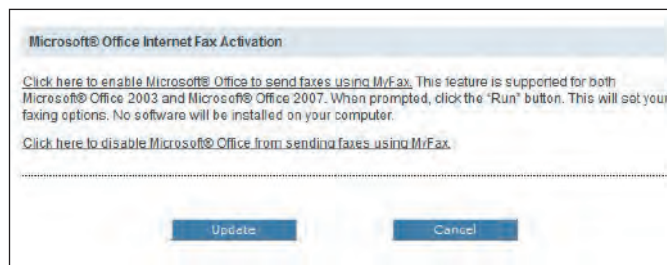
MyFax Microsoft Office Integration

MyFax is fully integrated with Microsoft® Office 2003 and 2007. Realize greater flexibility and improved productivity by faxing directly from Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint® and Microsoft Outlook®.

Existing MyFax Users

MyFax users can fax from Microsoft Office 2003 or 2007 by installing the appropriate application:

1. Go to www.myfax.com.
2. Click *Login*.
3. Input your Login ID and Password. Click *Login*.
4. On the left side of the screen, click *Send Preferences*.
5. Under *Microsoft® Office Internet Fax Activation*, click the line that says *Click here to enable Microsoft® Office to send faxes using MyFax*.



6. When prompted, click the *Run* button. This will set your faxing options. Existing MyFax users will now be able to fax from Microsoft Word, Excel, PowerPoint and Outlook.

New MyFax Users

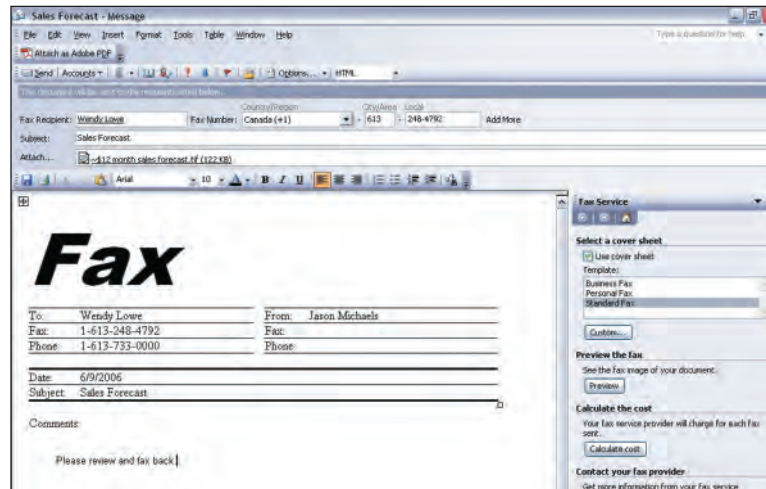
Users not yet registered with MyFax can do so by following these steps:

1. From Microsoft Word, Excel or PowerPoint, click *File/Send to/Recipient Using Internet Fax Service*.
2. You will be prompted to sign up with a fax service provider from the Microsoft Office Online website.
3. From the list of Available Fax Services, click on MyFax and follow the online instructions to register for MyFax.
4. Once registered, users will be able to fax using MyFax directly from Microsoft Word, Excel, PowerPoint, or Outlook.

Sending a fax from Microsoft Office 2003 or 2007

If you are working on a document in Microsoft Office 2003 or 2007 that needs to be faxed, you do not have to leave the application to do so. Sending faxes with MyFax using Microsoft Office is easy and convenient. Follow these simple steps:

1. Ensure that the MyFax Microsoft Office application is installed on your system.
2. In Microsoft Word, Excel or PowerPoint, click *File/Send to/Recipient Using Internet Fax Service*. In Microsoft Outlook, click *File/New/Internet Fax*.
3. In the *Fax Recipient* field, type the name of person you would like to fax. The application is fully integrated with your Microsoft Outlook contacts, so if you are faxing someone who appears in your Contacts list, it will automatically recognize the fax number and input it in the Fax Number section. Otherwise, manually input the *Country/Region*, *City/Area* code and *Local* fax number of the person you wish to fax.



4. Input the **Subject** line of the fax.
5. If you prefer to send your fax with a cover sheet, click on the **Use Cover Sheet** check box on the right side of the screen. Select a Cover Sheet type, whether Business, Personal, Standard, or Custom. Once a cover sheet has been selected, complete the To:, From:, Date:, Subject:, and Comments: fields in the cover sheet itself.
6. If you wish to preview the fax before sending it, click on **Preview**. This will provide a preview of the cover sheet and the fax document itself.
7. To calculate the cost of the fax, click **Calculate cost**. This will give you an idea as to how much it will cost to send depending on the number of pages included in the fax. Please note that this will take into account the number of free sent and received pages you have allocated under your MyFax account.
8. Once you are ready to send the fax, click **Send**.

About MyFax

MyFax is an Internet fax service provided by Protus IP Solutions, a high-growth application service provider offering value-added Internet fax communication and voice broadcast services to businesses around the world. Since 1997 leading companies in the finance, insurance, real estate, pharmaceutical and retail industries have trusted their outsourced communication needs to our reliable service. We manage 780 million faxes per year, deliver 375,000 pages per hour, and dial 500,000 calls per hour. Online Internet fax services targeting personal, small business and corporate users are sold under the brand name MyFax. Protus solutions are sold directly and through a network of worldwide partners, including major service providers. Additional information is available at www.protus.com or www.myfax.com.

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