

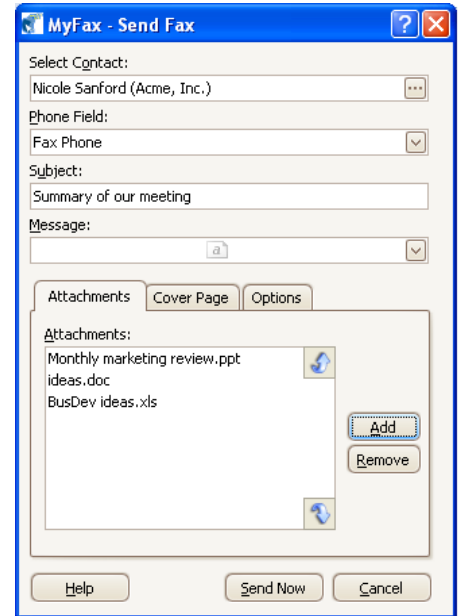
MyFax™ For ACT! Quick Reference Guide

Sending a Fax within ACT!

There are two ways to send a fax within ACT!, either by (1) attaching multiple documents, or (2) by doing a fax mail-merge:

1 Faxing Attached Documents

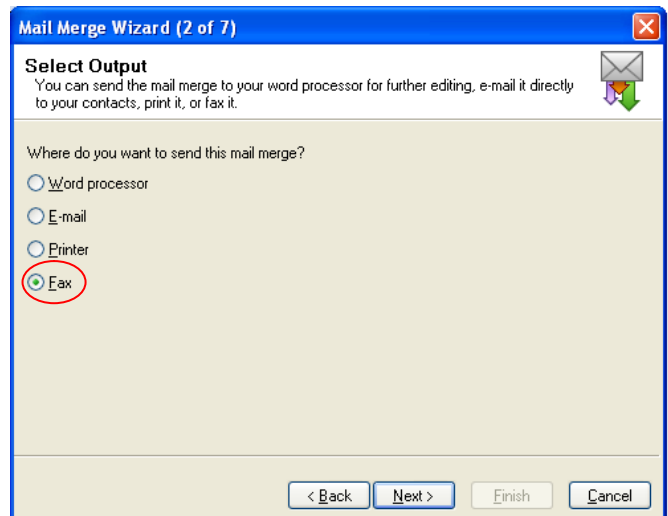
- a Select either the Send Fax button from the Toolbar or the Send Fax item from the MyFax menu.
- b Select one or multiple contacts from your ACT! contact list.
- c Enter a subject and message for the cover page.
- d Add up to 8 different attachments to be included in your fax.
- e Select a cover page style.
- f Click "Send Now".



2 Fax Mail-Merge:

- a A fax mail-merge allows you to create one document that can be faxed to multiple contacts. Each fax is personalized with the individual contact information that you define in advance on your template*.
- b Once your template* is ready, go to the Write menu within ACT!, select Mail-Merge, and then follow the Wizard steps. There are no limits to the number of contacts that you can fax to at once using this method.

*For help creating a template, please refer to your ACT! documentation or to ACT! support

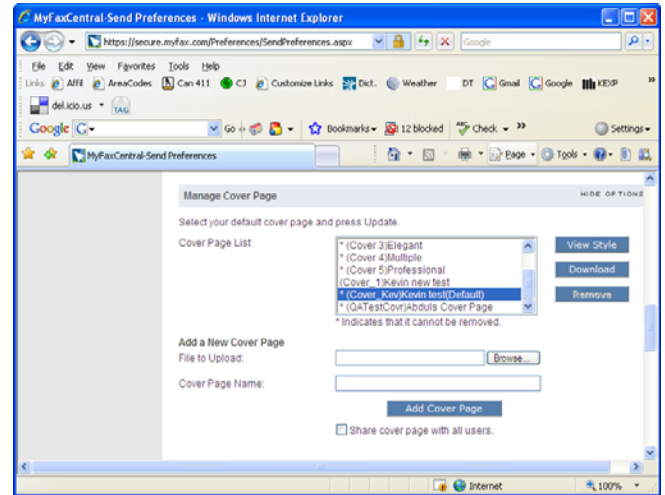


- To view faxes that are in the process of being sent, go to the MyFax menu in ACT!, select Fax Center, and then select Outbox.
- To view a list of faxes that have previously been sent, go to the MyFax menu in ACT!, select Fax Center, and then select Sent items. Please note that the Sent Items view only shows faxes sent on a particular day. Change the date at the top to view faxes sent on a different day.
- To view a fax sent to a particular contact, select the History for that Contact. There will be a line for Fax Sent, as well as a line stating either Fax Send Success or Fax Send Failed.

Cover Pages

There are two steps to creating your own custom cover page:

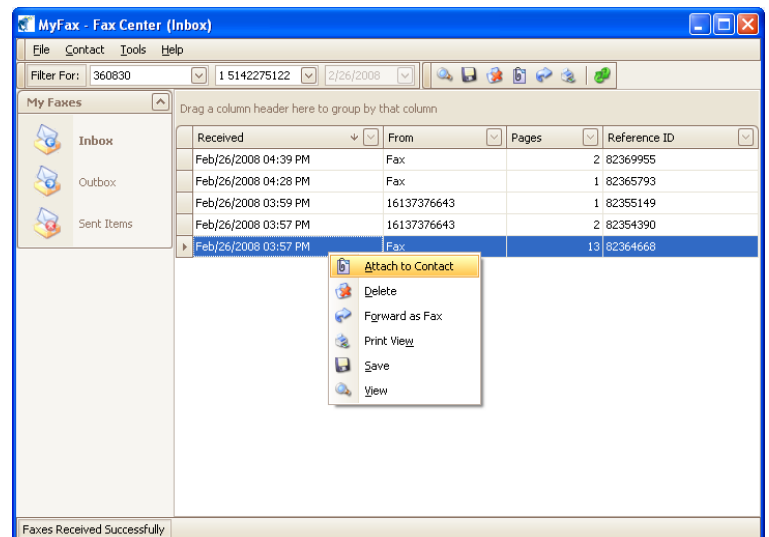
- 1 You first need to [login](#) to MyFaxCentral and set a default cover page.
 - a Once you are logged in, go to the My Preferences menu on the left-hand side and select Send Preferences.
 - b Scroll down to *Manage Cover Page* (the fifth blue header from the top). You may have to click the *Show Options* button on the right side of the blue header.
 - c To create your own cover page, we suggest first downloading one of the cover pages available and editing it to suit your needs. Be sure to preserve the “tags” in the original MyFax cover page.
 - d Once complete, save your cover page to your computer.
 - e Add your new custom cover page to MyFaxCentral by clicking the *Browse* button. Find and then open your saved cover page, type a name for your cover page and then select *Add CoverPage*. Your cover page will now appear in the list.
 - f Select the cover page that you just added so that it is highlighted and then scroll to the bottom of the page and press Update
- 2 To set this customer cover page as the default within ACT!, go to the MyFax menu item in ACT!, select Preferences, select the Cover Page tab, and then choose any one of the five options other than the ‘None’ option. This will ensure that the custom cover page that you created in MyFaxCentral will be used by default every time.



Receiving a Fax within ACT!

To view a received fax, go to the MyFax menu in ACT and select Fax Center - the Inbox should be open by default. Each fax in your Inbox will be available for 365 days from the day that it was received. It is recommended that you save your received faxes to the History of a Contact, as described in the next paragraph.

You have several options available for each received fax such as viewing the fax, saving the fax to the History of a Contact and forwarding it to another contact as a fax. To do this, right click on the received fax and then select one of the available options.



Customer Support

Based in North America, our Customer Support Team is available to help you 24 hours per day, 7 days a week!

Telephone Support

Tel: 1-613-216-0978
Toll Free: 1-866-563-9212

Email Support

support@myfax.com