



# MyFax Microsoft Office Integration

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

## Existing MyFax Users

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

1. Go to [www.myfax.uk.com](http://www.myfax.uk.com)
2. Click *Login*.
3. Input your User ID and Password. Click *Login*.
4. On the left side of the screen, click *Send Preferences*.

### Send Preferences

#### Email Addresses Used for Sending Faxes

You can send faxes from up to 3 different email address

Send faxes from (max 3):

\* Default address, cannot remove

Add new email address to list:

#### Fax Confirmations

You can receive fax confirmations in your email. Confirmations are sent each time you send a fax.

Send fax confirmations to this email address:

#### Manage Cover Page

#### Fax Header "From" Field

The Following text will appear in the "From" section of your fax headers:

Fax header "From" Field:

#### Password Protection (Email Faxing Only)

When checked, your MyFax account password will be required on all faxes sent by email (does not apply to faxes sent from MyFax Central). Passwords must appear as the first line in the email body.

Enable Password Protection:

#### Microsoft® Office Internet Fax Activation

[Click here to enable Microsoft® Office to send faxes using MyFax.](#) This feature is supported for both Microsoft® Office 2003 and Microsoft® Office 2007. When prompted, click the "Run" button. This will set your faxing options. No software will be installed on your computer.

[Click here to disable Microsoft® Office from sending faxes using MyFax.](#)

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 and PowerPoint.

## 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 or PowerPoint.

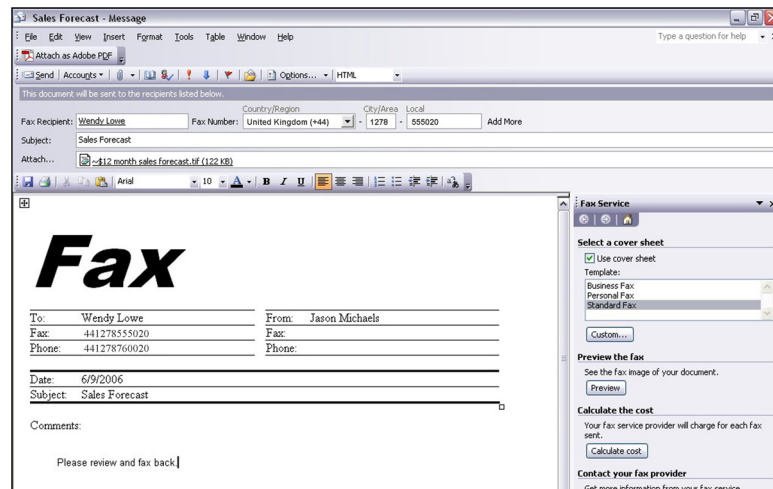
## Sending a fax from Microsoft Office 2003 or 2007

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*.
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 recognise 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 the fastest growing Internet fax service used by individuals, small, medium and large businesses to send and receive faxes using existing email accounts or the web. MyFax offers services in North America, Europe and the UK to industries recognised among the fastest growing adopters of internet fax including finance, insurance, real estate, healthcare, transportation and government. More than 10,000 new customers subscribe to MyFax each month. Additional information is available at [www.myfax.uk.com](http://www.myfax.uk.com)

**MyFax Sales: Free Phone: 0808 804 0015 | MyFax Customer Support: 0808 804 0014 | Email: [sales@myfax.uk.com](mailto:sales@myfax.uk.com)**

© 2007 Protus IP Solutions. All rights reserved. Protus, MyFax are trademarks of Protus IP Solutions. Other trademarks referenced in this document are the property of their respective owners. Customers are solely responsible for ensuring regulatory compliance.

MFFSAD0207