



faxing simplified. anytime. anywhere.



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

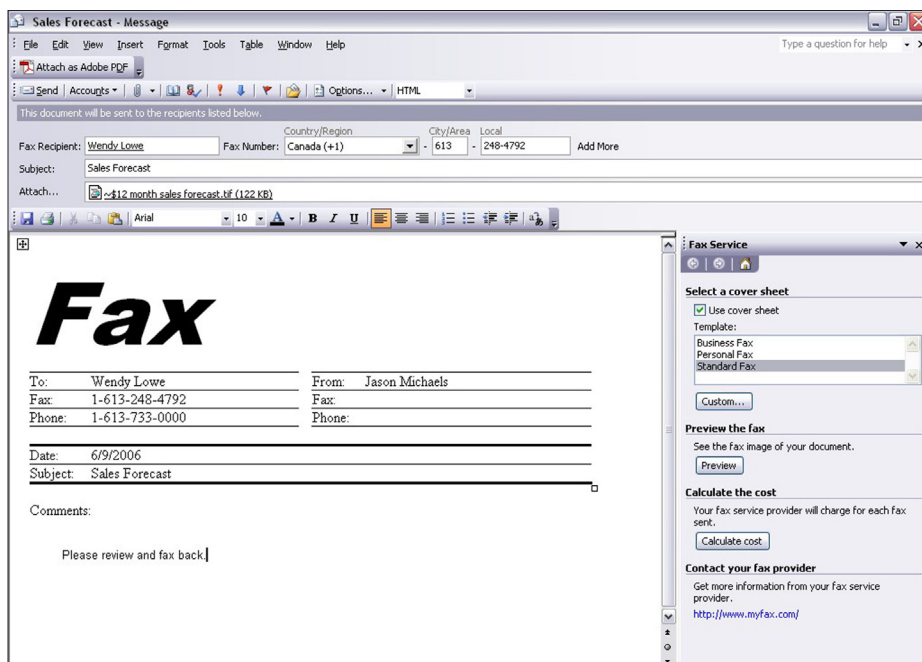
Users not yet registered with MyFax can do so by following these steps:

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 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 and Europe, including the United Kingdom, to industries recognized among the fastest growing adopters of internet fax including finance, insurance, real estate, healthcare, transportation and government. More than 20,000 new customers subscribe to MyFax each month. Additional information is available at www.myfax.com and www.myfax.uk.com.

Toll-free: 1-866-657-9885 | 613 733-0000 | Email: sales@myfax.com

© 2010 Protus®. All rights reserved. Protus®, MyFax® are trademarks of Protus®. Other trademarks referenced in this document are the property of their respective owners. Customers are solely responsible for ensuring regulatory compliance.

MFWP0110

