**How to send out a virtual fax for Digium Cloud Service customers**

Create an email from your email client (Outlook, Gmail, Yahoo, etc).

Fill in the information as follows:

* ***To***: mailto:[faxnumber@fax.digiumcloud.net](mailto:faxnumber@fax.digiumcloud.net)
* ***From***: Your authorized email address
* ***Subject***: Optional. This will be added to the notes of the Cover Page
* ***Body***: Optional. This will be added to the notes of the Cover Page
* ***Attach***: The supported document file type you wish to fax (see below)

Example:  
If you wanted to fax an invoice to 215-555-1234, the email would be completed as follows:

* ***To***: [2155551234@fax.digiumcloud.net](mailto:2155551234@fax.digiumcloud.net)
* ***From***: [me@myemailaddress.com](mailto:me@myemailaddress.com)
* ***Subject***: Invoice (Optional, you can leave blank)
* ***Body***: leave blank, or add any notes here
* ***Attachment***: Invoice.pdf (or whatever file you are trying to fax)

Supported File Types:

* WebUI supported file types - **PDF, TXT,** and **TIFF**
* Email supported file types - **PDF, TXT, TIFF, DOC, DOCX, BMP, PNG,** and **JPG**

**Receiving an eFax**

The **efax** service is completely virtual

The client would receive a fax as an e-mail