Deluxe Hosted Fax

1. Below is the Log in link for the Fax Portal.

   https://cloudfax.deluxehosting.com/x/login

2. After Logging in, it takes you to the Dashboard.

The **Dashboard** displays your recently received, sent, and outgoing faxes as well as a usage report. You can use the dropdown at the top right of each table to change the number of faxes displayed. From the **Dashboard,** you also have the option to **Send a Fax**.
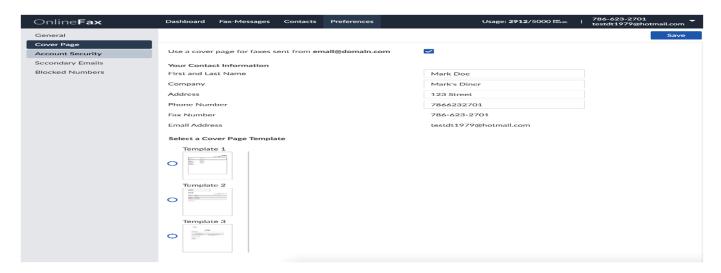
Send Fax

Click **Send Fax** to create and send files on your computer as faxes. Once sent, a fax will be queued in the **Outbox** for delivery. When sending a fax, you have the option to include a cover page and add multiple attachments.

To send a fax:

1. Enter the fax number in the **Destination Fax Number** text box. **Always include area code without a 1 for all fax's**
2. To add a cover page, click to toggle the option from **No** to **Yes**. Now you can edit your cover page details such as your name, company name, phone number, address, subject, comments, and footer. To change your cover page template, go to **Preferences** and select **Cover Page**.
3. To add your files, click and drag or click **Select Files** under the **Add Files To Fax** You may attach up to three files. **An attached file cannot exceed 10 MB in size.**
4. Click **Send**. Your fax will be placed in the **Outbox** with a status message indicating the success or failure of delivery.

Cover Page

Click on the Preferences Tab and then click the Cover Page on the left hand side. Here you can set up a default cover page. A cover page will appear as the first page of any fax you send. You can also edit your company and contact information in addition to selecting a template.

1. To use a cover page when sending faxes from the specified email account, check the use a cover page for faxes sent from my email account
2. Click **Save** to apply your changes.

You can also edit the contact details that will appear in your cover letter. The fields that you can edit include your first and last name, company name, address, and phone number.
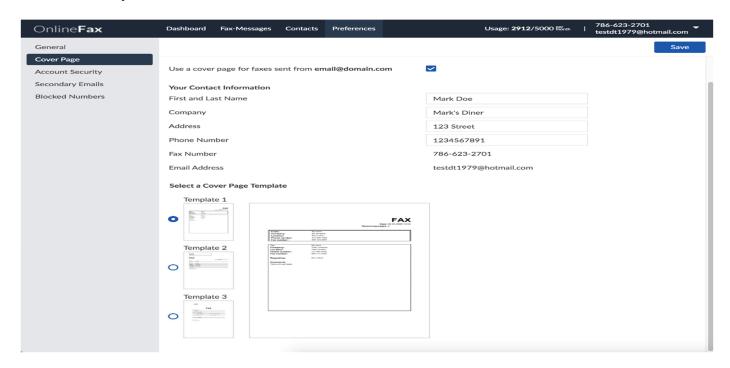
How to edit your contact information:

1. Enter your data in the text fields provided.
2. Click **Save** at the top right to apply your changes.

You can also select a format for your cover page. There are three templates to choose from.
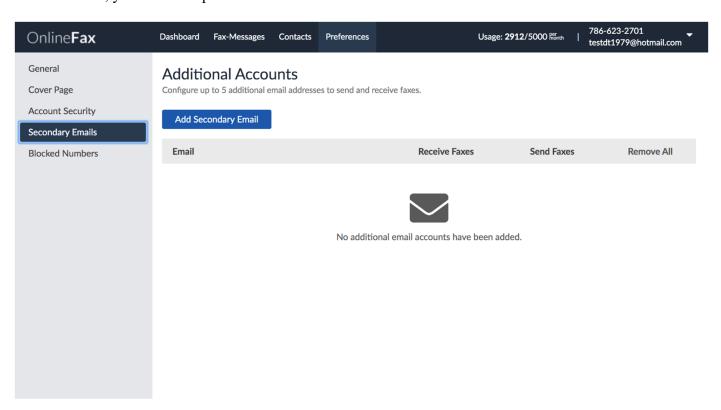
How to select a cover page:

1. Click on the template to select it. Once selected, you will see a larger preview of it.
2. To confirm your selection, click **Save**.

Secondary Emails

In this section, you can add up to five additional accounts to send and receive faxes.

To add a new account:

1. Click **Add Secondary Email**.
2. In the **Add Secondary Email** dialog, enter the email address in the text box.

3. Check the functionality that you want to add to your email address. You have the following options: **Receive faxes in my email account**, **Send faxes from my email account**, or both.
4. Click **Done** if you're finished or select **Cancel** to disregard all changes.

To view an existing account:

1. Once a secondary account has been added, you will see it listed in the main table. You can use the checkboxes to change whether the account can receive or send faxes.

To delete an account:

1. Click on the trash icon under the **Remove All** column of the table.
2. A pop-up will ask you to confirm the deletion of the chosen account.
3. Click **Yes** to confirm the deletion, otherwise click **Cancel**.

To delete all additional accounts, select **Remove All**, and then select **Yes** to confirm your changes.