



Stream Fax

## Stream Fax: Jump Start

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Fax from anywhere securely, quickly and seamlessly directly from your email. This sheet provides you with an overview to send faxes from your desktop. For complete information on your Stream Fax solution, please go to [http://www.cleo.com/products/stream\\_fax.php](http://www.cleo.com/products/stream_fax.php).

### **Automate: Your Administrator's Got You Covered.**

Prior to your sending your first fax, your system administrator's already provided you with the basics – including a standard cover page that meets your organization's requirements and the contacts you send to most frequently.

### **Send: Right from Your Desk, in Less Than Eight Clicks.**



#### **Option 1: Send Your Fax from Your Email**

**Step 1:** Open your email application

**Step 2:** Choose *New* (as you would send an email)

**Step 3:** In the *To* field, enter the recipient fax number as specified by your system administrator

**Step 4:** Separate multiple fax numbers with a semi-colon (;)

**Step 5:** Type your Subject (which will appear as the Subject on your cover page)

**Step 6:** Type your Message in the Body of the email (which will appear as the Message on your cover page)

**Step 7:** Attach any necessary documents (file types allowed are determined by your Admin)

**Step 8:** Choose *Send*

#### **Option 2: Send Your Fax from Your Applications** (such as Microsoft Word or Excel)

**Step 1:** Open your application of choice

**Step 2:** Choose the *Office* Icon (in the upper left corner of your window)

**Step 3:** Choose *Send>Email* (or Select Create Adobe pdf and Email)

**Step 4:** In the *To* field, enter the recipient fax number as specified by your system administrator

**Step 5:** Separate multiple fax numbers with a semi-colon (;)

**Step 6:** Type your Subject (which will appear as the Subject on your cover page)

**Step 7:** Type your Message in the Body of the email (which will appear as the Message on your cover page)

**Step 8:** Choose *Send*

### **Receive: Look No Further Than Your Inbox.**

Open your fax as you would an email. The attachment contains all of the contents of the fax you are receiving. You can open, forward, save to your desktop or if your system allows you, route the fax as needed.

### **Track: Confirmations Right to Your Inbox.**

After sending your fax, your results will be sent to you via email. Your Summary Results will show the fax numbers that you sent to along with the status of your fax and how many pages were sent.