Metronet eFax

QUICK REFERENCE GUIDE:
Metronet eFax

Welcome to Metronet eFax

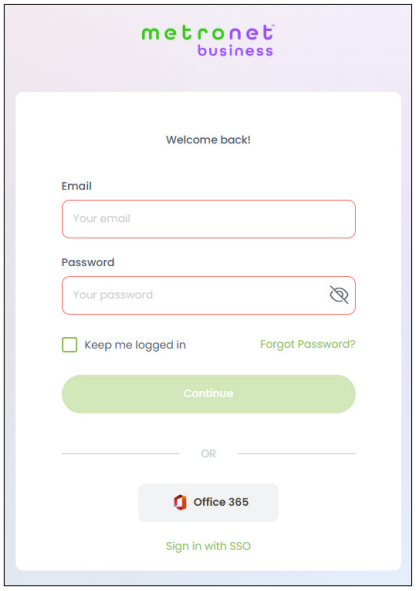
You can access the Metronet eFax Portal at https://efax.mymetronet.net/.

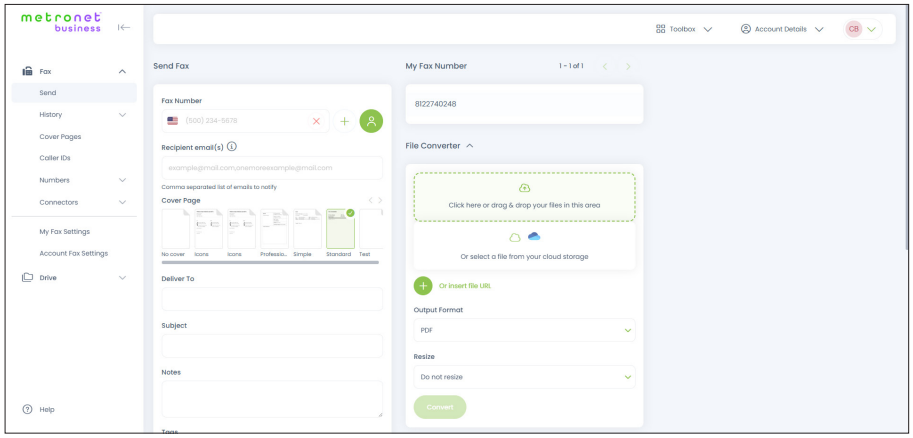
During the eFax onboarding process, you will receive an email invitation asking you to create a user account. Fill out the information and you have immediate access to the eFax client.

To help you get up and running, please use the QuickTips noted in this guide.

Logging In/Main Screen

- **Log In** – After purchase, join your account from the email invitation. Ability to fax is immediately available.
- **Fax** – Send, History, Cover Pages, Numbers, My Fax Settings
- **Drive** – My Storage, Shared with Me, My Drive Settings, Storage Used



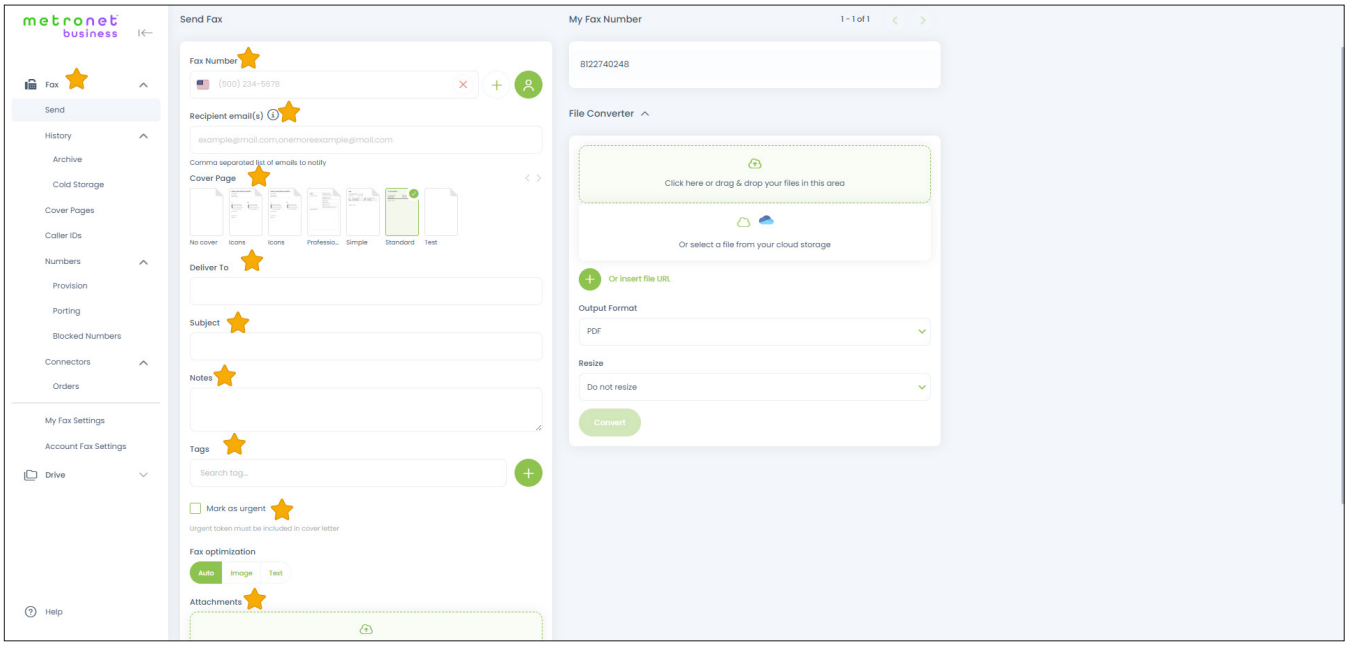


Fax

Send a Fax

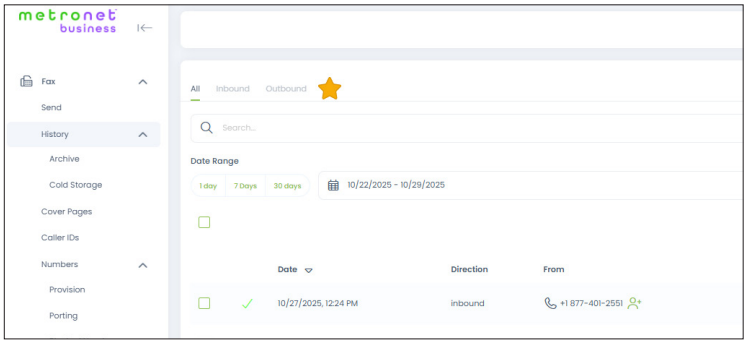
To Send a Fax, click on **Fax > Send** on the left-hand side

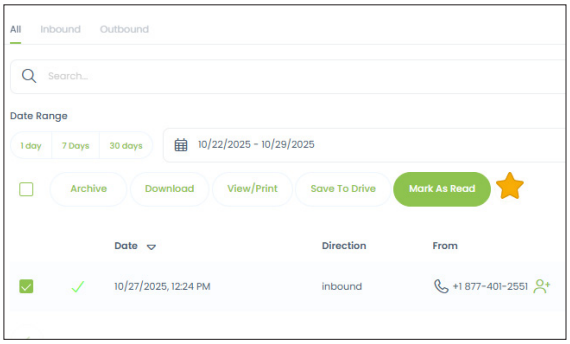
- Fax Number
- Cover Page
- Subject
- File Converter
- Mark as Urgent
- Recipient Email(s)
- Deliver To
- Notes
- Tags
- Attachments



History/Receive a Fax

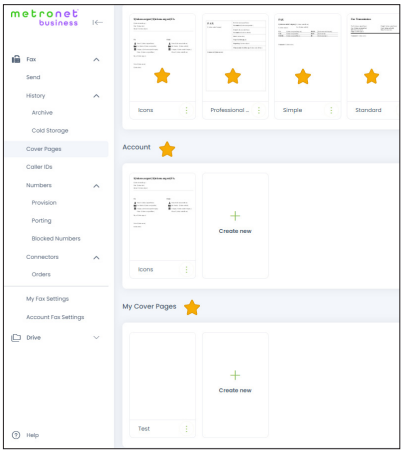
- See recent and previous faxes by clicking on **Fax > History**. If you have the option turned on in My Fax Settings, you should receive an email alerting you that you have received a fax.
- **Filter by** – All, Inbound, Outbound
- **History Options** – Archive, Download, View/Print, Save to Drive, Send to Sign, Mark as Read

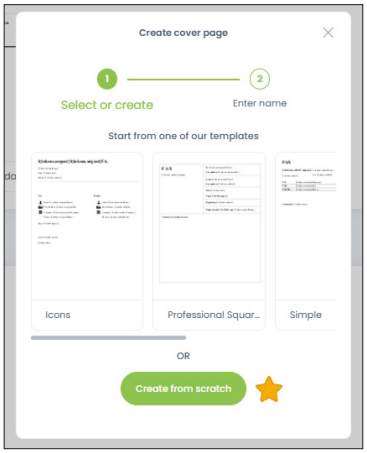


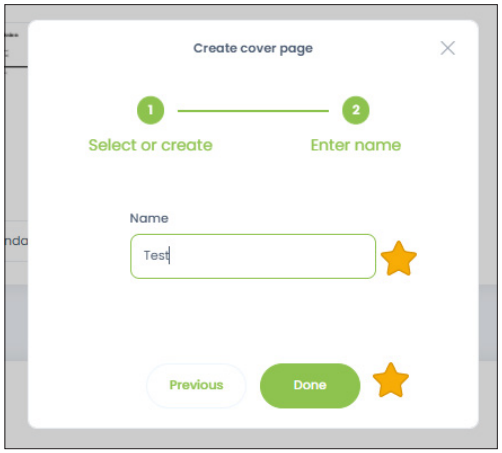


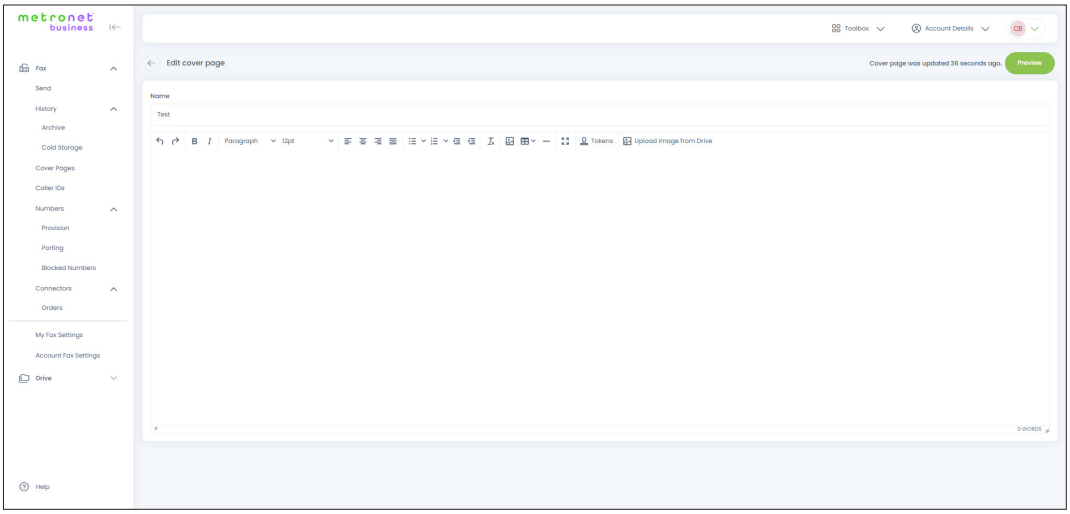
Cover Pages

- Choose from templates or create your own cover pages.
- To create your own, **Click Create New > Create from Scratch > Input a Name for the Cover Page > Done.** After clicking **Done**, you can edit the cover page to see how you see fit. You will also be able to Preview the Cover Page.



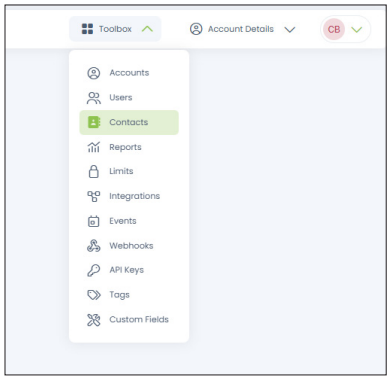






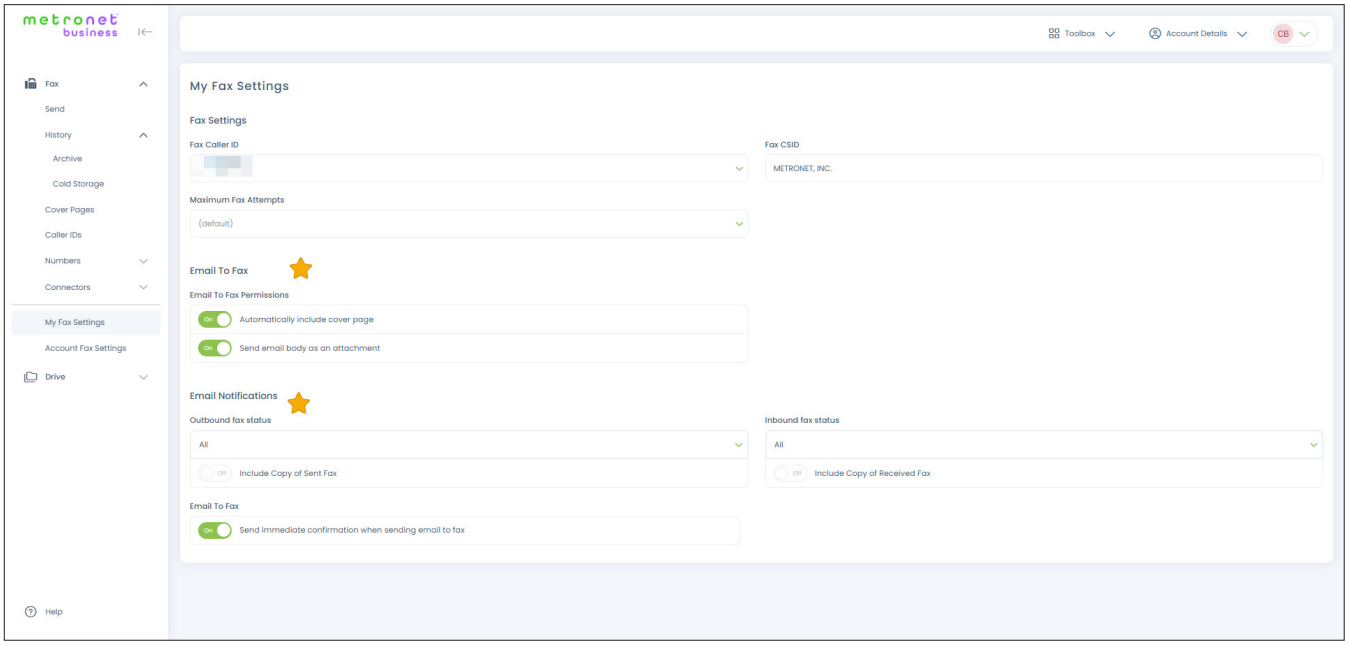
Contacts

- Create or Import Contacts
- View by Contacts or Contacts Group
- Filter by Created by Me



My Fax Settings

- **Email to Fax Permissions** – Turn On/Off the ability to Automatically Include Cover Pages, Turn On/Off the ability to Send Email as an Attachment
- **Email Notifications** – Turn On/Off the ability to Include Copy of Sent Fax for Outbound Fax Status, Turn On/Off the ability to Include Copy of Received Fax for Inbound Fax Status



Drive

Faxes are stored for 12 months in eFax, but you can utilize Drive storage outside of eFax to store them as long as you like.

My Storage

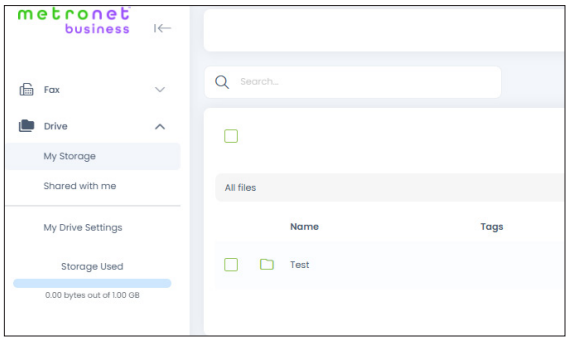
- Create folders or Upload Files
- Save your faxes to folders on your Drive

Shared with Me

- View files that have been shared with

My Drive Settings

- Turn On/Off the setting to Store Inbound Faxes in Drive



Email to Fax

Sending from the same email address associated with the user account, any email sent to an email address in this format will be converted to fax.

The format is: **tendigitfaxnumber@sendfax.mymetronet.net**
(e.g. 18125551000@sendfax.mymetronet.net)