



How to send a fax from email

One of the nice features about the Kinect2Fax solution is the ability for our customers to not only, send and receive from an online portal, but also the added convenience of being able to send/receive faxes from email.

Please note: This feature will only work from an email address associated with an active account in our system. If you don't have an account from Kinect Communications, please contact your account representative at 833-454-6328.

Addressing the email

To send a fax from email, compose a message from your email. In the To: field, type the 11-digit fax number (ex. 17269004810) followed by @fax.kinect2fax.com. (see below example)

A screenshot of an email composition interface. On the left is a "Send" button with a paper plane icon. To its right are three input fields: "From" (populated with "charlie@kinectcommunications.com"), "To" (populated with "17269004810@fax.kinect2fax.com"), and "Cc" (empty). Below these is a "Subject" field (empty).

Send	From	charlie@kinectcommunications.com
	To	17269004810@fax.kinect2fax.com
	Cc	
	Subject	

*****IMPORTANT*****

It is important to always use an **11-digit fax number** when formatting the email. That includes adding a "1" for any USA or Canada number.

Populating information onto a cover page

If you have your cover page setting turned on in your user portal, our Kinect2Fax solution will automatically take details from your email and populate it directly onto a cover page.

A screenshot of an email composition interface, similar to the one above. The "To" field is populated with "17269004810@fax.kinect2fax.com" and has a small blue circle icon to its left. The "Subject" field is now populated with "I LOVE MY NEW FAX PROVIDER".

Send	From	charlie@kinectcommunications.com
	To	17269004810@fax.kinect2fax.com
	Cc	
	Subject	I LOVE MY NEW FAX PROVIDER

To whom it may concern,

Please look over the documents and let me know if you have any questions.

Sincerely,

Your Kinect Communications Team

Email subject line will populate **RE:** field of the cover page (see screenshot below).

Body of the email will populate the **Comments** field of the cover page (see screenshot below).

FAX



Kinect Communications +17269004802
Fax 7269004810

TO:		FROM:	Kinect Communications
FAX:	+1 210-944-4801	DATE:	Wednesday, July 24, 2019 5:38 PM, CDT
PHONE:		RE:	I LOVE MY NEW FAX PROVIDER

Comments:

Please look over the attached document. Call me at (833) i-Kinect if you have any questions.

Sincerely,

Kinect Communications Team

Attach your document you want to fax to your email

When sending a fax from email you can attach multiple document types (see below). You can attach a single document or multiple documents (varying formats is fine) and they will be rendered, converted to a faxable format, and sent to your destination fax number.

Once your documents are attached, simply hit **SEND**. That's it! We will take care of the rest.

Allowed Email Attachments:

- Image files (GIF, JPEG, PNG, TIFF)
- Adobe Acrobat Files (PDF)
- Microsoft Office Files (DOC, DOCX, XLSX, PPTX)
- Printer File Formats (PCL, EPS, PS)
- Text Files (TXT, RTF)

TIPS: If you create a file using a scanner or print to file, always choose the option of black and white for the output.