

## iFax – How to add Authorized Email Addresses

1. Go to iFax.pro and login
2. Click on “Configuration” > “Authorized Emails”


The screenshot shows the iFax.PRO web interface. The browser address bar displays <https://ifax.pro/sent/create/>. The navigation bar includes links for 'Send a Fax', 'Inbox', 'Sent', and 'Configuration'. The 'Configuration' menu is open, showing options for 'Authorized Emails', 'Default Cover Page', and 'Phone Book'. The main content area is titled 'Send Quick Fax' and includes an 'Add Files' button, a 'Destination Number' dropdown menu, a 'Notification Email' dropdown menu, and 'Add Cover' radio button options: 'None' (selected), 'Default Cover', and 'Cover Text'. At the bottom, there are 'Save >' and 'Cancel >' buttons. The iFax Number is displayed as 5555555555. A partial browser address bar at the bottom shows <https://ifax.pro/emails/>.

3. Click on “Add Authorized Email” to add only one email address or use the arrow to select “Add Multiple”

Secure | <https://ifax.pro/emails/>

iFax.PRO Send a Fax Inbox Sent Configuration ▾ Hello, iFax. ▾

## Email Addresses

 Add Authorized Email ▾  
Add Multiple 555555

Search

Search by did or destination number Clear Filter

Email Address	DID	Send	Receive	Edit	Delete
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<https://ifax.pro/emails/mcreate/>

4. Enter the Authorized emails and select “Send”, “Receive”, or both then select “Save”

Secure | https://ifax.pro/emails/mcreate/

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## Add Multiple Authorized Email Address

iFax Number: 5555555555

Email Addresses

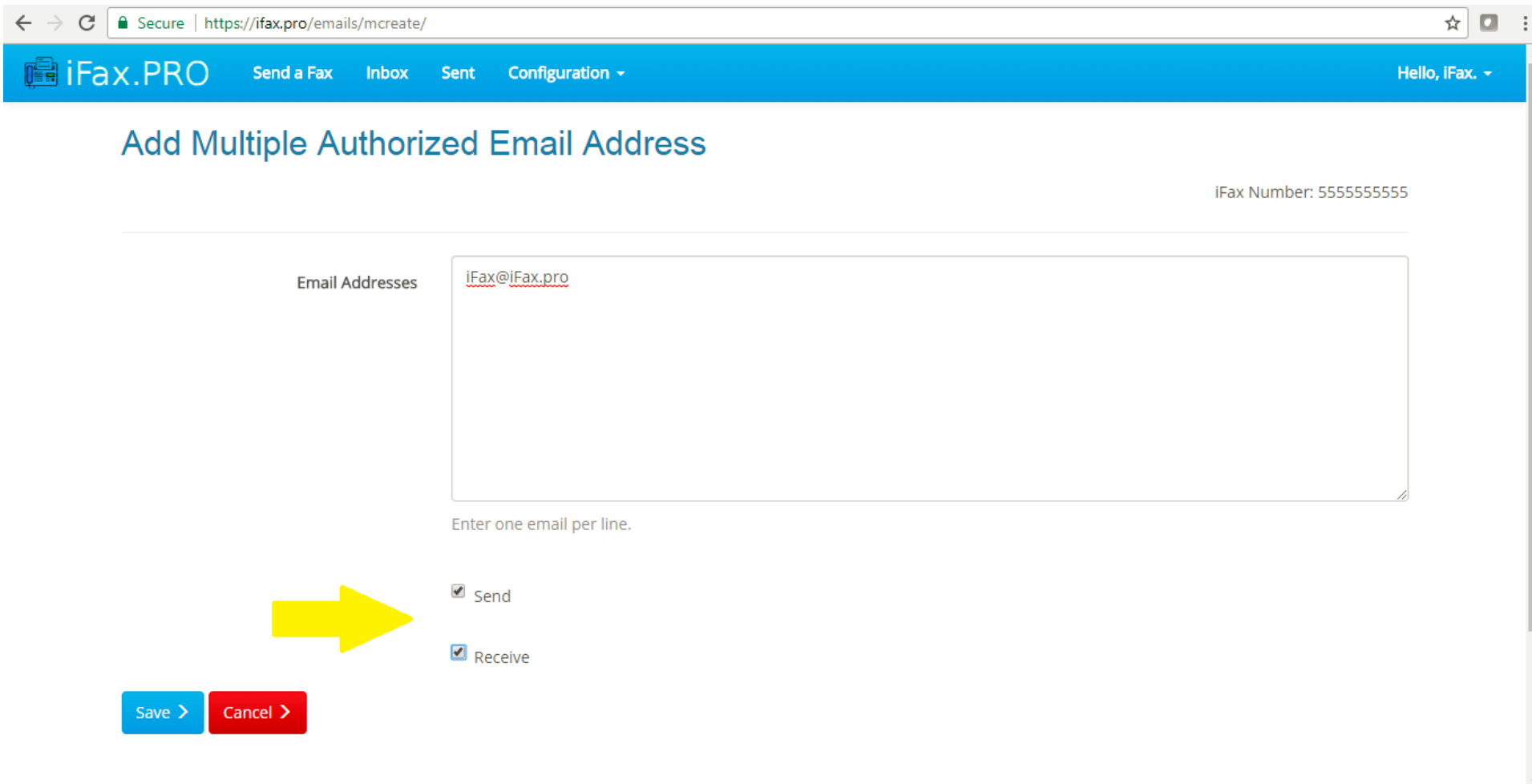
ifax@ifax.pro

Enter one email per line.

Send

Receive

Save > Cancel >



5. To change which emails will send/receive, simply check or uncheck the boxes on the “Authorized Emails” page.





# Email Addresses

Add Authorized Email ▾

IFax Number: 5555555555

Search

Search by did or destination number Clear Filter

Email Address	DID	Send	Receive	Edit	Delete
ifax@ifax.pro	5555555555				



## iFax – How to send a fax in the portal

1. Log in to iFax.pro
2. Input the destination fax number and click enter
3. Choose a “Notification Email Address” to send the confirmation email to once the fax is sent
4. Select “Add Files” to attach the documents. There is no limit on how many you can attach.
5. Select a Cover Page option then “Save”

Secure | https://ifax.pro/sent/create/

iFax.PRO Send a Fax Inbox Sent Configuration Hello, iFax.

### Send Quick Fax

iFax Number: 5555555555

FAX 1.pdf ×

FAX 2.pdf ×

Add Files

Destination Number: 5555551234

Notification Email: iFax@ifax.pro

Add Cover

None

Default Cover

Cover Text

Save > Cancel >

6. Confirm the fax on the next page, you can click on "pdf" to preview the fax.
7. Click "Send". Your fax will be queued for sending and no further action is required.

Browser address bar: <https://ifax.pro/sent/preview/12932/>

Navigation: iFax.PRO | Send a Fax | Inbox | Sent | Configuration

Hello, iFax.

## Fax Preview


iFax Number: 5555555555

id:12932

Confirm fax and click "Send". Please note that large faxes will take longer to send.

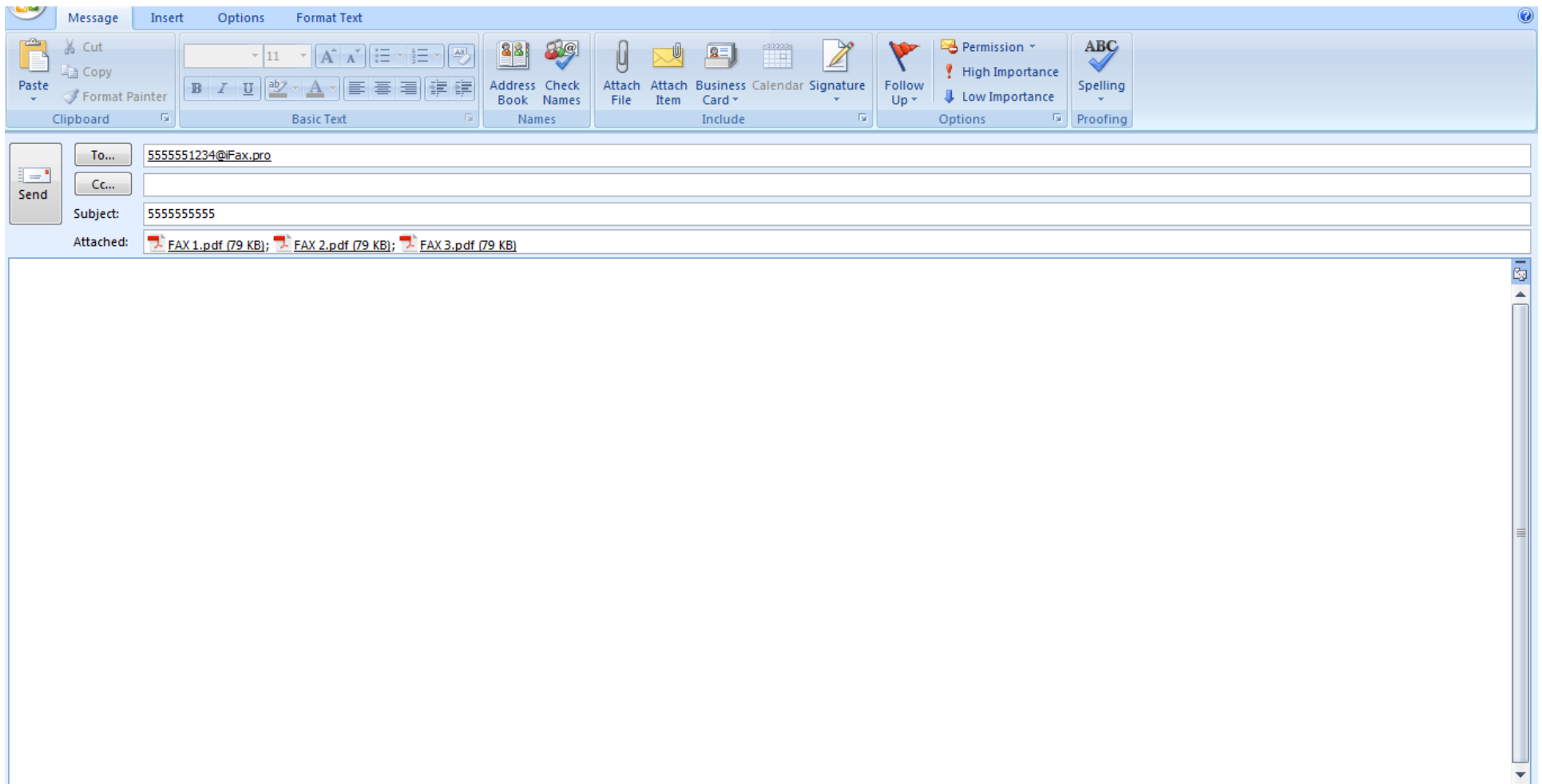
From	5555555555
To	5555551234
Notification Email	IFax@IFax.pro
Pages	2
Preview	<a href="#">↓ pdf</a>

[Send >](#) [Delete >](#)



## iFax – How to send a fax via Email

1. The email address you are sending from must be in the “Authorized Emails” list with the check mark “Send”
2. Enter the destination fax number @ifax.pro in the “To” line
3. Put your fax number in the “Subject” line
4. Optional : To add a cover page to the fax, type “cover page” after your fax number in the subject line. The BODY of the email will become the cover page if this option is added.
5. Attach up to 5 documents then Send.



OR

Message Insert Options Format Text

Cut Copy Paste Format Painter Clipboard

Arial Black 22 Bold Italic Underline Text Color Background Color Bulleted List Numbered List Indent Decrease Indent Increase

Address Book Check Names Names

Attach File Attach Item Business Card Calendar Signature Include

Follow Up Permission High Importance Low Importance Options

Spelling Proofing

This message has not been sent.

**Send**

To... 5555551234@Fax.pro

Cc...

Subject: 5555555555 cover page

Attached: FAX 1.pdf (79 KB); FAX 2.pdf (79 KB); FAX 3.pdf (79 KB)

**ATTN:**

**FROM:**