




1. Open your email software, i.e. MS Outlook, Outlook Express, etc. Or log into web based Internet E-mail account i.e. Yahoo.Com, Hotmail.Com, etc. You must use the email account that you provided us when you first signed up for your e-fax service. This would be the email address where you received this setup information.
2. Select the option to **create a new E-Mail message**.
3. In the “**TO**” field type in the 10-digit number that you are faxing to plus **@claritytel.com**.
 - a. Example: If the number you are faxing to is **7703330888**, then you would type 7703330888@claritytel.com in the “**TO**” field.
4. The body of this email will be your cover page. Please type the information that you would like to appear on your cover page.
5. Attach the document(s) that you would like to send via your e-fax service. Any documents attached to this email will be sent following the cover page. Select the Insert File  icon at the top of the email screen to select the files that you would like to fax. Files can only be in the following formats:
 - a. Microsoft Word
 - b. PDF
6. Click **SEND** to send your fax.

Receiving A Fax

1. All faxes sent to your e-fax number will be delivered to the email address that you provided when you first signed up for Clarity’s E-fax service.
2. A fax notification will be sent with the received fax attached as a PDF file.
3. You can also view your incoming faxes by logging into your online Virtual Office using the Web Access Guide that was attached to the email sent to you on the date that you signed up for Clarity’s E-fax service. To receive a copy of the Web Access Guide please send an email to support@claritytel.com. You will receive your new guide within 24 to 48 hours.

Please email all inquiries to support@claritytel.com.