Scope of Disclosure	**Corporate Use only**
Classification	Standard
Handling	Do not copy or transfer
Document Type	Guide

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Kōdo ™
Cloud Fax Services

How to Receive a Fax from Email

TOGETHER INFORMATION

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How to Receive a Fax from Email

To receive faxes via email using the Kōdo Cloud Fax Fax to Email receive service you require the following:

✔ An online account with Kōdo Cloud Fax

✔ An active Kōdo Cloud Fax Fax to Email number service

✔ Your email address added as a 'Receive Address' on your Kōdo Cloud Fax account

Using the Kōdo Cloud Fax Fax to Email receive service, you can receive faxes anywhere you have email. Once you have a Kōdo Cloud Fax Fax to Email number service setup, next you need to ensure is your email address is added to receive faxes:

1. Login to your Kōdo Cloud Fax account. URL: https://efax.kodocloud.com.au/

2. Under 'Receive Faxes' select 'Manage Fax Numbers'.
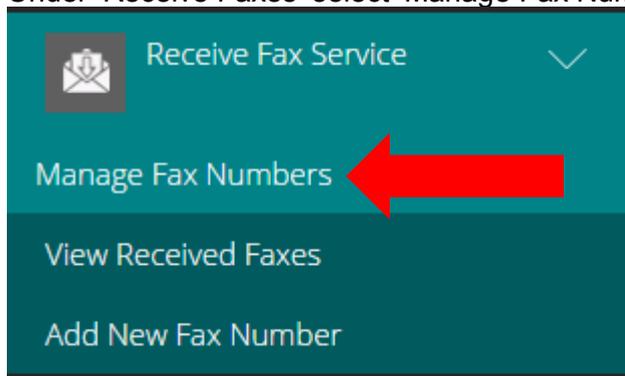
3. Under 'Manage Fax Numbers', here you can choose your fax number/s and add and delete email addresses to receive incoming faxes.

4. You can also choose the format to receive all faxes in, under 'Send Received Faxes and PDF or TIFF' select your preferred format, then select 'Save Changes'.

5. All successfully received fax messages/pages will now be delivered by Kōdo Cloud Fax to your nominated email address/s.

6. Copies of all 'received' faxes are also available for viewing and downloading from the 'View Received Faxes' option.

For more information please contact your local Toshiba representative.