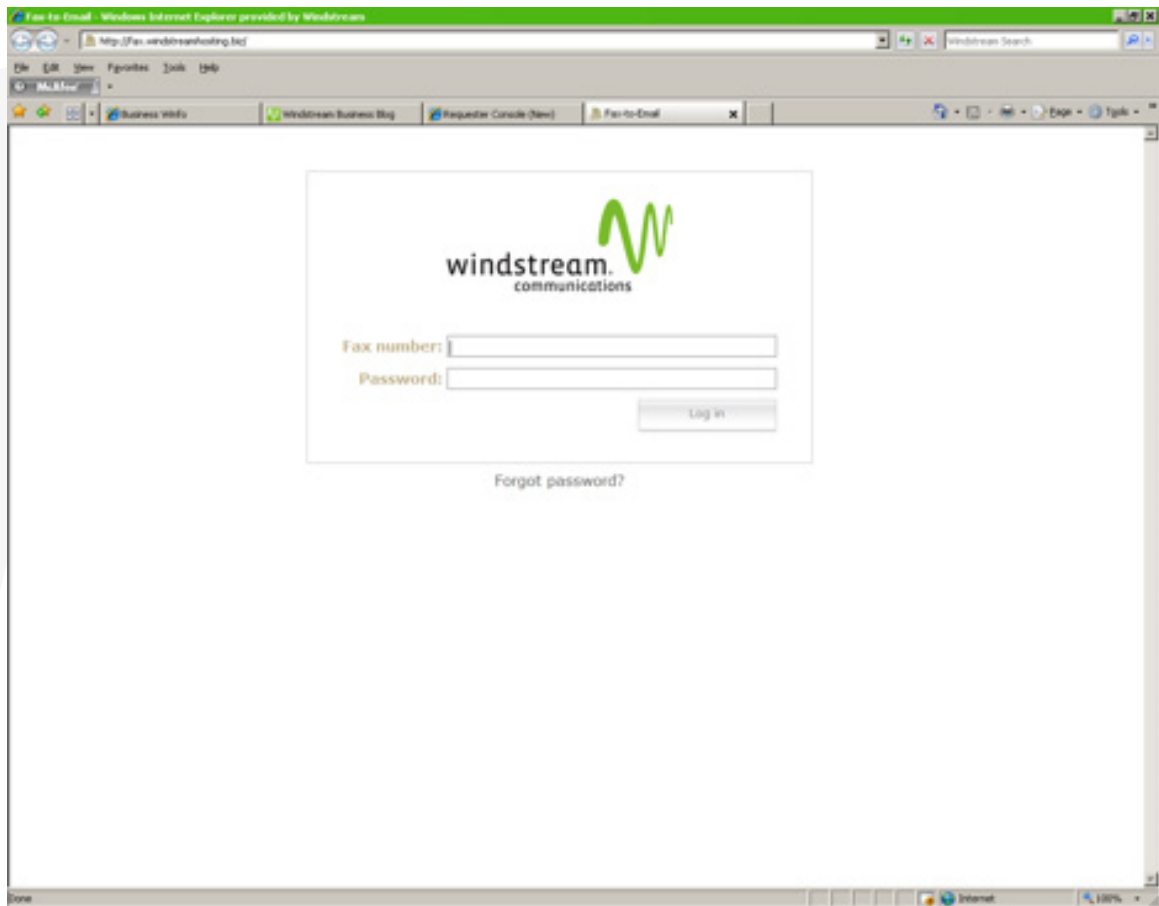


HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 1:

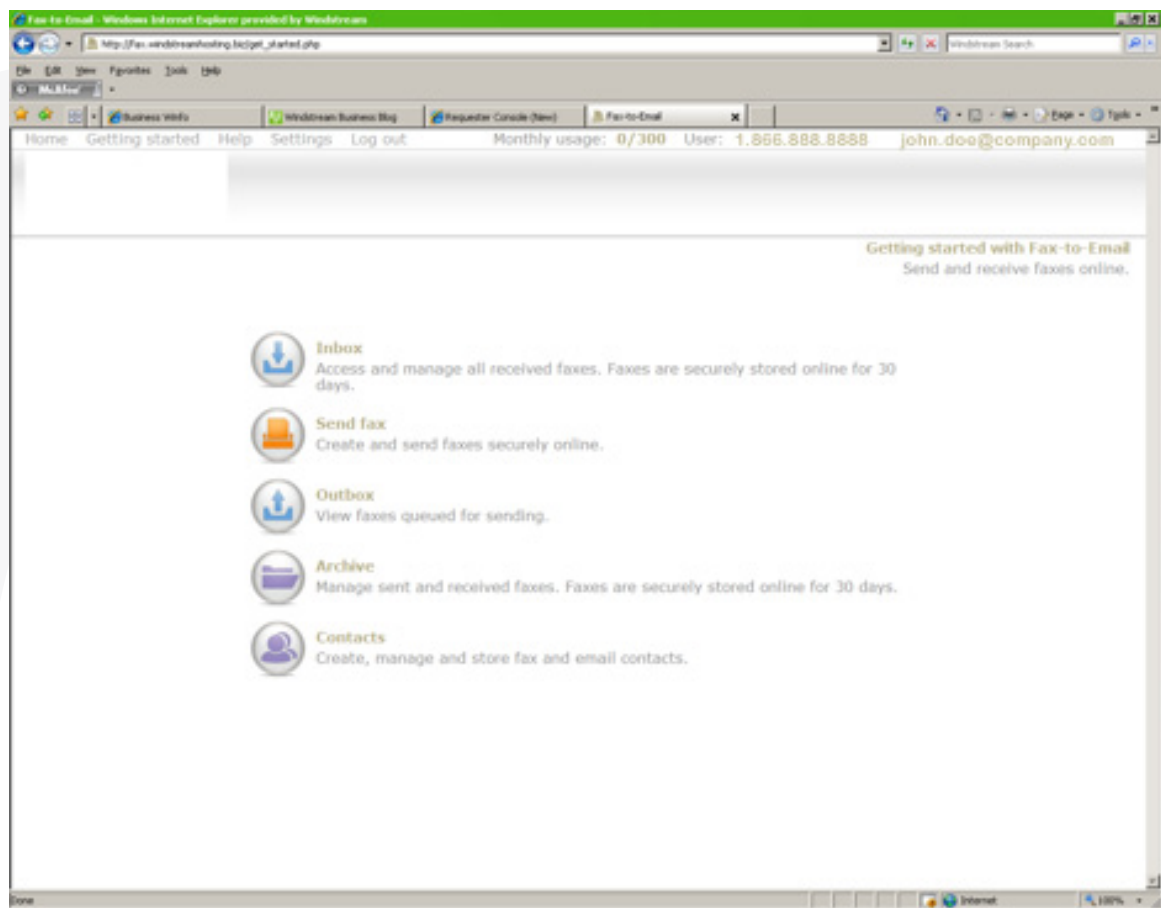
Log into Fax-to-Email Portal.



HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 2:

Click on “Settings” in top left corner.



HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 3:

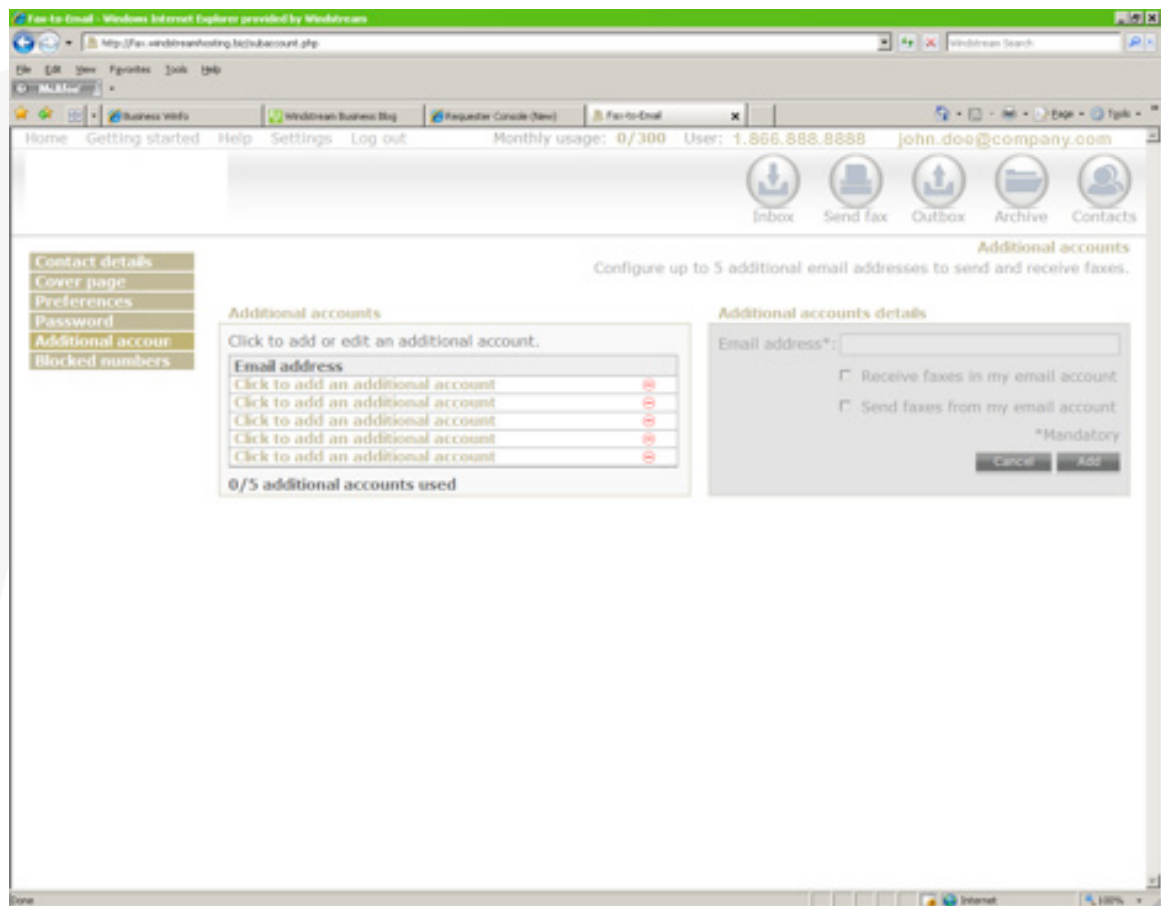
Click on “Additional Accounts.”

The screenshot shows a web browser window titled "Fax-to-Email - Windows Internet Explorer provided by Windstream". The address bar shows "http://fax.windstreamhosting.net/accountdetails.php". The browser has several tabs open, including "Business WiFi", "Windstream Business Blog", "Requester Console (New)", and "Fax-to-Email". The page header includes navigation links like "Home", "Getting started", "Help", "Settings", and "Log out", along with user information: "Monthly usage: 0/300", "User: 1.866.888.8888", and "john.doe@company.com". There are icons for "Inbox", "Send fax", "Outbox", "Archive", and "Contacts". A sidebar on the left contains a menu with "Contact details" (highlighted), "Cover page", "Preferences", "Password", "Additional account", and "Blocked numbers". The main content area is titled "Contact details" and contains the text "The following contact details will be displayed on your cover page." Below this is a form with the following fields: "Your name*" (filled with "john.doe@company.com"), "Company:" (empty), "Location:" (empty), "Phone number:" (empty), "Fax number:" (filled with "1.866.888.8888"), "Email address:" (filled with "john.doe@company.com"), and "Email signature:" (empty). A "*Mandatory" label is next to the "Your name*" field. At the bottom right of the form are "Cancel" and "Apply" buttons.

HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 4:

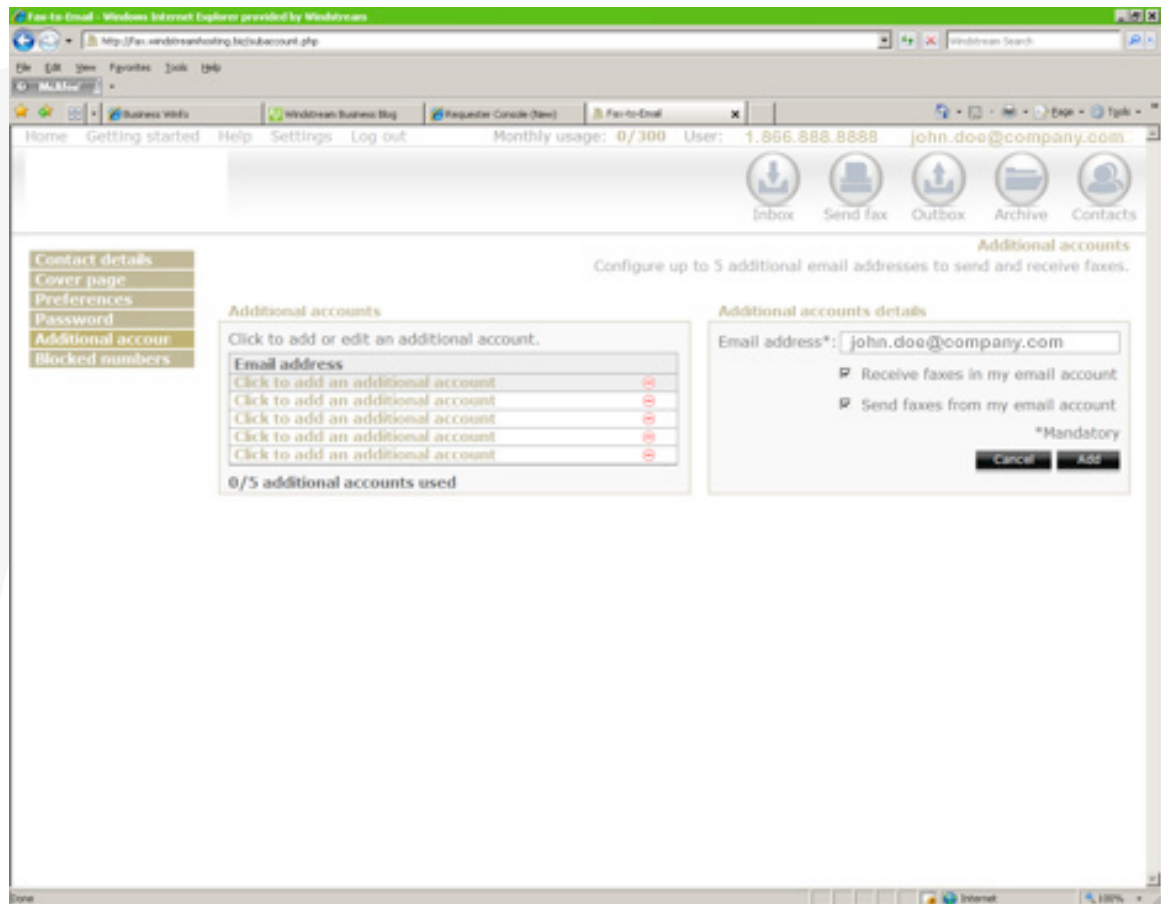
Click on “Click to add an additional account” and the “Email address*” box to the right will open up so you can enter an email address.



HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 5:

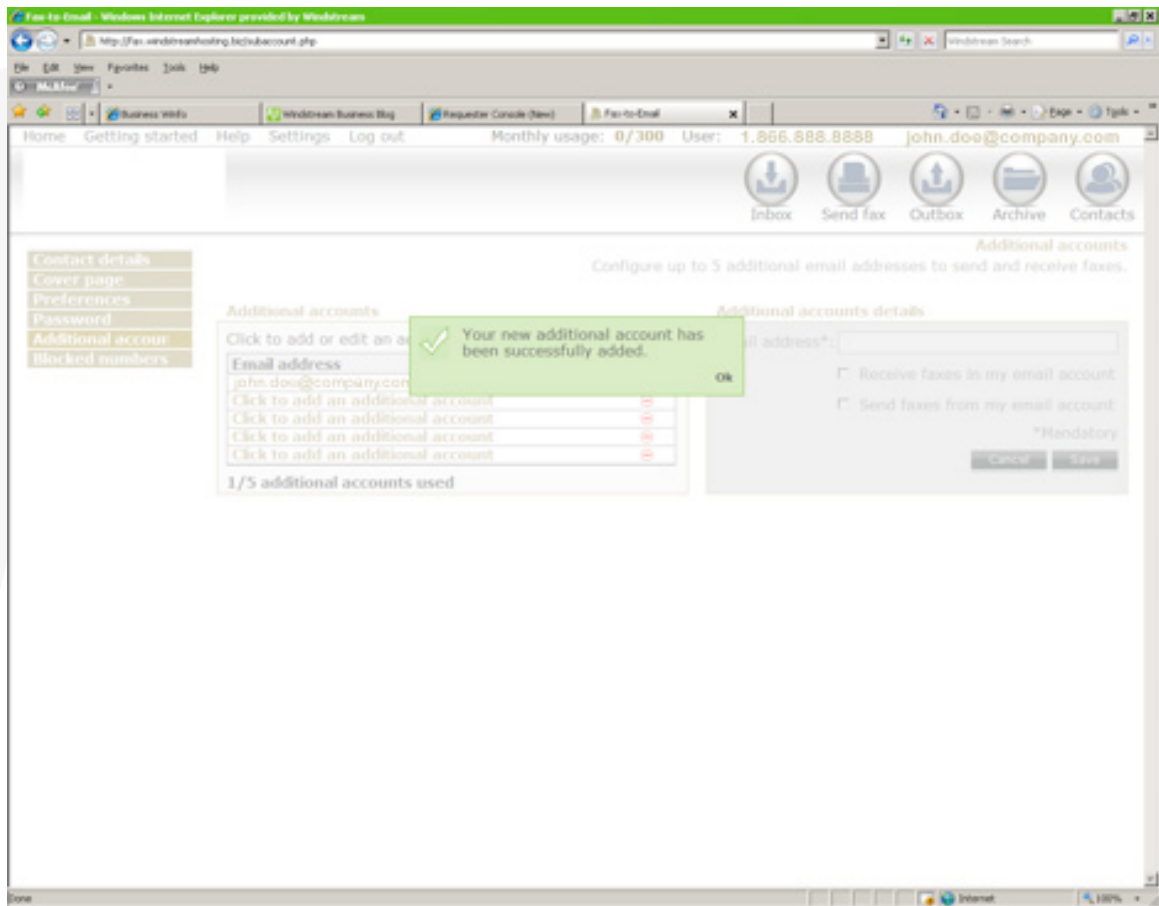
Type in the email address you want to add. Check whether that address can “Receive faxes in my email account” and/or “Send faxes from my email account.”



HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 6:

After adding email address, click “Save” and then “OK.”



HOW TO ADD ADDITIONAL EMAIL ADDRESSES

STEP 7:

To add additional email accounts (up to 5 total), follow steps 4 through 6.

