



EasyLink Internet Fax

EasyLink Internet Fax Send faxes as easily as e-mail

Overview

Send your fax messages from your PC

When you need to send a fax, save time by sending it directly from your PC as Internet e-mail. You use your existing e-mail software, such as MS Exchange, Lotus cc:Mail and Notes or any Internet mail package, and your existing Internet e-mail connection.

Now, sending faxes is as simple as sending an e-mail. There is no need to print and send it manually via a fax machine, reducing paper waste and saving you time and money.

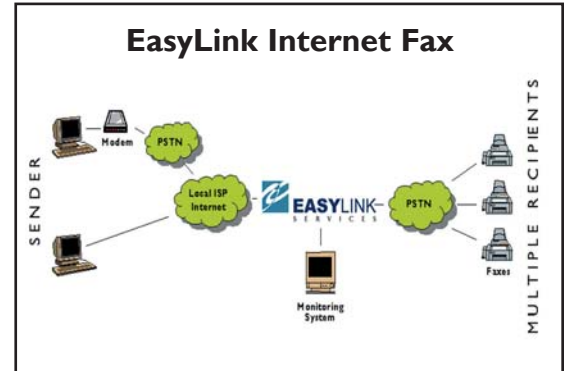
If you can send Internet e-mail, you can use this service. Internet Fax is available worldwide and on all operating systems including Windows, DOS and Unix.

Easy to use

No new software needs to be installed on your machine, which means there is no training to undergo. You simply begin using the service immediately after registration and start taking advantage of the benefits. Simply address the e-mail to the appropriate fax number at EasyLink's special e-mail address, and we'll do the rest.

The address can be stored in your standard e-mail address book, so next time you want to send a fax to the same number; you can select it quickly and easily. This saves you even more time on frequently used fax numbers.

Short messages can be simply typed into the body of an e-mail, and will be put on the first page of the fax (as part of your cover sheet, if selected). If you have prepared your document in Microsoft Word, Excel or PowerPoint, these are easily attached to the e-mail. Internet Fax automatically converts the attachments into faxes. You can include a short message on the first page of the fax and also send multiple attachments, if required. You can also send messages to



Send faxes from your Internet e-mail package with no new software to install or learn. The EasyLink global network receives the e-mail from the Internet, converts the text and any attachments into a fax, and sends it to the fax number or numbers.

multiple fax numbers or a combination of fax, e-mail and telex addresses.

Save time and money

To save you time, the Internet Fax service allows a customized cover sheet to be stored on our system. This can include your company logo and addresses, your signature and other information you want to include. Of course, if the customized cover sheet is not needed on a particular message, it can be switched off.

Once you have sent the message, we take over, leaving your PC free for you to continue working. The EasyLink global network receives the e-mail from the Internet, converts the text and any attachments into a fax, and sends it to the fax number or numbers. Busy numbers are automatically re-tried, so you don't have to worry about it.

You'll know when your message has been delivered, as we send a confirmation of delivery direct to your inbox, or a non-delivery notification if the message has been cancelled.

Our Internet Fax service requires no initial investment, so all you need to do is register to use the service and start saving money with EasyLink's competitive delivery rates. And, there is no minimum monthly cost and no disruption to your business.

We offer around the clock support through a local representative and our 24-hour international service center based in London. Providing you with a service you can rely on.

Reports to keep you informed

As well as the confirmation sent immediately after delivery or cancellation, a variety of reports, sent to your Internet e-mail address, are available to keep you informed.

Scheduled reports are available daily, weekly or both, as requested. These reports list all messages, with their status of delivered or cancelled, which have been sent over the period.

Status on demand reports can be requested by e-mail whenever you wish for updates on today or yesterday's messages.

About EasyLink Services Corporation

EasyLink Services Corporation is a leading global provider of services that power the exchange of information between enterprises, their trading communities, and their customers. EasyLink's networks facilitate transactions that are integral to the movement of money, materials, products, and people in the global economy, such as insurance claims, trade and travel confirmations, purchase orders, invoices, shipping notices and funds transfers, among many others. We help over 20,000 companies, including over 400 of the Global Fortune 500, become more competitive by providing the most secure, efficient, reliable, and flexible means of conducting business electronically.

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