

My Granite Cloud User Guide

E-Faxing

Option 1 – Send a fax from the portal:

Go to portal Website: <https://cloud.granitecomm.com/portal>

Log in: Enter Username = your email address

Password: Welcome1 (if you didn't change it)

1. Click on **Fax**
2. Click **Send Fax**
3. **Cover Page Options** -> None, Compose, or File
4. Click on **Fax Document** to upload the file that you intend to fax
5. **Caller ID** is the fax number you are sending from
6. **Phone Number** is the number you are faxing to
7. Click **Send**

You will get an email when it has completed sending.

Option 2 - Sending an Outbound Fax by Email

Using an email client like MS Outlook, you can send your fax to any 11-digit US number using the format *Fax Number@instant-fax.com* (eg. 12033045246@instant-fax.com).

Multiple Attachments

It is possible to attach multiple files in your email to fax. The files will all be combined into a single PDF document, based on an alphabetical file name sorting. With this in mind, if you want your cover sheet to be first, name your document file something like 1CoverSheet.doc to ensure it is sorted first, followed by other documents you may also have attached.

The system accepts the following files formats: html; pdf; doc; docx; odt.