



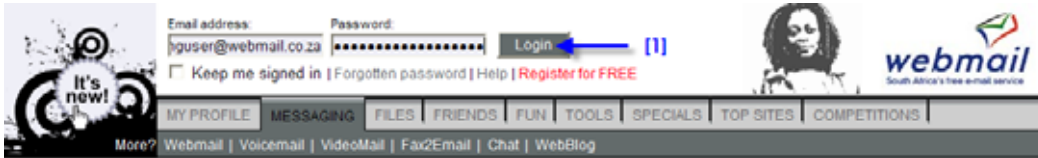
How to guide:

Webmail user - view or open a fax

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Part A – Logging into webmail and opening an email

1. Log in on the Webmail website (www.webmail.co.za) and click on the Login button [1]



If you do not know your login details, contact webmail for it at:

http://www.webmail.co.za/default.aspx?link=site_contact

2. Look for the relevant email in your email with the subject "FAX Received from ..." and click on it [2]



3. This will open up the email with the fax attached, in order to view the fax, follow the steps in Part B – Viewing a fax

Part B – Viewing a fax

1. Follow the steps as per Part A - Logging into webmail and opening an email (fax)
2. Scroll down in the email [3] and look for a PDF or TIFF file with a group of numbers as the name [4]



3. Click on the "Download" button [5]



4. Depending on your web browser, you will now have the option to view/open the fax or to download it.

If you have any further queries, do not hesitate to contact us

<http://www.faxfx.co.za> | <http://www.faxfx.co.za/support/> | support@faxfx.co.za | 086 727 2345 (Office hours)