



# QUICK REFERENCE GUIDE: Vexus eFax

## Welcome to Vexus eFax

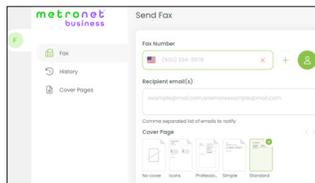
You can access the Vexus eFax client at [efax.myMetronet.net](https://efax.myMetronet.net)

During the eFax onboarding process you will receive an email invitation asking you to create a user account. Fill out the information and you have immediate access to the eFax client.

To help you get up and running please use the QuickTips noted in this guide.

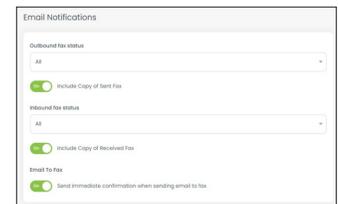
### Home Screen

- Sending faxes
- Selecting cover pages
- Selecting attachments
- Converting file attachments



### Notifications

- Notifications for Inbound and Outbound fax
- Delivery of fax content to email



### History

- View inbound and outbound faxes
- Fax management including download and archive



### mDrive

- mDrive allows you to securely store document files, create links to easily share, add tags, sort into folders and more - without ever having to leave the eFax portal.



### Contacts

- Add and manage contacts



## Easy Sign-up and Sign-on

1. After purchase, join your account from the email invitation. Ability to fax is immediately available.
2. Easily reset the password from the login page

## Send a Fax Using the Fax Client

1. From the fax tab, enter the fax number
2. Fill out subject and delivery information
3. Select a cover page
4. Upload fax attachments
5. Select Send or Send Later

## Review Faxes

1. Select History
2. Check the box next to the fax
  - Archive - deletes the fax
  - Download - downloads the file as a pdf or zipped file
  - View/Print - opens a file viewer
  - Save to Drive
  - Send to Sign - add signature fields and distribute Mark as Read

## email To Fax

Sending from the same email address associated with the user account, any email sent to an email address in this format will be converted to fax. The format is **1tendigitfaxnumber@sendfax.my.metronet.net** (e.g. 18125551000@sendfax.myMetronet.net)

## mDrive

Faxes are stored for 12 months in eFax, but you can utilize mDrive storage outside of eFax to store them as long as you like.

To set this up, you'll first want to click on the "mDrive" tab on the left (if you do not see this, reach out to your account administrator). From here, you'll want to click on "Create Folder" in the top right.

Once you have the folder created, now it's time to enable the feature. Click on your name in the top right and choose "settings". From here, make sure you select the "Fax" tab at the top. Scroll down to the bottom of the page and toggle "Store faxes in drive" to the on position. Then, use the Fax Folder field to input the folder name you just created. Once this is set, all inbound and outbound faxes will now store in your mDrive folder that you created and selected.