

Envoi Networks Enterprise EnFax Portal Instructions

Below are instructions for the portal that all faxes are managed. In addition to your faxes being emailed, you will see all of your inbound and outbound faxes archived here.

To access the fax portal, your credentials are:

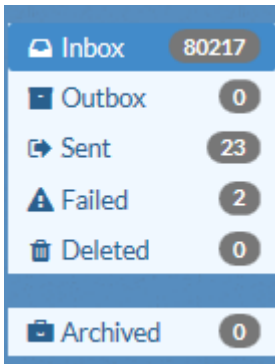
URL: <https://fax.envoi.com>


Username: (Please see email sent separately for this information)

Password:

Email to receive faxes is set to:

Once you log in, under the “Fax” menu on the left, you can see all of your fax folders:



To send a fax, simply click on the  and a new window will pop up:



Enter the fax number under “Destination” and either Drag and Drop a PDF or TIFF file in that window or simply click on the green “Upload Document” button to select the file you like to fax and click on “Send”.

Once a fax has been sent or received on the portal, you can select that fax and you have the following choices (Forward means you can fax it again to another destination):



If you have any questions or require assistance with setup, please contact Envoi Networks support at: 571-620-2500 option 2 or by email at support@envoi.com