

8x8 fax instructions

1. Sign into Virtual Office Desktop or [Virtual Office Online](#) with your 8x8 fax account.

2. Click on the **Fax** icon.

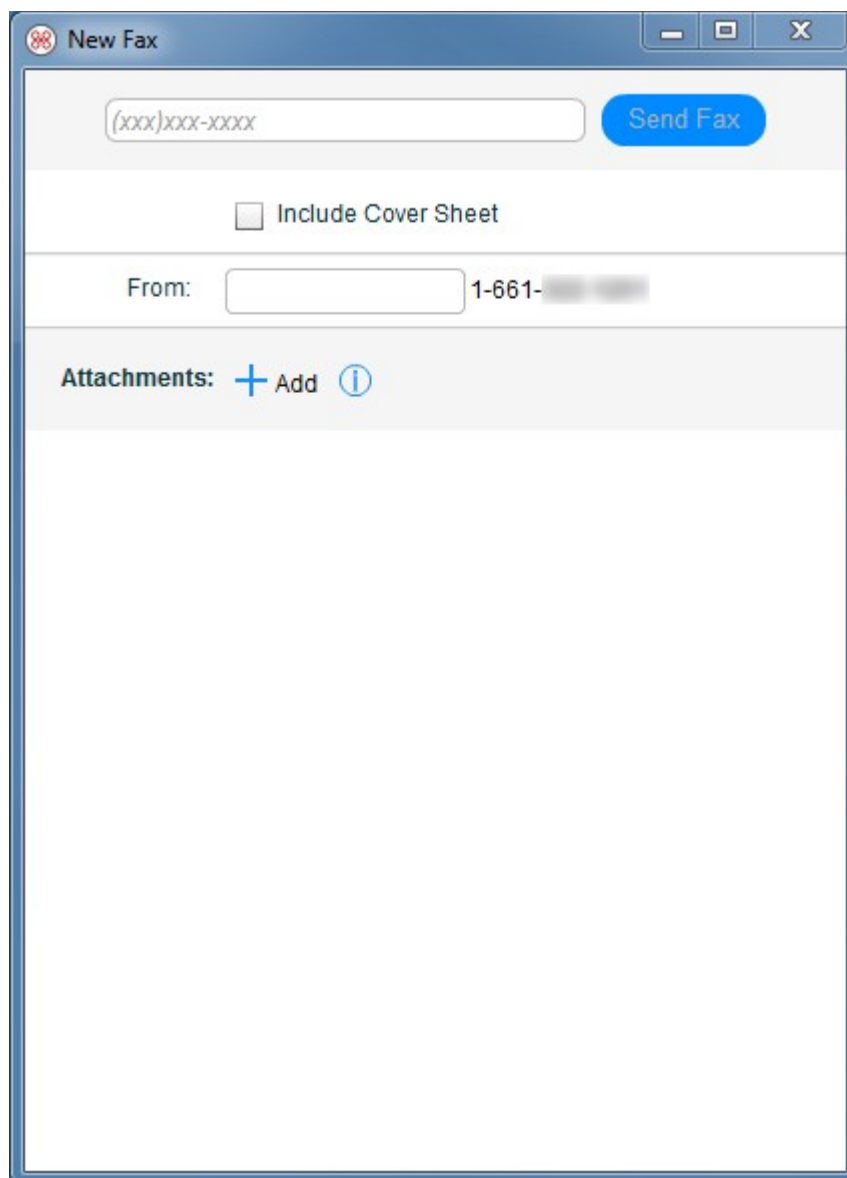


3. Click the blue **New Fax** button.



4. Compose your fax by typing the recipient's phone number, typing your name or company name in the "From" field, and adding the document(s) to fax by clicking **Add** under Attachments.

When you're ready to transmit the fax, click the blue **Send Fax** button.



The screenshot shows a web browser window titled "New Fax". At the top left is a small icon of a fax machine. The main form area contains a text input field with a placeholder "(xxx)xxx-xxxx" and a blue "Send Fax" button to its right. Below this is a checkbox labeled "Include Cover Sheet". Underneath is a "From:" label followed by a text input field and a partially visible phone number "1-661-". At the bottom of the form is an "Attachments:" label, a blue plus sign, the word "Add", and a blue information icon.