

## Adding Fax Numbers - Partner Account



### How to add fax numbers on a Partner Account

1. Go to the Partner Portal <https://www.verygoodemail.com/apps/partners/>
2. Log in with your postmaster Partner login and password:

Please Log In

Access to the Partner Portal is restricted to our partners. Please log in below with your username and password.

postmaster@verygoodemail.com

Remember Username

Unsure of your Username & Password?

If you have a partner login to our main control panel, you can use those credentials to log in here. These logins can also be used to create further associated accounts that can access these pages. [Forgot password?](#)

3. Once logged in, click on Mail Control Panel:

Logout

Partner Account Management

Partner Portal > Partner Account Management

User Management

Pricing

Billing

Search Logs

Mail Control Panel

Branding

Service Alerts

## Adding Fax Numbers - Partner Account

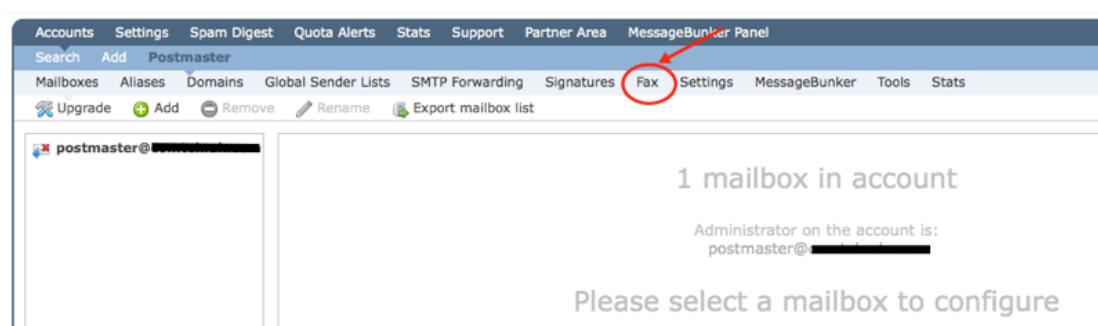
## Adding Fax Numbers - Partner Account

4. You are now in the control panel, so click on the Postmaster account:



A screenshot of a web-based control panel. The top navigation bar includes 'Accounts', 'Settings', 'Spam Digest', 'Quota Alerts', 'Stats', 'Support', 'Partner Area', 'MessageBunker Panel', and 'Help'. Below this is a search bar with 'Search' and 'Add' buttons. A sidebar on the left titled 'Search Options' has radio buttons for 'List All Accounts' (selected) and 'Search Accounts'. The main content area shows a table with columns: Status, Type, Your Ref, Max mailboxes, Quota (MB), and Usage (MB). A red arrow points to the 'Your Ref' column for the 'Postmaster' account, which is highlighted in blue. The table shows 1 mailbox with a quota of 100 MB and 0% usage.

5. Once the postmaster account is displayed, click the tab "Fax":



A screenshot of the control panel for the 'Postmaster' account. The top navigation bar and search bar are the same as the previous screenshot. The 'Postmaster' account is selected in the sidebar. The main content area shows a message '1 mailbox in account' and 'Administrator on the account is: postmaster@...' followed by a 'Please select a mailbox to configure' message. A red arrow points to the 'Fax' tab in the top navigation bar, which is highlighted in blue.

6. Click "Add" to add a fax number:

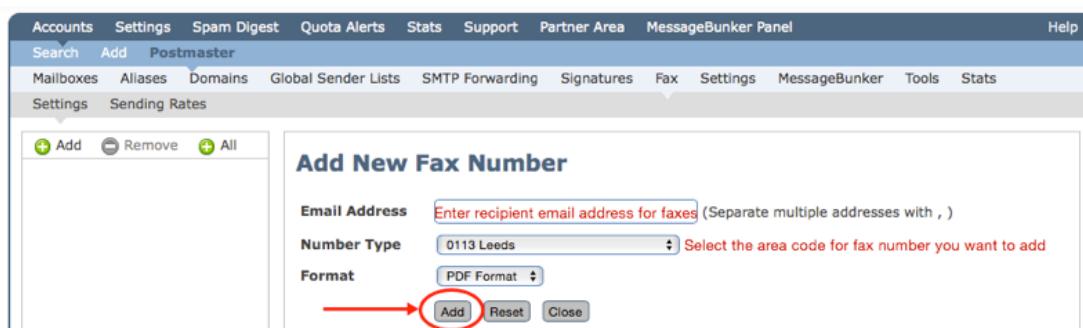


A screenshot of the control panel for the 'Postmaster' account. The top navigation bar and search bar are the same. The 'Postmaster' account is selected in the sidebar. The main content area shows a message 'You have no fax numbers configured'. A red circle highlights the 'Add' button in the bottom left corner of the content area.

7. Enter the recipient email address(es)
8. Select the number type from the drop down list
9. Select the format to receive faxes (PDF or TIFF)
10. Click Add (see next page)

## Adding Fax Numbers - Partner Account

## Adding Fax Numbers - Partner Account



Accounts Settings Spam Digest Quota Alerts Stats Support Partner Area MessageBunker Panel Help

Search Add Postmaster

Mailboxes Aliases Domains Global Sender Lists SMTP Forwarding Signatures Fax Settings MessageBunker Tools Stats

Settings Sending Rates

**Add New Fax Number**

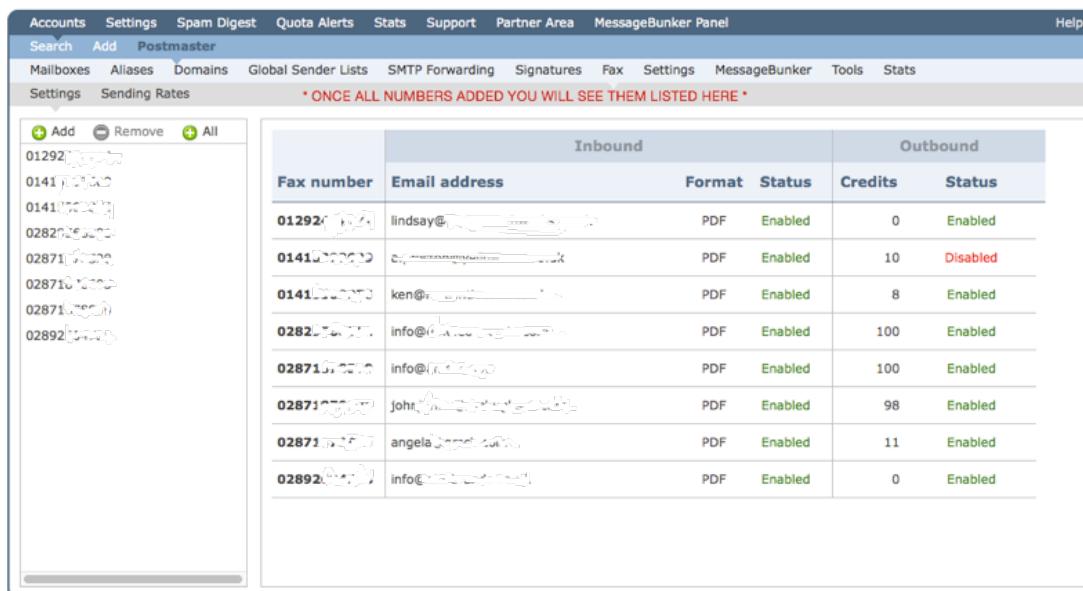
Email Address  Enter recipient email address for faxes (Separate multiple addresses with ,)

Number Type  0113 Leeds Select the area code for fax number you want to add

Format  PDF Format

**Add** **Reset** **Close**

11. Repeat steps 7-10 for all numbers, and they will then be displayed on the account:



Accounts Settings Spam Digest Quota Alerts Stats Support Partner Area MessageBunker Panel Help

Search Add Postmaster

Mailboxes Aliases Domains Global Sender Lists SMTP Forwarding Signatures Fax Settings MessageBunker Tools Stats

Settings Sending Rates \* ONCE ALL NUMBERS ADDED YOU WILL SEE THEM LISTED HERE \*

Fax number	Email address	Inbound		Outbound	
		Format	Status	Credits	Status
01292	lindsay@lindsay.co.uk	PDF	Enabled	0	Enabled
0141	carol@carol.co.uk	PDF	Enabled	10	Disabled
0141	ken@ken.co.uk	PDF	Enabled	8	Enabled
0282	info@0282.co.uk	PDF	Enabled	100	Enabled
02871	info@02871.co.uk	PDF	Enabled	100	Enabled
02871	John.Jones@02871.co.uk	PDF	Enabled	98	Enabled
02871	angela@angela.co.uk	PDF	Enabled	11	Enabled
02892	info@02892.co.uk	PDF	Enabled	0	Enabled

12. To enable Sending on the account, select the account from the left hand menu

13. Tick “Outbound fax enable”

14. Assign sending credits (you will only be charged at the end of the month for the number used)

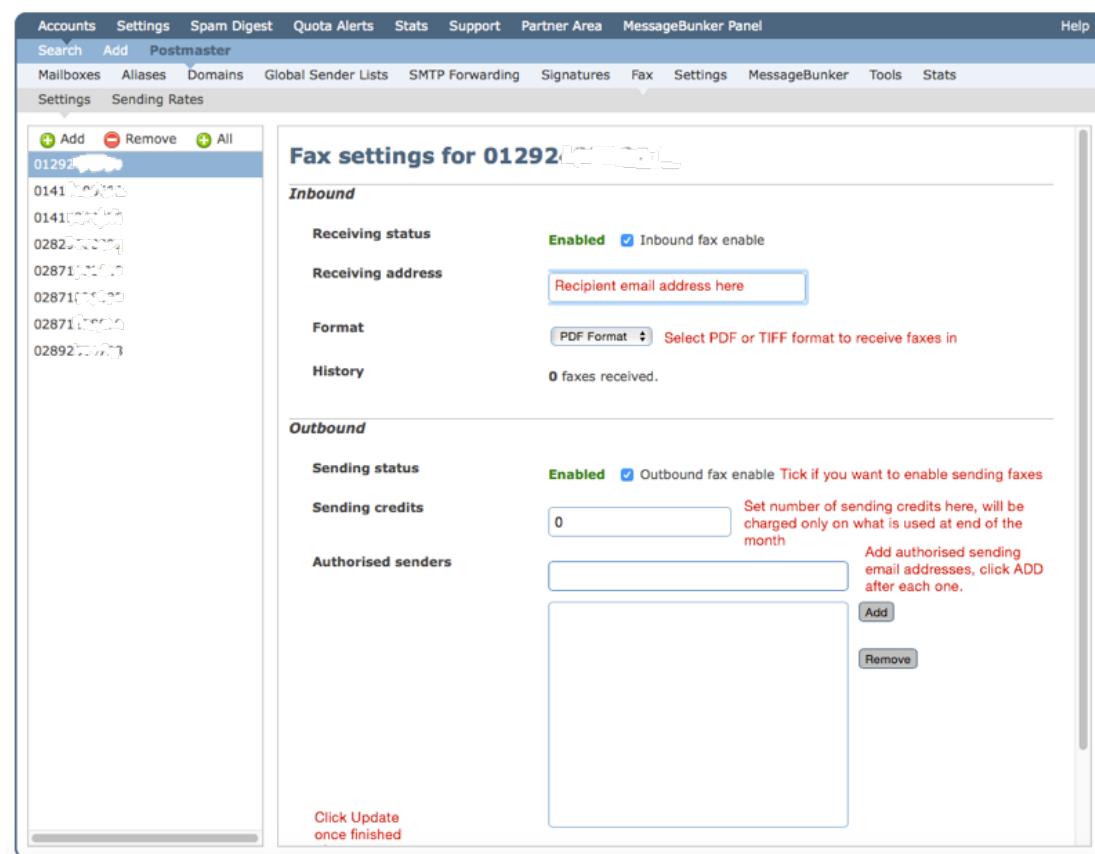
15. Add Authorised senders email addresses, click “Add” after each one

16. To enable all users on a domain, simple add \*@domain

17. Click Update when finished (see next page)

## Adding Fax Numbers - Partner Account

## Adding Fax Numbers - Partner Account



The screenshot shows the 'Fax settings for 01292 123456' page. The left sidebar lists other fax numbers: 0141 123456, 0141 234567, 0282 123456, 02871 12345, 02871 123456, 02871 123456, and 02892 123456. The main content area is divided into 'Inbound' and 'Outbound' sections. In the 'Inbound' section, 'Receiving status' is 'Enabled' with 'Inbound fax enable' checked. 'Receiving address' is a text input field with 'Recipient email address here' placeholder. 'Format' is set to 'PDF Format' with a note to 'Select PDF or TIFF format to receive faxes in'. 'History' shows '0 faxes received'. In the 'Outbound' section, 'Sending status' is 'Enabled' with 'Outbound fax enable' checked. 'Sending credits' is set to '0' with a note: 'Set number of sending credits here, will be charged only on what is used at end of the month'. 'Authorised senders' is a list with an 'Add' button and a 'Remove' button. A note at the bottom says 'Click Update once finished'.

The fax number is now set up and ready to use.

## Adding Fax Numbers - Partner Account