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Fax Settings - Configuring your vFax

Mike Johnstone - 2025-12-26 - [Faxing](#)

Fax Settings - Configuring your vFax

How to set up Who Can Receive faxes:

1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive**.
5. **Who can receive:** Select the right option for your account, choose between receiving faxes on your account authorized email, additional emails only, or both alternatives under the last option.
6. **Additional emails:** Input the emails that you want to receive your faxes. *Note: Each additional email address must go on a new line.*
7. **Accepted format:** Choose the best format for you and your company. The options available are PDF, JPEG, Postscript, and Tiff format.
8. Click **Save** to update your settings.

The screenshot shows a user interface with two main buttons at the top: 'Profile' (with a calendar icon) and 'Fax Settings' (with a fax machine icon). The 'Fax Settings' button is highlighted in dark blue. Below these is a modal window titled 'Who can receive' with a toggle switch that is turned on. The modal contains three input fields: 'Send to' with a dropdown menu showing 'Account authorised email'; 'Additional emails' with a text area containing 'eg name@company.com' and 'name@company.com'; and 'Accepted format' with a dropdown menu showing 'PDF'. At the bottom right of the modal are 'CANCEL' and 'SAVE' buttons.

Profile

Fax Settings

Who can receive

Send to

Account authorised email

Additional emails

eg name@company.com
name@company.com

Accepted format

PDF



CANCEL

SAVE

How to set up Who Can Send faxes:

1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive.**
5. Select an **Attempt** time.
6. Select an **Attempt Frequency.**
7. Nominate a default subject line (optional).
8. Click **Save** to update settings.

Who can send



Accepted emails

eg name@company.com
name@company.com

Will attempt

3

times

Attempt every

5

sec

Fax header

CANCEL

SAVE

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