Management of your Telesystem IPFax account is accomplished through the Telesystem Comm Portal. To enable inbound efax forwarding to an email address, please log into the Comm Portal and follow the steps below.

1. Log into the Telesystem IPFax Comm Portal (https://pbx.telesystem.us/commportal/#login.html)
2. To enable forwarding incoming faxes to an email address, navigate to the *Message Settings* icon in the *Your Services* section in the middle of the Home page and
   a. Expand the *General* section
   b. Check the *Forward messages* box
   c. Add the requested email address in the field
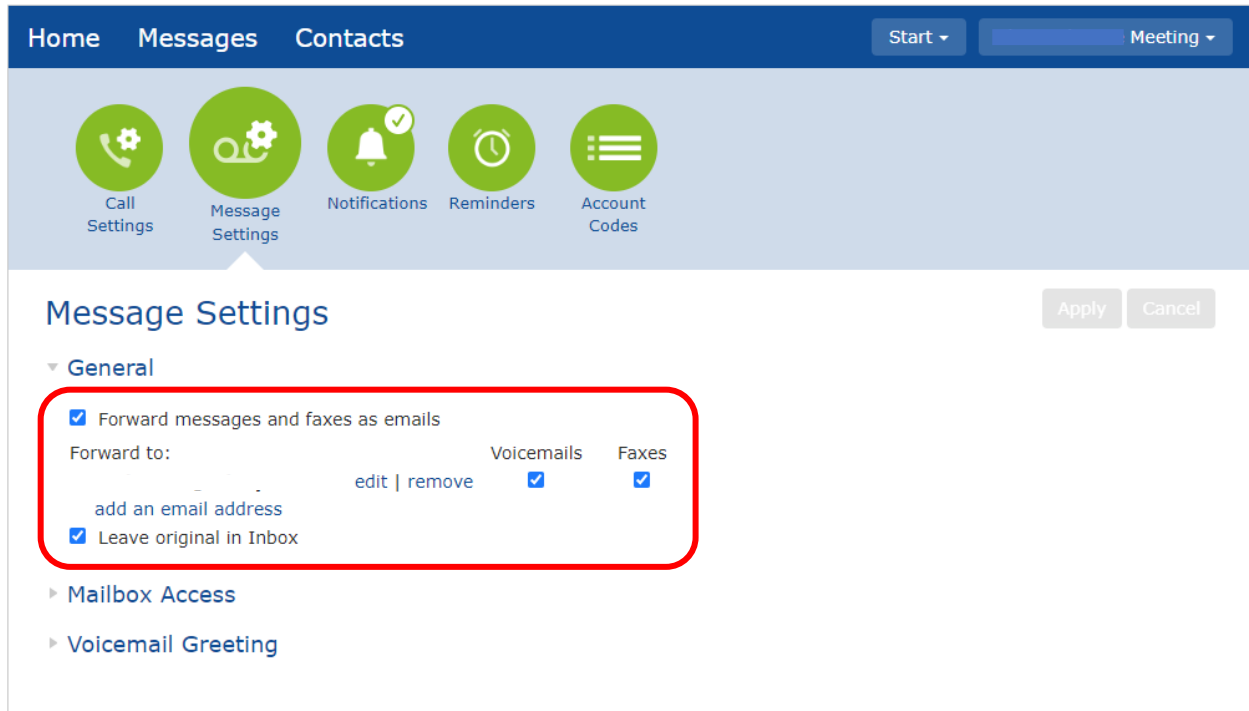
Two options to receive/view inbound faxes on the Telesystem IPFax application

View messages within IPFax Comm Portal

1. Log into the Comm Portal
2. Navigate to the *Messages* heading in the top menu
3. Select the *Faxes* tab
4. All new and previously received faxes will be listed
5. New, unread messages will be listed in Bold print
6. Highlight the specific message you want to view to open a pdf format of the fax message
7. Message can be deleted or marked as read after it has been viewed

View messages through email attachment

1. New fax messages will be received with the following Subject format
   - *Fwd: Fax message from 5673185496 to 4194422254*
2. The fax contents will be attached to the email as a pdf file
3. Messages forwarded to an email address will also be accessible in the Comm Portal

If you prefer to have all inbound faxes forwarded to the configured email address only and not stored in the IPFax Comm Portal inbox, uncheck the *Leave original in Inbox* selection on the Message Settings page. If this setting is left checked, users will be required to log into the Comm Portal to manage/delete messages from their inbox.