

Title: Creating Fax Cover Sheets

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When sending a fax through Fax Thru Email, you can create a cover sheet for your fax through the application itself. To Create a Fax Cover Sheet Click **Send Fax**. In the **Select Cover Sheet Option** area, click **Create a Cover Sheet**.

The cover sheet options display. If you want to use a different cover sheet template, click **Change Template**, and then select the template. (The options that display vary depending on the template you selected.) **NOTE:** Selecting a different cover sheet template while sending a fax does not change the default template. To change the default template, select the template through your fax settings. For more information, see [Setting Your Cover Sheet Options](#). In the cover sheet fields, enter the pertinent information, such as the recipient's name, fax number, and the subject of the fax. Continue completing the fax fields. For more information about sending a fax, see [Sending Faxes Using Fax Thru Email](#).