

**Title: Viewing Your Fax History**

**Subtitle: Fax Thru Email**

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Fax Thru Email tracks your incoming and outgoing fax history, which you can later review and sort. To View Your Fax History Click **Fax History**. **NOTE:** Faxes sent from a number on your Blacklist are blocked. The status will display as blocked, zero minutes, and zero pages. Toll-free accounts will not be charged for blocked transmissions. To Narrow the Fax History List From the **All History** list, select the criteria you want to view. Click **View**. To Change the Number of History Items that Display From the **Display** list, select the number of items you want to display on the page. To View Items on Another Page From the **1-10** list, select the number range you want to view. To Sort the List View Click the column heading of the column you want to sort by. **NOTE:** Click the column heading again to reverse the order of the list.