

Title: Setting Your Cover Sheet Options

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You can use Fax Thru Email to create a custom cover sheet for your fax messages. To Set Your Cover Sheet Options Log in to your [Account Manager](#). In the **My Products** section, click **Fax Thru Email**. On the **Fax Thru Email** page, click **Open** next to the Fax Thru Email account you want to use. Click **Settings**. In the **Cover Sheet Options** area, select an image to use on the cover sheet by clicking **Browse**. Locate and open the image you want to use. To select a template to use as the default option for your fax cover sheets, click **Change Template**. Click the fax template you want to use. Click **OK**.