

**Title: Accessing Online File Folder Files**

**Subtitle: Fax Thru Email**

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Fax Thru Email can be used with the Online File Folder application. To Access Online File Folder Files 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 **Enter Your Online File Folder Information** area, in the **Online File Folder User Name** field, type the user name you use to access Online File Folder. In the **Online File Folder Password** field, type the password you use to access Online File Folder. To save your settings, click **OK**.