



[Knowledge Base](#) > [Faxing](#) > [Fax Settings - Configuring your vFax](#)

## Fax Settings - Configuring your vFax

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### How to set up Who Can Receive faxes:

1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive**.
5. **Who can receive:** Select the right option for your account, choose between receiving faxes on your account authorized email, additional emails only, or both alternatives under the last option.
6. **Additional emails:** Input the emails that you want to receive your faxes. *Note: Each additional email address must go on a new line.*
7. **Accepted format:** Choose the best format for you and your company. The options available are PDF, JPEG, Postscript, and Tiff format.
8. Click **Save** to update your settings.

The screenshot shows a user interface for configuring fax settings. At the top, there are two buttons: 'Profile' (with a calendar icon) and 'Fax Settings' (with a fax machine icon). The 'Fax Settings' button is highlighted in dark blue. Below this is a white panel titled 'Who can receive' with a green toggle switch turned on. The panel contains three input fields: 'Send to' (a dropdown menu showing 'Account authorised email'), 'Additional emails' (a text area containing 'eg name@company.com' and 'name@company.com'), and 'Accepted format' (a dropdown menu showing 'PDF'). At the bottom right of the panel are two buttons: 'CANCEL' (light grey) and 'SAVE' (dark blue).

#### How to set up Who Can Send faxes:

1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive.**
5. Select an **Attempt** time.
6. Select an **Attempt Frequency.**
7. Nominate a default subject line (optional).
8. Click **Save** to update settings.

**Who can send** ^

Accepted emails

Will attempt  times

Attempt every  sec

Fax header

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