# Concord Fax Online for Microsoft Office

A fully integrated solution for Office 2003, 2007 and 2010

Concord Fax Online for Microsoft Office 2003, 2007 and 2010 fully integrates into the Microsoft Office software suite, enabling faxes to be sent and received from any Microsoft Office application. Faxes can be sent from any Microsoft Office application using a convenient menu function.

Concord Fax Online for Microsoft Office includes:

- 50 inbound/Outbound Pages (+50 pages additional rates apply)
- Toll-Free Number
- International Faxing (additional rates applied)
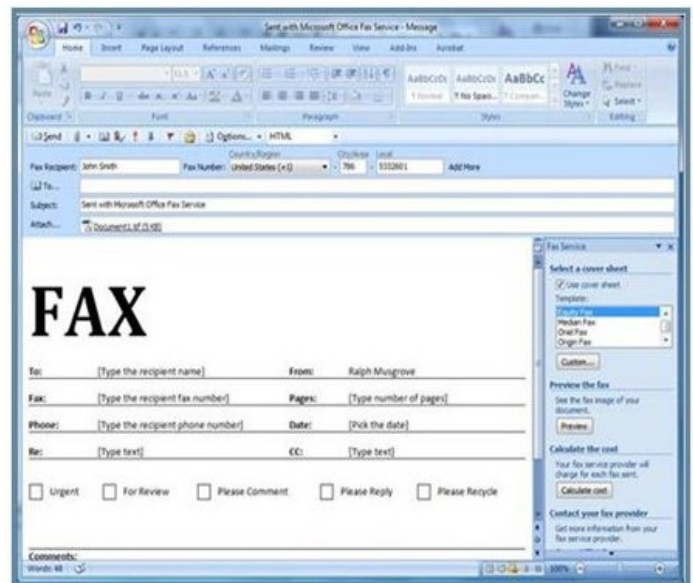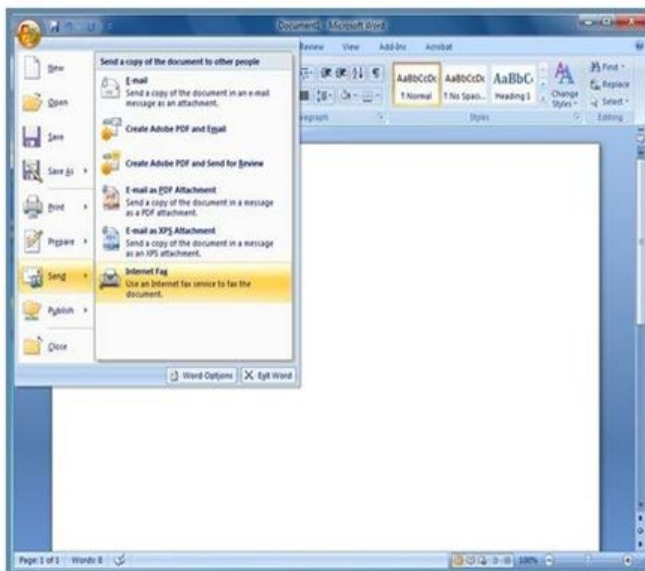
Here's how faxing works with Microsoft Office:

Receiving Faxes

A unique, individual fax number is linked to a user-designated email account. Concord customers can choose from local and toll-free fax numbers in the United States and several other countries. Local numbers can be assigned regardless of the actual geographical location of the user, since email can be accessed anywhere.

Incoming faxes are delivered by the Concord network as attachments to email messages that can be retrieved using Microsoft Outlook. Faxes can be opened, read, printed, stored and forwarded, just like any other email message. The content of received faxes can be copied into any Microsoft Office application for further modification or storage.

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Sending Faxes

While working on a document in any Microsoft Office application, a user selects the "Send Internet Fax" option from the "File" menu. This initiates a series of automatic actions that collect the necessary destination Information, generate a fax cover page, and send the document to the Concord network as an attachment to an email message. The network converts the document to a faxable format and transmits it to a destination fax machine anywhere in the world. Sent faxes are stored as email messages in the "sent" folder for future reference.

Benefits

- Convenient fax access directly from Microsoft Office applications
- Enables individuals to fax on demand
- Microsoft Word mail merge can be used to personalize faxes
- Supports customized fax cover pages using Microsoft Word fax templates.
- Works seamlessly with Microsoft Outlook.
- Received fax documents can be deleted, printed, forwarded or stored electronically.
- Individual, unique fax numbers ensure direct and private delivery of incoming faxes.
- Multiple documents can be received at once