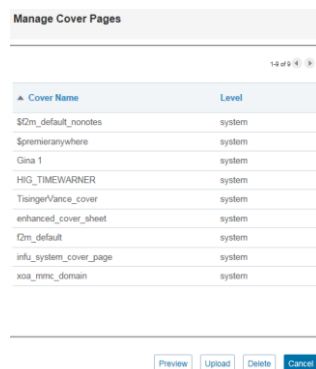


### Fax2Mail Coversheets

- Login at: <https://myportal.opentext.com>
- Select "Administration"
- Select "My Preferences"
- Select "Send Preferences"
- Click on the "Manage"

### Creating Custom Coversheet

- Select the coversheet "f2m\_default" from the drop down
- Click on Preview
- Open Microsoft Word document
- Edit the coversheet using Microsoft Word and save to your desktop. You can add company logos, change the font and type size, and/or add disclaimers statements.



**Note:** Highlighted information below cannot be altered.

**FAX COVER SHEET**

---

To: «INS1»      From: «FROM»

Company: «INS2»      Date: «SDATE» «TIME»

Fax Number: 7323899999      Pages (Including cover): 6

Re: «SUBJECT»

---

Notes:

This is a test of the notes in a file.

### Uploading Coversheet

- Select "Upload"

Upload New Cover Page

---

Name:

Level:

Choose File:

---

Cancel Create

- "Name" field enter coversheet name.  
\* Spaces and special characters are not permitted. Replace any spaces in the name with an underscore "\_".
- "Level" field select the dropdown and assign the coversheet by
  - customer (across your entire account)
  - group (the specific group for whom you are a member of)
  - user (your profile)

**Note:** Selecting group or user will prompt you to select the recipient.

- Choose File
- Select "Create" coversheet will be stored

Here is an example of an updated Coversheet:

OPENTEXT

**FAX COVER SHEET**

---

To: «INS1»      From: Lori Daniels

Company: «INS2»      Phone: 732-555-1234

Date: «SDATE» «TIME»      Fax: 201-555-4321

Fax Number: 7323899999

PAGES (INCLUDING COVER): 6

Re: «SUBJECT»

---

Notes:

This is a test of the notes in a file.

This message is confidential, may be privileged, and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from disclosing or reproducing it.

### Customer Support

E-mail: [F2MSupport@OpenText.com](mailto:F2MSupport@OpenText.com)  
Phone: 866.323.9707