

FAXING WITH GOTO

IT Tips & Tricks

In order to send a fax via email using GoTo setup your email as you see below.

Instructions for sending email to fax
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To

[FaxNumber]@lifeways.fax.goto.com

FaxNumber is the destination fax number

Subject line

6112662334 [Optional fax title]

Start with this virtual fax access code. Any additional text is used in the fax header.

Attachments

The attached file is sent as the fax.

Supported formats:

.pdf .jpg .tiff .png .bmp .gif
.rtf .txt .doc .docx .xls .xlsx .ppt .pptx

Body

Text in the email body is not included in the fax. Signatures that are added as attachments should be removed.

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To: [FaxNumber]@lifeways.fax.goto.com

Subject [Fax Code] [Optional Fax Title]

Fax Number	19 DID's in this group	[Fax Code]
5177803351	fax-operations@lifewaysmi.org	4664600953
5177891271	fax-211Team@lifewaysmi.org	8263471344
5177891276	fax-Access_Crisis@lifewaysmi.org	4485409620
5177891282	fax-Acute_Services@lifewaysmi.org	4707092087
5177891286	fax-HR@lifewaysmi.org	1478736136
5177892492	fax-contracts@lifewaysmi.org	6733399990
5177897564	fax-recipientrights@lifewaysmi.org	7821730554
5177899068	fax-customerservices@lifewaysmi.org	3915632143
5177899083	fax-infotech@lifewaysmi.org	5462367426
5177899981	fax-OutpatientSvcs@lifewaysmi.org	2868738123
5177964515	fax-corporatecompliance@lifewaysmi.org	6933348378
5177964517	fax-IntHealth_MedServices@lifewaysmi.org	2892511246
5177964532	fax-finance@lifewaysmi.org	525105500
5177964575	fax-casemgt@lifewaysmi.org	9581232632
5177969426	fax-governance@lifewaysmi.org	5702259659
5174391240	fax-utilization@lifewaysmi.org	7784610122
5174392414	fax-Access_Crisis@lifewaysmi.org	8606323692
5174392655	fax-CommunityHealth@lifewaysmi.org	2878575533
5174393339	fax-IntHealth_MedServices@lifewaysmi.org	6112662334