

# **Sending a Fax from your Email**

## **Faxing via Email**

Sending a fax via email is quite simple. There are only a few things you need, and you'll never get up to send a fax again.

If you're a Communicator user we still suggest you send faxes from it, however, if you do not have access to Communicator or you like this better, feel free to enjoy it.

### **Requirements**

1. All documents that are being faxed must be in .PDF format.

## **Procedure**

1. Open your email client and create a new email.
2. Use the email address that was designated as your fax address in the TO: address.
3. For the SUBJECT: enter the telephone number of the fax you are sending to.
4. Add the PDF attachments in the same order you want them to be received.
  1. Cover Page
  1. Documents
5. Click Send to fax the document.

## **What You Should Know**

1. You can have a maximum of 5 individual attachments.
2. If you send an email with attachments that are not .PDF documents, your email will be skipped and deleted from the server.
3. Nothing in the body of the email will be faxed.

4. If your fax fails, you will receive email notification.

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