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 your a Communicator user you may also send faxes directly from the app as well.

Requirements

1. All documents that are being faxed must be in .PDF format.
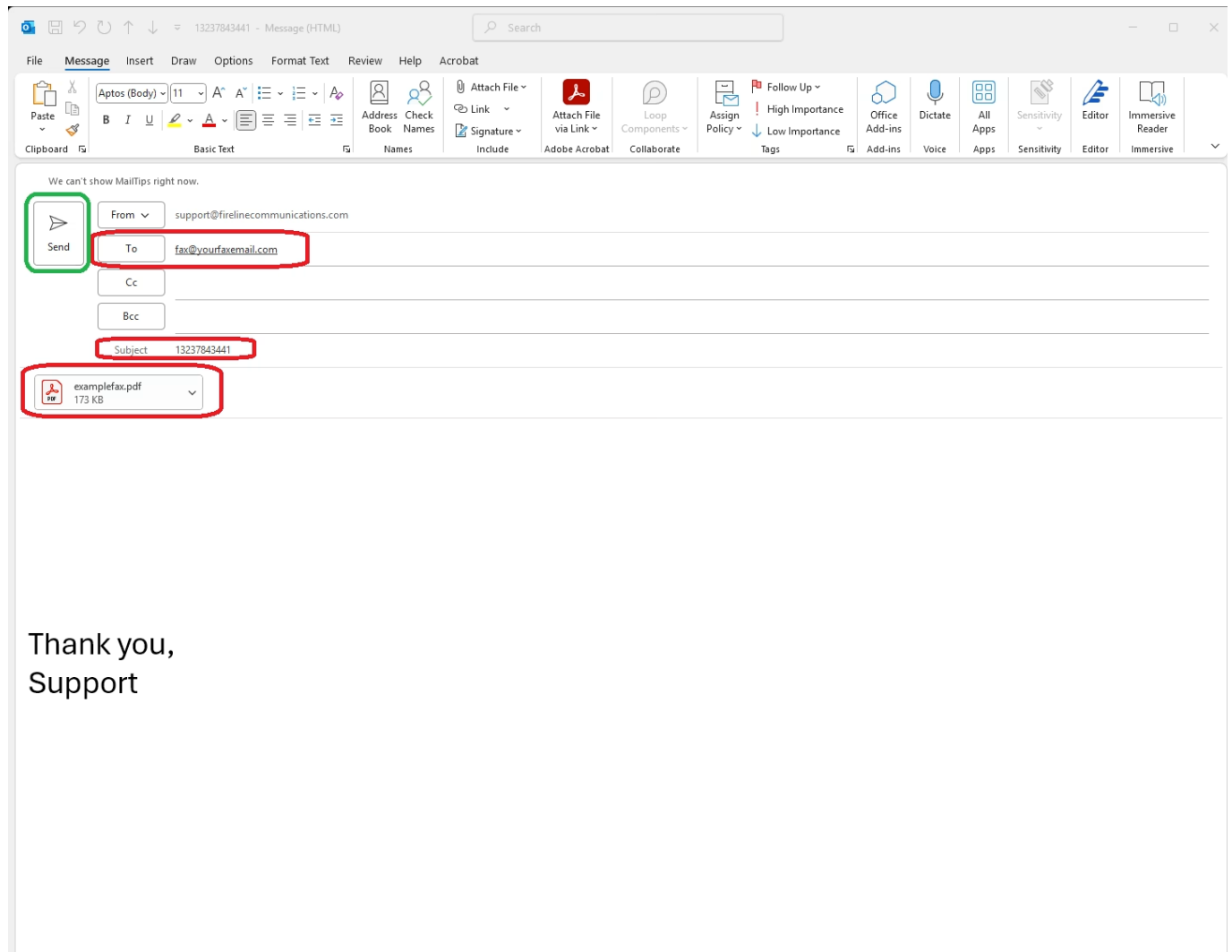2. The pdf orientation must be in letter format. Landscape orientation will cause the fax to fail.

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. **Example:** fax@yourdomain.com
3. In the Subject field, enter the 11 digit telephone number, (no special characters), of the fax you are sending to. **Example: 13235551212**

4. Attach the PDF document(s). If you are sending multiple attachments add them in the order you would like them to be received.
5. Click Send to fax the document.

NOTE: Nothing in the body of the email will be included in a fax. The only thing that will be delivered to the destination fax are the .pdf document(s).

What You Should Know

1. You can have a maximum of 5 individual pdf attachments, per fax.
2. Each pdf document may contain multiple pages.
3. If you attach non .pdf documents, your email will be skipped and deleted from the server.

4. Nothing in the body of the email will be faxed.
5. You will receive a status update via email once the fax has been completed.
6. The fax will try 3 times before providing a failed email.