

How to send a fax from Outlook

1.) From your Outlook client enter the fax number to send your fax to in the TO field like this:

Example: 9313931965@fax.com

(When sending a fax the format is always fax number@fax.com)

2.) In the Subject field, enter the name of the person you are sending the fax to for the cover sheet:

Subject: Recipient Name

3.) Use the body of the email to add any comments you for the fax by using the following format:

Please review the attached pages and call me to discuss.... {If you want to enter comments enter them here, if not just leave the remainder blank - you can safely add up to (5) lines of comments for the coversheet.}

Note: Your email "signature" will also be included in the comments when you send a fax unless you delete it from the body of the email.

4.) Attach any document(s) you wish to fax to the email and click SEND. This will format your email to the appropriate format for faxing, append a coversheet and send it. An example of the Outlook client screen is below for reference.

