



# Fax2Mail Instructions

## Overview

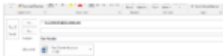
Fax2Mail enables users to send and receive fax messages directly from their email client. Once the service has been set up by Manager/Voice staff, users can use the steps below to send and receive messages. Any faxes sent to your Fax2Mail number will be delivered as email attachments to your inbox where you can review them and reply.

## Sending a Fax

To send a fax with Fax2Mail you **MUST** use the email address associated with your Fax2Mail user. Think of it just like sending an email.

1. Using your preferred email client, create a new message.
2. In the To field type the recipient's fax number, followed by @fax2mail.com
  - a. Enter 10 digits including the area code (ex. #123456789@fax2mail.com)
  - b. Do **NOT** include:
    - a "+" before the area code
    - dashes or spaces
3. In the Subject field enter the title for the Subject line. This will become the fax header.
4. Anything typed in the Body of the email will become the fax cover page.
5. Attach the document that you wish to be sent as a fax. Document(s) can be in the following formats: Microsoft Word, PowerPoint, PDF, JPEG

### Example:



**Fax Cover Letter**