

Sending Fax's

Using Outlook with My Fax

The image shows a screenshot of an email composition window. At the top is a blue ribbon with icons for Save, Undo, Redo, and other actions, along with menu items: File, Message, Insert, Options, Format Text, Review, Help, and a search icon with the text 'Tell me what you want to do'. Below the ribbon is a 'Send' button. The email fields are: From: Rhys@plasticapools.net; To: 441424857731@myfax.com; Cc: (empty); Bcc: (empty); Subject: Test Fax; Attached: Test.pdf (35 KB). The email body contains the text 'Kind Regards, Rhys Hill'.

- Start by creating a new email and entering the recipients fax number (along with any Prefixes), in the “To...” field, followed by @send.myfax.com.
- Make sure your Fax is in PDF format, then attach it to the email.
- Send the email.

Notes

- If this is your first fax, please email the IT Helpdesk to ensure your email address is part of the Fax Senders list.
- If you have a hard copy, scan the document to yourself and it will be converted to a PDF document.
- If your fax is in another format such as word document, This link will show you how to convert it. <https://www.digitaltrends.com/computing/print-pdf-windows/>
- You should receive a delivery receipt informing you if it was successful, please forward any failure receipts to the IT Helpdesk.