Sending A Fax Using Email

Sending a one time only fax

To send a fax from Microsoft Outlook, please follow these steps:

1. Open Outlook and choose **New Message** button from the toolbar.
2. In the **TO** text box, enter the fax address in the following manner:

   ## [fax:recipient name@10 digit fax number]

   You must use the left square bracket and end with the right square bracket. The recipient name can have spaces or be run together. The phone number can include dashes or not.
3. Enter the subject and comments. Attach any files such as Word, Excel, PDF, etc you want to include with the fax.
4. Click **SEND**. The fax is routed to the Fax server for processing. When the fax has been successfully sent, you will receive a notification from **Fax SR.@cityfax**.

Sending attachments via desktop faxing

You can also send file attachments through Outlook to a fax recipient. Attach it as you would to a standard email. The fax recipient will receive the document as "opened" as part of the fax. File types that can be sent include: Word, Excel, JPEG and Adobe Acrobat.

Adding fax recipients to a Personal Address Book

You can enter fax recipients into your personal address book, contact list or distribution list for frequently used fax numbers.

To add a fax recipient to your personal address book, follow these steps:

1. Open the Outlook mail client. From the tool menu, choose **Address Book**. The address book dialog box appears.
2. Click **File, New Entry**. Select **Personal Address Book** from the drop down menu under **Put this entry:**
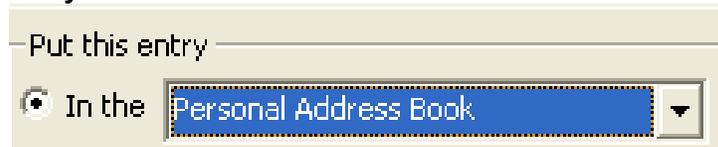
3.
4. Choose **Fax Address** from the entry type list. Click **OK**.
5. Fill in the information on the General tab.
6. Click **OK** to save.

Follow steps noted above to set up Contacts or Distribution lists.

If you experiencing problems using desktop faxing, please call the BTS Helpdesk at 823-5199.