

Sending a fax via e-mail.

1. Open Outlook and compose a new message.
2. Fill out the boxes as follows:

In the “To...” box: you will enter the fax number in this format:

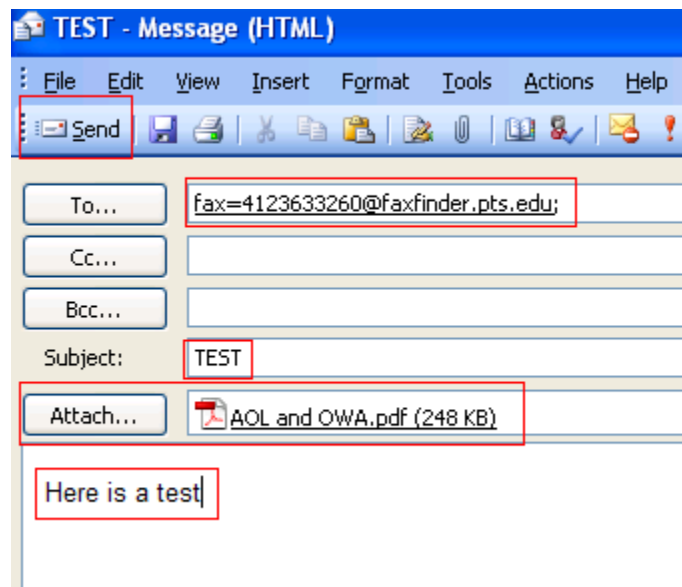
fax=5555555555@faxfinder.pts.edu

(Do not include dots, dashes, slashes, or any other type of character in the phone number. Also, if the fax number is a 1-800/866/877, etc. or long distance – you must have the 1 in front of the number.)

In the “Subject” box, please type a subject.

You will then attach the documents you wish to send. (**NOTE: You may only send PDF or TIFF files.** Any other type of document will need to be converted to a PDF before sending).

In the body of the e-mail, feel free to type a message.



When you are ready to send, click “Send.”

3. You will receive an e-mail with the status of the fax.