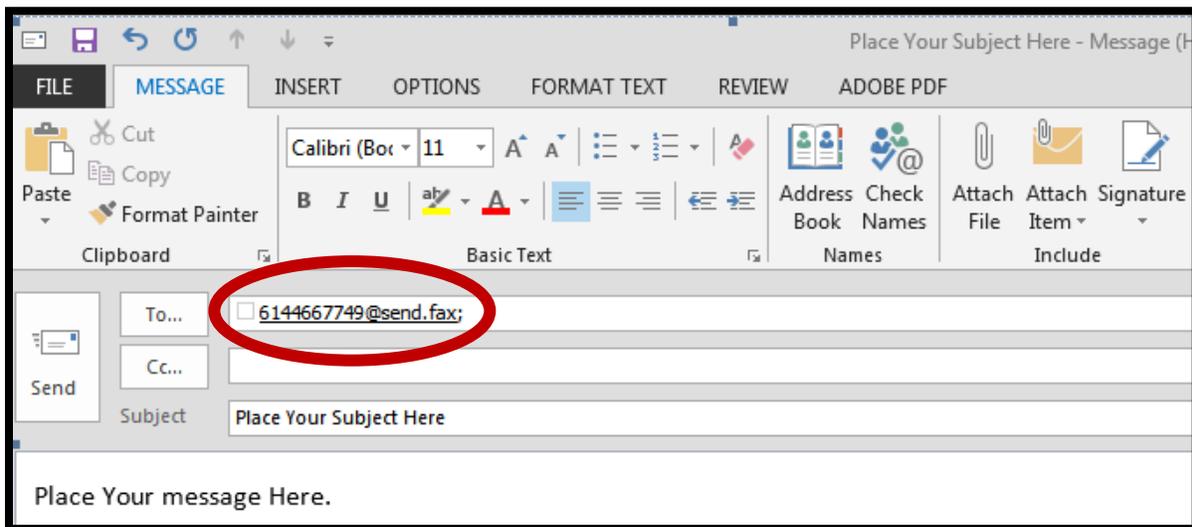


### SENDING A FAX IN OFFICE 365

#### Introduction

To send a FAX in Office 365;

- Select “New E-mail”
- Type the FAX number in the “To” field using the following format:
  - 614000000@send.fax



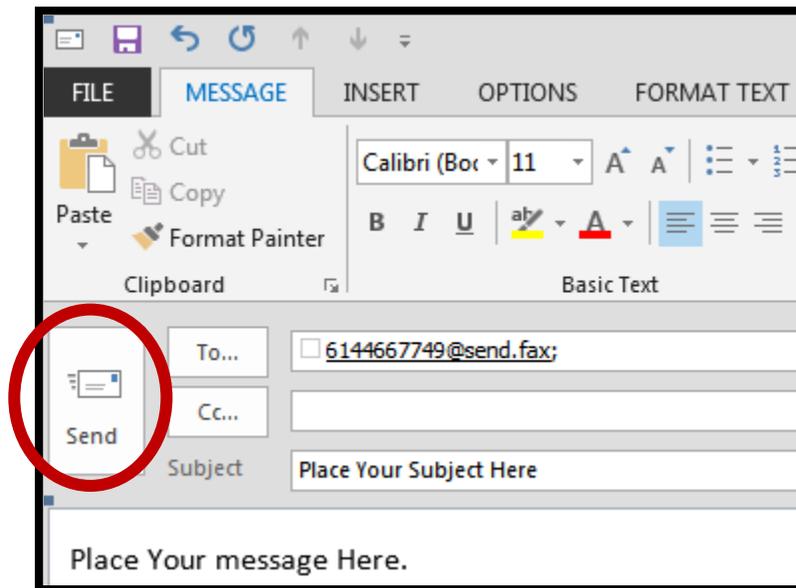
**Note:** The FAX number does not include the 1 in front of the number, only the 10 digit FAX number

## SENDING A FAX IN OFFICE 365

- Type the subject in the “Subject” field
- Type a message in the body

**Note:** Documents can be attached to the message.

- Click “Send”



The system creates a cover letter for the FAX message and the sender receives an email to confirm that the FAX has been sent.