How to Send a Fax from Outlook

STEP 1: Get access to FAX

You can send a FAX from your email after you've been granted access. The IT Helpdesk can grant you access. Your school clerical may also have this ability.

The district has many fax numbers – about one per school. You can only fax with one number at a time. You need to remove your access with one fax number to be added to a different number.

**STEP 2: Specify the recipient's FAX number**

To FAX from Outlook, start by opening a new mail message and in the "To:" field of your email, simply enter the 10-digit (numbers only) fax number followed by the extension "@fax.tc"
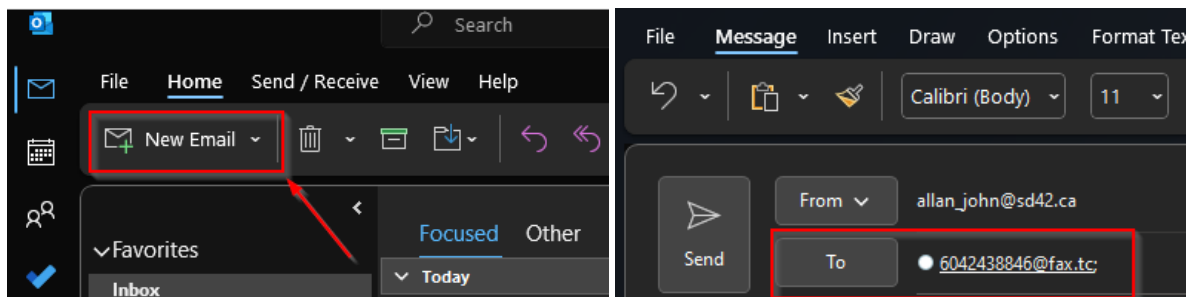
STEP 3: Create a cover page

The body of your email can be your cover page. Type **/b** in your email's subject line to make the body of your email the cover page.

The text you put in the subject before the **/b** is just for your reference as it is not included in the fax.

Sender's FAX View	Receiver's FAX View
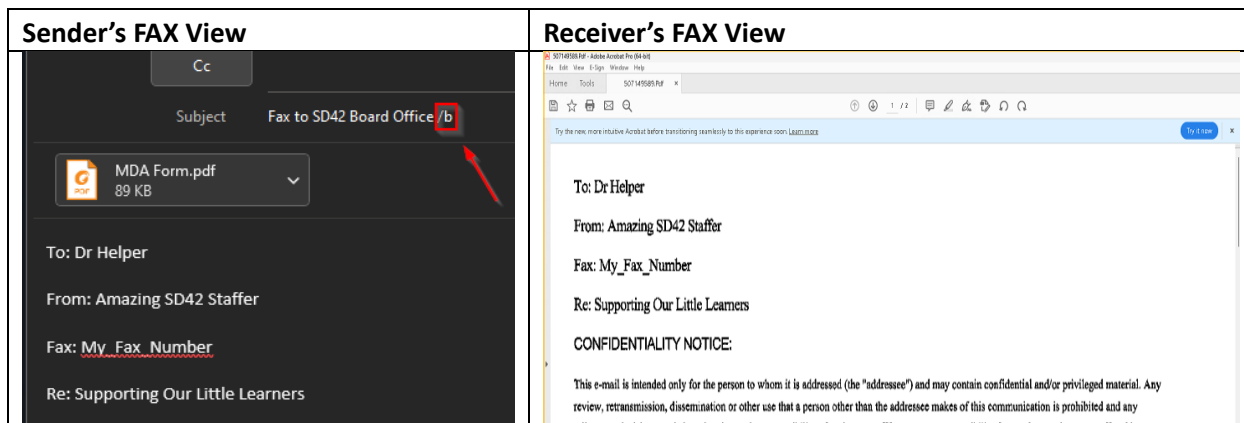
STEP 4: Add content to your FAX

The files you attach to your email will be the content of your fax. Attach standard files like MS Word documents and PDFs.

Attachments are faxed in the order they were attached to your email.

STEP 5: Send your FAX

Click "Send" in your email to send your fax. Outgoing faxes you have sent by email look just like regular mail items in your sent items.

STEP 6: Confirmation of Delivery

Will receive an email to say that the fax went through or it failed.

STEP 7: Receiving a FAX

You can send FAX from your email, but the reply from the other end will be delivered to **_reception@sd42.ca. Each school has a different fax number.