How-to: Faxing from Outlook
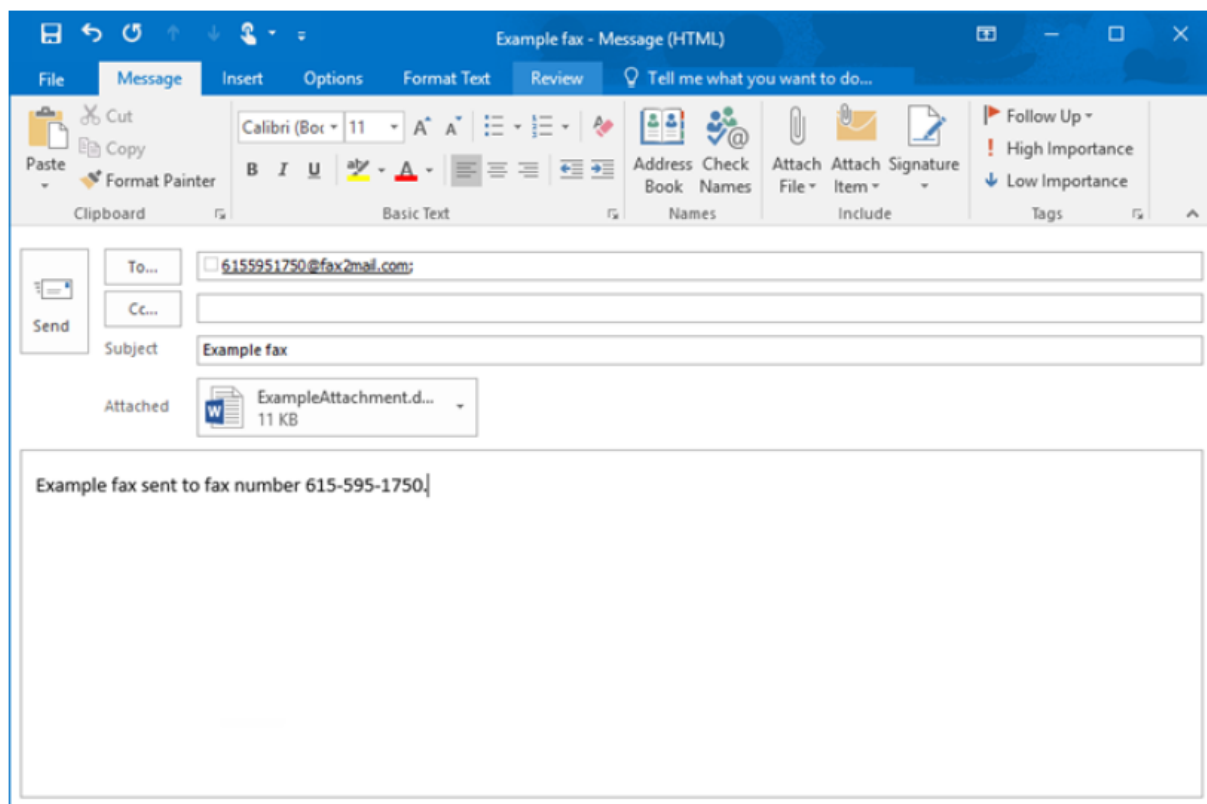
1. Create a new email that you will fill out as follows:
   a. To: put the fax number, in format faxnumber@fax2mail.com. There is no need to put a '9' or a '1' in the fax number.
   b. Subject: title/subject of the fax
   c. Body of email: coversheet contents
   d. Attachments: (optional) any additional documents to go with the fax, i.e. a scanned document

Example sending fax from Outlook:

2. Click "Send" on the email once you have filled out what you want to be in your fax.

3. You will receive a fax receipt of whether the fax was successfully sent or if it failed. If the fax failed it will state what the error was at the bottom of the fax receipt.

Example fax receipt:

From: Fax2Mail Powered by EasyLink Services [mailto:reports@reply.fax2mail.com]
Sent: Monday, November 13, 2017 11:35 AM
To: Poe, Deryck <Deryck.Poe@nsm-seating.com>
Subject: Sent: Your Fax - Test sent to 4238031190 has been successfully delivered

MAIL2FAX DETAILED DELIVERY REPORT	
Attention	Deryck Poe
Job Number	1495715043
Sent By User	F2M/36947646628
Entered System	11/13 11:33
Report Generated	11/13 11:35
Customer Reference	
Billing Code	(615) 595-1750
Subject	Test
Page Count	1 (including cover sheet)

SUMMARY		
Sent: 1	Errors: 0	Cancelled: 0
Total: 1		

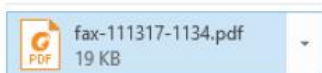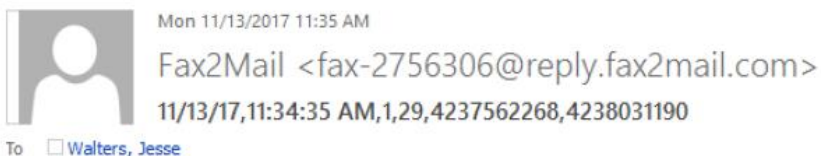| Destination	Status	Date	Time	Num. Retries	Pages Delivered	Recd Fax CSID
4238031190	SENT	11/13	11:34	1	1	

STATUS CODE TABLE

ERROR CODE   DETAILED DESCRIPTION
SENT   The message was delivered.

4. When you are the recipient of a fax (if you have your own personal efax number) you will receive an email with an attachment. Below is what a received fax looks like:

Example received fax:

Mon 11/13/2017 11:35 AM

Fax2Mail <fax-2756306@reply.fax2mail.com>

11/13/17,11:34:35 AM,1,29,4237562268,4238031190

To   ☐ Walters, Jesse

  fax-111317-1134.pdf
19 KB

You have received a document.

Sender's Name: Via Fax
Sender's Caller ID: 4237562268
Date/Time: November 13, 2017 11:34:35 AM CST
Number of Pages: 1

Send faxes directly from your email and learn more about how you can receive fully functional PDFs that you can edit, sign and search with support in 9 languages. Click here to learn more.
To reprocess this document, click here.
To stop receiving calls from this number, click here.