

UW-IT Centralized Fax Service: Creating and Sending a Fax using Email

Supported from University of Washington email address

To create and send a fax using email, perform the following steps:

This option uses your email to send a fax by attaching the document you want faxed to an email and then sending it.

1. Start a new email
2. In the To: field enter the fax=<fax number>@fax.uw.edu (or @fax.washington.edu)
Additional information can be inserted into the fax cover sheet by adding the following fields to the email address:
 - a. fax=<fax number>
 - b. /fn=<first name>
 - c. /ln=<last name>
 - d. /co=<company name>
 - e. For example fax=2065551212/fn=Jane/ln=Doe/co=UW@fax.uw.edu
3. Enter a brief description in the Subject line. Whatever is typed in the subject line will be inserted into the subject line of the cover page.
4. Enter notes or other instructions into the body of the email. Whatever is typed in the body will be inserted into the Notes section of the cover page.
5. Attach the document(s) you wish to fax. Documents are transmitted in the order attached.
6. Send