

UW-IT eFax Service:

Create and Send a Fax using Email

BE BOUNDLESS



Create and Send a Fax Using Email

This feature is supported from University of Washington email addresses

1. Start a new email
2. In the To: field enter the **fax=<fax number>@fax.uw.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

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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

UW-IT eFax Service

Questions?

For questions about the UW-IT eFax Service, visit IT Connect (<https://itconnect.uw.edu/>) or call Customer Service at 206-221-5000.