

Instructions for sending faxes:

1. Attach a supported file type to the email.
  - Postscript (Adobe PS files; .ps)
  - Adobe Acrobat (.pdf)
  - Text (.txt)
  - Printer Language – PCL5 (.prn)
  - Tiff (.tif, .tiff)
  - Word (.doc, .docx)
  - Rich Text Format (.rtf)
  - Excel (.xls)
  - Hypertext Markup Language (.htm, .html)
  - JPEG (.jpg)
  - PowerPoint (.ppt)
  - GIF (.gif)
  - Bitmap (.bmp)
  - Visio (.vsd)
  - Publisher (.pub)
  - Project (.mpp)
  - Comma-separated values (.csv)
  - Excel Autorecover (.xar)
2. In the To: field input the fax number you are sending the fax to followed by @fax2mail.com (i.e. 9195551234@fax2mail.com)
3. A notification will be returned to the email address associated with the account with a status of sent or failed.