

## How to Send a Fax

Your outbound fax service may be setup through your email. Almost any email program can send faxes. Not only programs such as Microsoft Outlook, Outlook Express and Lotus Notes can send faxes. Hosted on-line email services, like Yahoo, Hotmail, and Gmail are also able to send and receive faxes.

The typical email message screen below is an example of sending a fax using an email. All one needs to do is to follow these 3 steps to send a fax via email in the US or Canada, or even internationally.

- 1. Enter the number "1" for US and Canada emails, or, 011 plus the 'Country Code' for emails outside of the US or Canada. For example, 01144 would be the number to enter for a UK fax (the Country Code for the **UK is 44**.
- 2. Follow the "1", or the 011 plus the 'Country Code,' with the Fax Number of the person you are sending a fax. (Shown in the sample email screen below as xxxxxxxxx)
- 3. Follow the Fax Number with @Concordsend.com

You can send a fax to <u>up to 5 fax numbers in a single email</u> following the 3 steps above for each number.

Examples of sending a fax in the US with the number 800-555-1212 would be: 18005551212@concordsend.com

An International Fax to the UK with the fax number 12-345-6789 would be: 01144123456789@concordsend.com





## Attaching your Fax Document

You will need to attach an electronic file to send as the fax. From your message screen you will need to **insert** or **attach** the document by browsing within your computer and selecting a file. You may attach up to a maximum of 5 files of almost any page length to each faxed email.

The following file types are supported:

- .DOC, DOCX (Microsoft Word)(shown in the example above)
- .XLS, XLSX (Microsoft Excel)
- .PPT, PPTX (Microsoft PowerPoint)
- .TIF/TIFF (Tagged Image File Format)
- .TXT (Plain Text)
- .HTML(Hypertext Markup Language)



- .RTF (Rich Text Format)
- .PDF (Adobe Portable Document Format)
- .JPG, VSD (Visio and JPEG)
- .GIF (Graphics Interchange Format)

## **Outbound Fax Confirmation**

When sending a fax to the "Concordsend.com" domain, you will receive two emails: a confirmation that the fax was received at our fax server for delivery; then a second email confirming whether or not the fax was sent successfully. Confirmation emails are sent to the email address used for sending the fax.

You can also view a history of your Sent fax activity at the website, www.concordfax.com, by using your fax number and PIN to log into 'My Account', click on Activity Reports - Sent Logs.