CONCORD*Fax*
Online. All the time.

How to Send a Fax

Send faxes directly from any Microsoft Office 2007 application! You can fax from any program in your Microsoft Office 2007 Suite.

Procedure

- Open the document you wish to fax, using the appropriate application (Word, Excel, etc.)

- Click the Office icon in the upper left corner of the application window (shown below). The application menu will appear. From the menu select Send, Internet Fax.

Figure 1. The Office application icon.

A new email message will be displayed containing a blank fax cover page. The document that is open will automatically be converted to a TIFF image file and attached to the message. Complete the cover page fields as you would like them to appear on the fax at the receiving end. Header fields, located at the top of the window, allow you to enter the information for sending the fax via email.
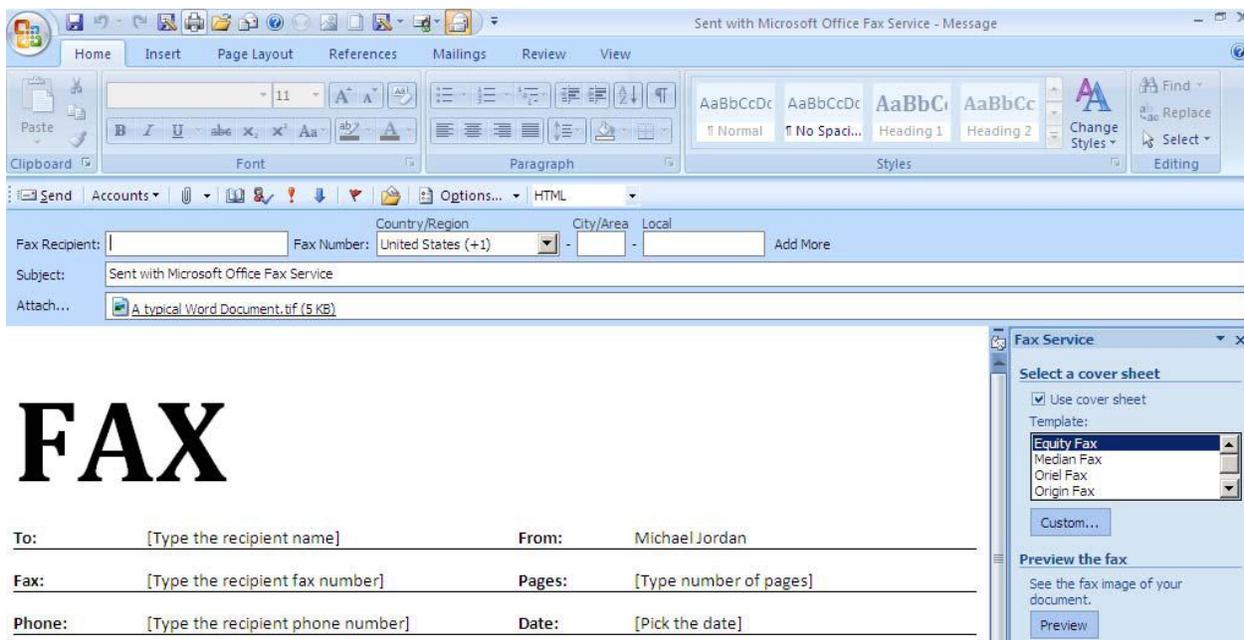
Figure 2. The email message window, showing a blank fax cover page.

1. You may elect to use a cover sheet or not, by selecting the box labeled "Use cover sheet" from the Fax Service menu on the right. You may also select different cover sheet styles from the list.

2. Complete the fields on the cover sheet by entering the data from the keyboard. The cover sheet will be printed as shown when the fax is delivered.

3. Next complete the fields of the fax header. This information is necessary for transmitting the fax. **Country code** – choose as appropriate from the selection list (default: United States, +1)
City/Area – enter the telephone area code of the destination fax number
Local – enter the seven-digit fax telephone number
Click "Add More" to designate more than one fax destination.

Preview the Fax by clicking **Preview** in the column on the right.

Click **Send** to deliver your fax. If you have elected to receive a notification for sent messages, you will receive an email from cfnotify@microsoft.com.

Congratulations! You have successfully sent a fax.

Outbound Fax Confirmation

Documents faxed from Microsoft Office applications are delivered by the Concord Internet Fax service. Soon after sending a fax using Microsoft Office, you will receive two email messages from the Concord network:

• A confirmation that the email message containing the fax attachment was received.
• A second email confirming whether or not the fax was delivered successfully.

Confirmation emails are returned to the email address used for sending the fax. Sending email addresses, and other feature settings, are established when the fax account is created at Concord. For more details on available fax account settings, please refer to the **Internet Fax for Office User Guide** available from Concord at www.concordfax.com.