

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

Supported from University of Washington email addresses

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

1. Start a new email.
2. In the To: field type `<fax number>@fax.uw.edu` or, to provide additional addressing information on the cover sheet, use the long format `fax=<fax number>@fax.uw.edu` and include one or more of the additional tags below:
 - a. `/fn=<first name>`
 - b. `/ln=<last name>`
 - c. `/co=<company name>`Example 1: 2065551212@fax.uw.edu
Example 2: fax=2065551212/fn=Jane/ln=Doe/co=UW@fax.uw.edu
3. Type 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. Type 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 the email. If your fax account has send confirmation enabled, you will receive a confirmation email once the fax is transmitted.