

# Sending Faxes via your @usm.edu Email Account

You can send faxes via email to campus, local, and US long distance numbers (International numbers are not allowed). To send a fax via Email follow this steps:

Step 1: Open your email client (e.g. Outlook) and create a new email message.

Step 2 In the 'To' field, enter the recipient's fax number followed by '@efax.usm.edu'

| Destination                   | Format where X equals Single Digit |
|-------------------------------|------------------------------------|
| Off Campus (10 digit Dialing) | XXXXXXXXXX@efax.usm.edu            |
| On Campus ( 5 Digit Dialing)  | XXXXX@efax.usm.edu                 |
| International                 | NOT Allowed                        |

Step 3: Add attachments to the message.

x Messages that do not have attachments will not be sent.

x