

How to Send a Fax from Outlook

Using Faxination as your online faxing service offers both efficiency and convenience. Whether you're handling cloud-based or on-premise faxing solutions, the process involves a few straightforward steps:

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Open a new email in Outlook and attach the document you'd like to fax. This could be a professional quote, a contract, or any other critical file type.



Enter the recipient's fax number in the "To" or "CC" email fields. Use a format like Faxnumber@sdxfax.net or @Faxdomain.net (If a custom fax address applies). Substitute Faxnumber for the destination fax number.



Hit "Send."

This process mirrors that of emailing (albeit with a few key differences), so whether you are on your laptop, desktop, or even a phone or tablet, sending a fax through Outlook is a straightforward and user-friendly experience. Faxination offers online fax free for 30 days so you can explore how easy and effective sending a fax from Outlook can be. Sign up today for a free fax trial today!

