## Sending Fax:

To send a fax use Outlook e-mail.

- 1. In the "To..." field type in the Fax number followed by "@fax.savannahstate.edu"
- 2. Type in a subject for your fax in the "Subject:" field
- 3. Attach a document you want to fax in the "Attached:" field.
- 4. Check your fax for any spelling errors and click "Send".

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Manny Hernandez Savannah State University Computer Services and Information Technology Network Specialist	Fax number@fax.savannahstate.edu ct of Fax document you want to send

When faxes come in to your e-mail it will look like the picture below. The files are in a TIF (image) format.

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