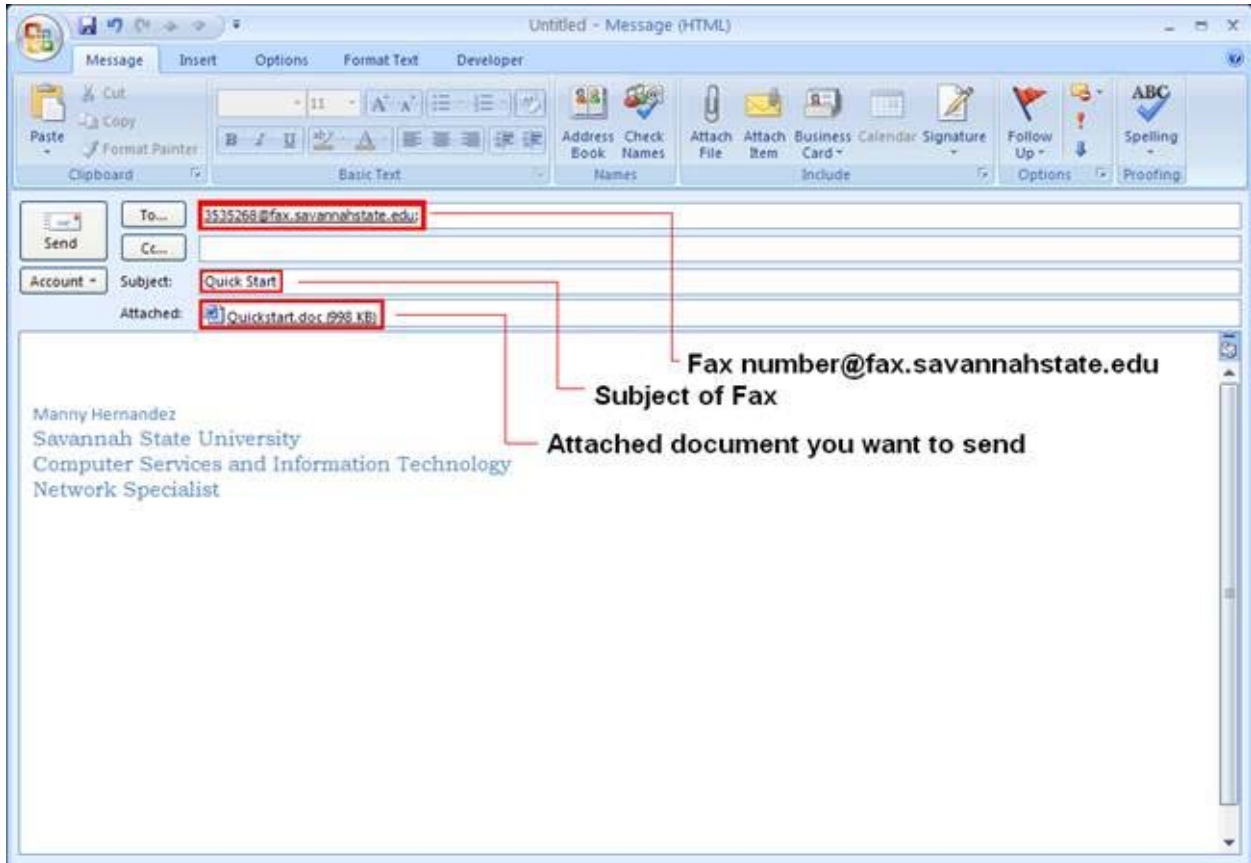


Sending Fax:

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".



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

