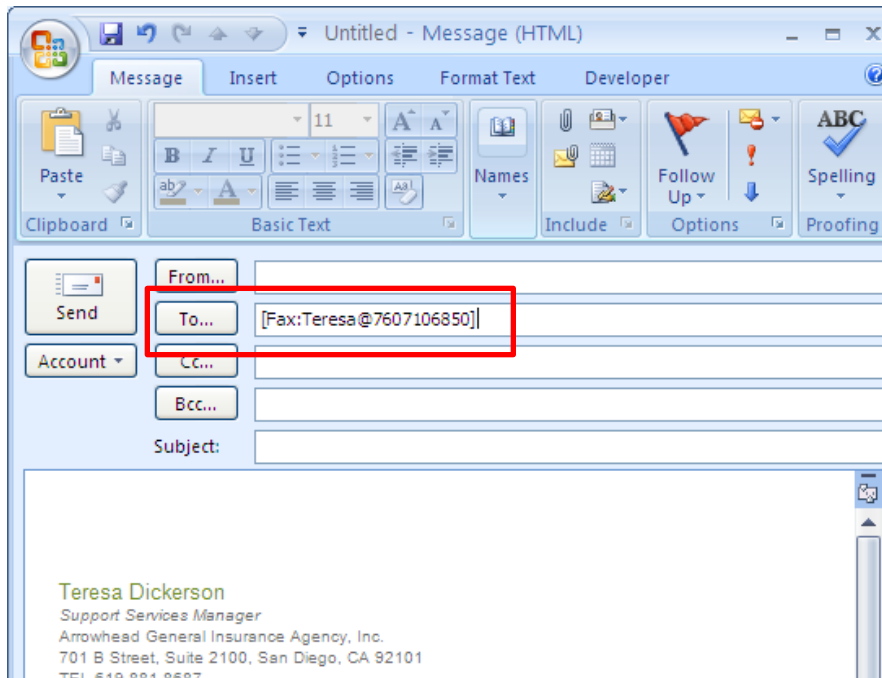# Faxing From Outlook

You can send a fax via Outlook using the following format in the "To" field, and attaching the file you wish to fax, including an attachment of the fax cover sheet.

[Fax:user@faxnumber]

Example:[Fax:Teresa@7607106850]