

## Send & receive faxes from your desk, no fax machine needed\*

### Send a Fax

1. Compose an email.
  - a. Enter the phone number in the "to" field with [@fax.appstate.edu](mailto:fax.appstate.edu)
  - b. Include an email subject
2. Attach document(s) you wish to send.
  - a. Acceptable file types include:
    - i. PDF
    - ii. Word Doc
    - iii. Image files (jpeg, tiff, bitmap)
3. Click "Send," like you would an ordinary email.

*\*The only exception is confidential information will have to be sent from the copier.*

### More information

On sending & receiving faxes



### Contact

- Jordi Davis at 828-262-7800 or [davisj12@appstate.edu](mailto:davisj12@appstate.edu) for Sharp Copier assistance.
- Call the ITS Help Desk at 828-262-6266 with quick questions.
- Submit a ticket at [tech.appstate.edu](http://tech.appstate.edu) for our Desktop Support Staff.