



## Sending an E-mail to Fax

1. Open your E-mail client to draft an email.
2. In the "To" field, type "#####@mysecurefax.com" where ##### is the 10-digit destination number that you wish to fax.
3. Attach one document to the e-mail. Note: It is not necessary to include a subject or body, as these fields are ignored. Valid attachment types are PDF, DOC, DOCX, RTF, TXT, TIF, and TIFF. You may only have one attachment per fax email but that document can be multiple pages. We recommend that you limit your filename for your attachment to no greater than 32 characters as anything greater may result in a fax failure with the error type: "File\_Error."
4. Send the email.
5. After sending the email to fax, you will receive a message in your email inbox stating that your attempt has been queued. Afterward, you will receive another message that will notify you if the fax completed or failed. Note: An eFax will automatically attempt up to 3 times to send a failed fax. Please allow these multiple attempts to complete before reaching out to support.

My E-mail Client - New Message	
To	#####@mysecurefax.com
Subject	
• <u>1 attachment - testfax.pdf (18k)</u>	
<div>Send Message</div>	