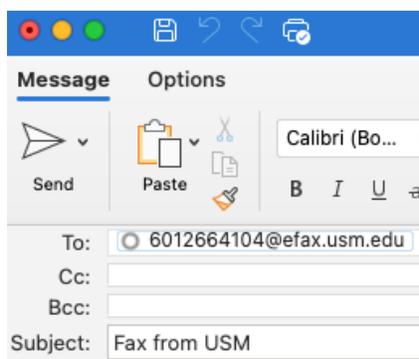


Sending Faxes via your @usm.edu Email Account

You can send faxes via email to campus, local, and US long distance numbers (International numbers are not allowed). To send a fax via Email follow this steps:

Step 1: Open your **email client** (e.g. Outlook) and create a new email message.

Step 2: In the 'To' field, enter the recipient's fax number followed by '@efax.usm.edu'.



Destination	Format where X equals a Single Digit
Off Campus (10 digit Dialing)	XXXXXXXXXX@efax.usm.edu
On Campus (5 Digit Dialing)	XXXXX@efax.usm.edu
International	NOT Allowed

Step 3: Add attachments to the message.

- Messages that do not have attachments will not be sent.
- Supported Document formats are **pdf, jpg, gif, tif, rtf** and **Microsoft Work, Powerpoint, or Excel**.
- If you would like to send a cover sheet, make it your first attachment on the email.

Step 4: Send the message

Step 5: You will receive an **email** from the Fax Service once it attempts to send your fax with either a **Success** or **Failure** result.

Faxes from the Fax Service will use the Calling Number of
(601) 266-2000