Fax2Mail: How To Send a Fax

Note: This service is available on demand. By default, user accounts are not enabled to send faxes and must be enabled by the Help Desk before a user is able to send.

You can send a fax from any ASM configured e-mail client (Outlook, webmail & mobile e-mail application):

To send a fax:

1. Create a new email message.
2. Attach the documents (most common file types are supported) you wish to send as faxes. Multiple documents can be attached to a single email.
3. In the "TO:" field of the email, enter the recipient's fax number (with country code) followed by @fax2mail.com For example, the complete "TO:" address should appear as 14043331234@fax2mail.com

Do not include any dashes, spaces or special characters in the address.

4. The body of the e-mail message is your cover sheet. Attached documents in Step 2 are the pages of the fax.
5. Send the email.
6. You will receive a delivery report with the status of your fax (Sent or Failed). It can take up to 30 minutes for your fax to be sent.