

How to send a Fax via Email

Purpose:

To show how to send a fax through an email client

Prerequisite:

- Access to email via mobile or desktop

Who's Responsible:

- All employees

Process:

- **Via Email**
 - Create a New email from your email client.
 - Fill in the subject/contents and upload attachments
 - in the recipient box enter 1phonenumber@efax.uptimevoip.co
 - *phonenumber is replaced with the fax number you are trying to reach
 - Send
 - email support@jranck.com with questions/issues

Revision #1

Created 25 August 2026 15:33:54 by ncergnul@jranck.com

Updated 25 August 2026 15:38:01 by ncergnul@jranck.com