

QUICK GUIDE FOR SENDING FAXES THROUGH EMAIL

All users can send faxes using their email without any additional software installation.

1. To send a fax through email, address your email with “*faxnumber@fax.wustl.edu*”
 - Example: 1234567890@fax.wustl.edu
2. Enter the subject for the fax in the subject line
3. Add the fax content as an attachment
4. Type the cover letter in the body of the email

