

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 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.

x Messages that do not have attachments will not be sent.

x