

Title: Sending Faxes Using Fax Thru Email

Subtitle: Fax Thru Email

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Date: 2008/3/20

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c18/2222>

Keywords: Fax Thru Email

You can use Fax Thru Email to send faxes to U.S. and Canadian fax numbers. To Send a Fax Using Fax Thru Email From your **Fax Thru Email** account, click **Send Fax**. In the **Enter the Recipient's Fax Number** field, type the recipient's fax number, including area code. Do not enter a 1, 9, or any other special numbers that you might dial using your fax machine or telephone. In the **Select Cover Sheet Option** area, specify whether you want to include a cover sheet. You can upload your own cover sheet or have Fax Thru Email create one for you. For more information about adding a cover sheet, see [Adding Cover Sheets to Faxes](#). In the **Add Files to Fax** area, do one of the following: To upload a file from your computer, click **Browse**, and then select and open the file. To upload a file from your Online File Folder, click **Add File from Online File Folder**, select the file(s), and then click **Include File(s)**. To upload another file, add a field for the file by clicking **Add Another File**, and then repeat step 4. Click **OK** to send the fax.