

Title: Adding Cover Sheets to Faxes

Subtitle: Fax Thru Email

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When sending a fax through Fax Thru Email, you can opt to use a cover sheet from your computer. To Add a Cover Sheet from Your Computer Click **Send Fax**. In the **Select Cover Sheet Option** area, click **Include Cover Sheet from a File**. Click **Browse**. Locate and select the file you want to use as your cover sheet, and then click **Open**. Continue completing the fields. For more information about sending a fax, see [Sending Faxes Using Fax Thru Email](#).