

Title: Adding Attachments to Faxes

Subtitle: Fax Thru Email

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When sending faxes through your Fax Thru Email account, you can add attachments to your messages. To Add an Attachment to a FaxClick **Send Fax**. In the **Add Files to Fax** area, do one of the following: To upload a file from your computer, click **Browse**, and then locate 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 2. To preview a file, click **Preview This File**. Continue completing the fields. For more information about sending a fax, see [Sending Faxes Using Fax Thru Email](#).