

## How to Send Faxes

1. Create a new email message in outlook.
2. In the "To:" field, enter the recipient's fax number followed by @efaxds.com. For example:
  - To send to the U.S. fax number +1 323 555 1234, enter 13235551234@efaxds.com where **1** equals the country code; **323** is the area code; and **5551234** is the fax number.
  - When sending a fax to an international number, use the complete destination fax number, including the country code, city code, and local number. For example, to send to the UK number +44 (0)20 7555-1234, type 442075551234@efaxds.com, where **44** equals the country code; **207** is the area code; and **5551234** is the fax number. For a complete list of country codes, please [click here](#).
3. Attach the file(s) (10 maximum) you would like to send as a fax. The total file size limit is **20 MB**.
4. Click Send. You will receive a send receipt confirming success or failure.