

## To Send a Fax

You can fax with your email!

To send a fax, open a new message.

In the "To" section of the new message, put the phone number to fax with **@fax.hanover.edu**.

Example: **3179998888@fax.hanover.edu**

You do not need to put 81 before the area code of the fax number.

Next you will need to attach the files you want to fax.

A Fax coversheet is automatically sent with the fax you are sending (preview below).

Text that is written in the subject line of the email will appear in the subject line of the fax cover sheet and any text that is in the body of the email will appear in the body of the cover sheet.

Once you send your fax you will receive an email notification letting you know that your fax has been queued and when the fax has been delivered successfully or if it has failed. Below are examples of the cover sheet, queued, and success emails.

### Example Queued Message:



## Queued Successfully

Your fax has been successfully submitted to Concord Fax Online at 11-01-2022 2:48 PM and has been queued to be sent to +12069711975. Additional notifications will follow regarding the outcome of the transmission.

Tracking Number:	806-15451087
Fax Number:	12069711975
Recipient:	Chris Kryaninko
Subject:	
Custom Reference:	
Time Submitted:	11-01-2022 2:48 PM

### Example Success Message:



## Success

Your 1 page fax has been successfully delivered to +12069711975 on 11-01-2022 2:48 PM.

Tracking Number:	806-15451087
Fax Number:	+12069711975
Recipient:	Chris Kryaninko
Time Delivered:	11-01-2022 2:48 PM

### Cover Sheet Preview:



517 Ball Drive  
Hanover, IN 47243

New Fax Message	
To:	~RecptName~
Fax Number:	~FaxNumber~
From:	~SenderName~
Date:	~Date~
Subject:	~CoverSubject~
No of Pages with Cover:	~TotalPages~
~CoverText~	