

Fax Messaging can make faxing from Outlook simple and secure.

Compose and send email messages via fax, and receive faxes in PDF format, right from your Outlook inbox. You don't need any extra client-side software or plugins.

Microsoft FAX Addressing

Sending faxes from Outlook is simple. You will need the full 11 digit phone number to send a fax. See item 1. In the TO field, enter the full phone number and append that with @fax.skinnyoffice.net. So in this example, the full TO address is 1555625555@fax.skinnyoffice.net.

In the Subject field (2) enter what you want to appear in the fax header.

Attachments (3). Multiple file types are supported: PDF, Word, Text, and many image formats. Remember that the size of the attachment will have an effect on how long it takes to send a fax.

Text entered into the email body (4) will appear in the fax body.

