

## Faxing from Email

Please follow the below instructions to send a fax using your LCC email account.

1. Create a new email from either Outlook or Outlook Web Access (OWA).
2. If sending a fax using another fax enabled email account accessible to you then select it by using the *From* button (accessible from the ribbon by clicking *New Email > Options > From*).
3. In the *To:* field type the 10 digit fax number followed by *@fax.cccs.edu* (e.g. 0123456789@fax.cccs.edu).
4. Include optional text in the *Subject:* field and/or *message body* that you want included in the cover page. The cover page is generated by default when the email is sent and includes the following information: *Organization name* (always Lamar Community College); *From* which contains your name, office phone number, email address; *To* which is the destination fax number; *Subject* which includes text from the email *Subject:* field, and *Comments* which contains text from the email message body.
5. The files(s) you want to include in the fax need to be added as attachments to the email.
6. After the email has been sent, you will receive a message in your *Inbox* from *no-reply-fax@cccs.edu* that will contain information concerning delivery time, pages sent and an attachment containing the images sent including a delivery notification status.

For support please contact the LCC IT Help Desk at [ithelpdesk@lamarcc.edu](mailto:ithelpdesk@lamarcc.edu) or 719-336-6666 M-F 8am-5pm.