

## Central Okanagan School District XMedius Fax Server

### Instructions on sending a fax from Outlook Client

- 1.) Open Outlook Client
- 2.) Create a “**New E-mail**”
- 3.) In the **To...** field enter a fax number in the following format **[fax:faxnumber]**

Example;

**To...** [fax:2508705040]

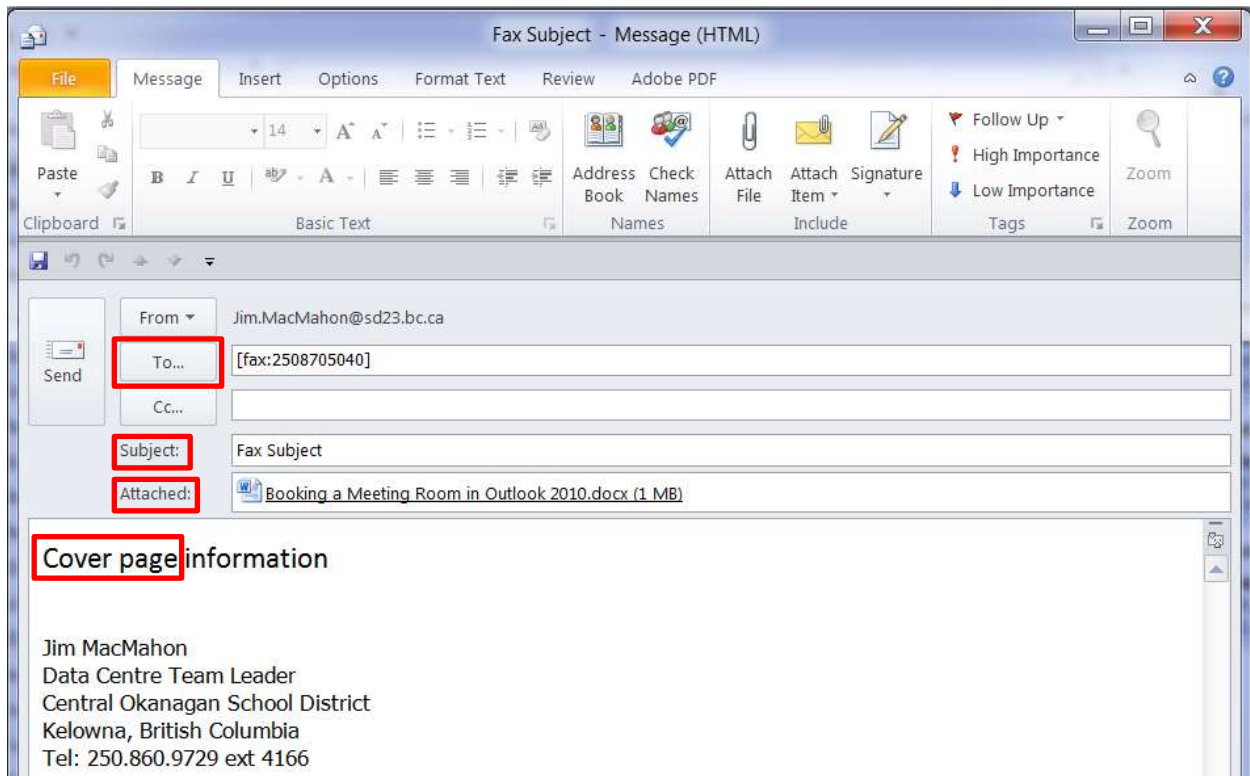
**Subject:** Fax Subject

**Attached:** Supported document formats;

Adobe PDF, HTML, JPG, GIF, RTF, Microsoft Word, Excel, and PowerPoint

**Cover Page:** Enter cover page information

- 4.) Click on the **Send** button to send the fax.



**Tip:** Did you know if you have a hard copy of a document that you want to fax, you could scan the document to your email address, and then fax it.