HOW TO SEND A FAX

First, make sure you have filled out the google form to have your Conn account enabled for outbound desktop faxing. If you need to fill out the form please request the link by emailing **printshop@conncoll.edu**

Grab a file from your desktop, and drop it into an email, or forward an email with the file you'd like to fax as an attachement to fax#@ faxcomanywhere.com (example 8604392677@ faxcomanywhere.com - no dashes in the number.) If you don't have the file in digital format you can scan it to yourself first.

Once your fax is sent you will receive a submitted Ok report, or Sumitted Not Ok Report if something went wrong.