Fax for Free Online

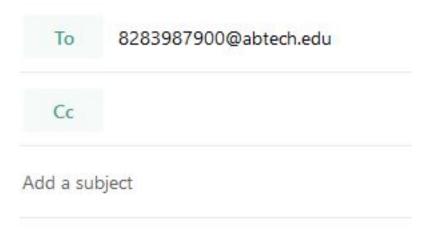
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Summary

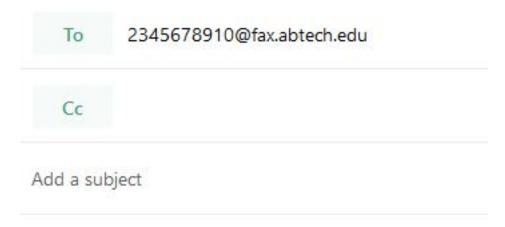
Step-by-step instructions for sending faxes through your A-B Tech student email

Instructions

- 1. To send a free FAX from any computer, sign in to your student email.
- 2. Click the **New Message** Button
- 3. Fill out the **To:** field
 - To send to an AB Tech FAX number enter FAXnumber@abtech.edu



• To send to any other FAX number enter FAXnumber@fax.abtech.edu



- 4. Add a **Subject**
- 5. Attach your document, or type a text message (or both).
- 6. Click SEND
- 7. You will receive a **verification** that fax was successful or not.

Key Words: fax, how to fax, faxing documents