

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	8283987900@abtech.edu
Cc	
Add a subject	

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

To	2345678910@fax.abtech.edu
Cc	
Add a subject	

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

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