

To fax directly from Microsoft Outlook, follow these steps:

1. Open your e-mail account to compose a message.
2. Enter the fax machine's 10 digit phone number in the **To:** field followed by "**@rcfax.com**":

To: 3015553443@rcfax.com

To send a fax to an **International** number, enter **(+)** and the **country code**, followed by the phone number in the **To:** field followed by "**@rcfax.com**":

To: +448447365849@rcfax.com

To send to multiple fax machines, enter each number in the **To:** field:

To: 4155556770@rcfax.com
3015556778@rcfax.com

Note: If you intend to send your fax to **50 or more** recipients, enter all of the recipients' 10 digit phone numbers in the **To:** field followed by "**@rcfaxbroadcast.com**".

3. Next, enter the **Cover Page** text into the **Subject** field.

NOTE: Text entered in the body of the e-mail is not displayed on the cover page.

Subject: Hi, James--Here's the updated annual report.

If you do not want to include a Cover Page make sure your Subject field is empty.4. Now attach the document(s) you want to fax ([click here for a list of supported file types](#)) and click **Send**. Your document is on its' way!