



## **To Send a Fax From Your Computer:**

1. Open a new email
2. In the "To" field type: fax8#####@forsyth.k12.ga.us. Replace the # symbols with fax number, including area code. If you are sending long distance be sure to put a 1 prior to the area code or the fax will fail.
3. Ensure that the document you are wanting to fax is a PDF format, then attach the file to the email.
4. Click Send.
5. You will get a confirmation or failure email within approximately 10 min to your Inbox.

## **To Receive a Fax:**

Each school/site has designated recipients of incoming any incoming fax. If you are expecting to receive a fax, please let one of them know. They can print the fax for you and/or forward all faxes to intended recipient(s). Please be mindful of the confidentiality of the information contained in the fax and utilize our secure FTP portal as needed if the fax will be forwarded to another recipient.

## **To Scan a Document to PDF:**

Place document on scan bed or scan feeder. Click Email, enter your email address then send.