

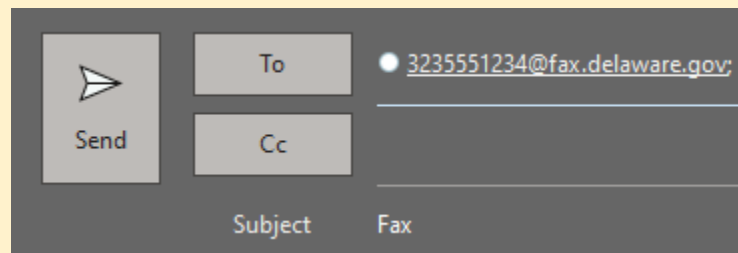
Sending Faxes by Email using eFax

To send a fax, simply email the file to eFax, and it will be converted before sending it.

1. Create a **New Email** message.
2. In the message **To:** field, enter the recipient's fax number followed by @fax.delaware.gov.

Example:

To send to U.S. fax number 323 555 1234 (Be sure to include the area code)
In the message **To:** field, enter 3235551234@fax.delaware.gov.



3. Attach the file(s) you would like to send as a fax. To include a cover page, type the text in the body of the email message. (The body works as your cover page.)
4. Click **Send**.

Note: eFax should not be used when sending PII (Personally Identifiable Information). Use Egress to encrypt and secure sensitive information by email.

