



## Sending a Fax Using Outlook or Outlook on the Web

### Outlook (Desktop App / Website)

1. Open Outlook application or go to <https://outlook.office.com> and log in.
2. Click 'New Email' to start a new message.
3. In the 'To' field, enter the fax address in this format: fax<faxnumber>@titaniumvfax.com  
Example: fax3521234455@titaniumvfax.com
4. Click the 'Attach File' button (paperclip icon) near the top of the message window.
  - Select 'Browse This PC' and locate your document.
  - Choose the file and click 'Insert'.
  - Ensure the file name is under 32 characters and the format is supported (PDF recommended).
  - If using a cover sheet, include it as the first page or attach it separately.
5. Leave the subject and message body blank.
6. Click 'Send' to transmit the fax.

### Tips for Success

- Use standard paper size: 8.5 x 11 inches
- Only send from your approved work email address
- Use text-only email signatures (remove images)
- Check your Spam folder for incoming faxes
- Supported file types: .PDF, .DOC, .DOCX, .TIFF, .XLS, .XLSX

### Additional Information

- Only authorized email accounts can send faxes. Ensure your work email is registered with Titanium vFax.
- For sending and receiving access, submit an I.T. helpdesk ticket requesting sending and/or receiving permissions. Be sure to include which department you are with.
- Only one attachment per email is allowed. Additional attachments will be ignored.
- Attachments should be no more than 30 pages in length.
- Preferred file formats are PDF and fax-formatted TIFF.
- You will receive confirmation emails: one when your fax is queued, and another when it is successfully delivered. If the fax fails, you will receive a failure notification.