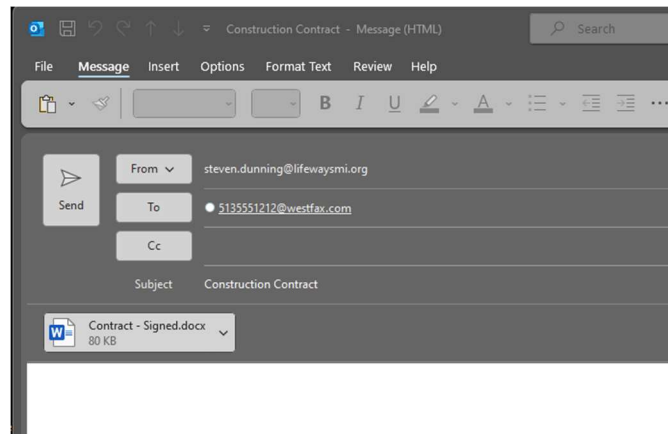


## SEND A FAX USING EMAIL TO FAX USING

### IT Tips & Tricks

1. Start a new email using the “New Email” button in Outlook.
2. In the “To” field enter the destination fax number followed by “@westfax.com
3. The destination fax number must include the area code + number. i.e. [5553331212@westfax.com](mailto:5553331212@westfax.com)
4. Enter the subject of the fax. This can be a reference or account#. It will come back in the fax receipt.
5. Attach any document(s) you want to fax. Supported formats are pdf, word, excel, powerpoint, most image formats as well.
6. Documents will be ordered in the order they are attached.
7. Hit Send. You will get a confirmation email once it successfully sends.



## SEND A FAX USING EMAIL TO FAX USING

### IT Tips & Tricks

#### **Additional Options:**

(These options are set in the Subject Line)

**/cp** include default coverpage or first coverpage

**/cp** *coverpage-name* Include specific coverpage.

**/h** *fax header value*

**/hn** Suppress Header completely

Sample subject:

**Subject:** **/h** *ACME INVOICE* **/cp** *cover1*

#### **Cover Page Options**

Access Services  
Acute Services  
Administration  
Case Management Services  
Central Michigan 2-1-1  
Clinical-Based Services  
Communications  
Community Health & Wellness  
Contracts-Procurement  
Corporate Compliance Office  
Crisis Residential Unit  
Crisis Services  
Customer Services  
Financial Services  
Information Systems  
Integrated Health Department  
Operations Division  
Outpatient Services  
People and Culture Department  
Quality Management  
Recipient Rights  
Special Programs  
Utilization Management