Sending a fax via your email account

Compose a new email and in the "TO" field enter the fax number as list below:

Sample-

Local fax: 8167366711@fax.lps53.org

Long distance: 19205651245@fax.lps53.org

Toll free: 18001231234@fax.lps53.org

Add the person/department you want to send your fax to in the **Subject Line**

Attached the document you want to fax and send.

Within a few minutes you will receive an email confirmation if it was successfully send or not.

Side notes:

- No #9
- Always use the area code
- If long distance- use 1 then the area code
- No dots or dashes in fax number