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How do I turn the Windows fax feature on?

Turning on the Windows Fax feature is pretty straightforward, but it's tucked away in a part of Windows most people rarely visit. Here's the cleanest way to get it running:

✓ Enable the Windows Fax and Scan Feature

Windows includes a built-in tool called **Windows Fax and Scan**, but the actual fax component depends on a Windows optional feature called **Print and Document Services**.

Step-by-step

1. Open the **Start menu** and type "**Turn Windows features on or off**".
2. Open the matching control panel item.
3. In the list that appears, scroll down to **Print and Document Services**.
4. Make sure **Windows Fax and Scan** (or **Fax Services**, depending on your Windows version) is checked.
5. Click **OK** and let Windows install the feature.
6. Restart your PC if prompted.

Once that's done, you can launch **Windows Fax and Scan** from the Start menu and set up your fax modem or fax server.

If you want, I can walk you through setting up the fax modem or using a network fax server next.



Edit in a page



I do not see "Windows fax feature"

Message Copilot



Smart ▾

