

NUSO eFax – How to send a fax via email

- 1) Open new email message in Outlook. *(you must be set up as an email address that is authorized to send fax via email)*
- 2) In the To: field use the recipient's 10-digit fax number as the address followed by @fax.nuso.io.
 - a. Example: 5555550100@fax.nuso.io To:  5555550100@fax.nuso.io
- 3) Attach your document to the email. *(The document must be attached as a PDF)*
- 4) No subject or body copy is required.
- 5) Send email.
- 6) You should receive confirmation of failure or completion via email.