

**Fax****To:** 9725329272**From:** smartin**Fax:** 9725329272**Date:** 2026-01-29T11:29:44-05:00**Subject:**

---


[A green and grey logo Description automatically generated]

543 Strasburg Pike Lancaster, PA 17602

PH: 717.687.4350 FAX: 717.687.4357

Confidentiality Warning: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information which is privileged, confidential, proprietary or exempt from disclosure under applicable law. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient, you are strictly prohibited from disclosing, distributing, copying or in any way using this message. If you have received this communication in error, please notify the sender, and destroy and delete any copies you may have received.

## 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: 555550100@fax.nuso.io To:  555550100@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.