



How to send a fax from email using eFax Domain Send

If you wish to send a fax but are away from your office, you can send a fax directly from your email with eFax. Anyone with a Carilion Clinic email address can send a fax via eFax.

Step 1

Compose a new email and address it to the recipient's fax number followed by @efaxds.com.

Example: 18885551212@**efaxds.com**

Step 2

Attach Your Documents Add attachments, just as you would to any email. They can be PDFs, MS Office files, JPEGs, or nearly 200 other file formats. We'll convert them into fax pages for you.

Step 3

Fill out the Subject Line of the fax, as well as the body of the email as needed. Please note: the body of the email becomes the cover sheet. When ready, click "send."

Step 4

You will receive a confirmation email back from eFax (the vendor) letting you know of the outcome of the transmission of the fax.

