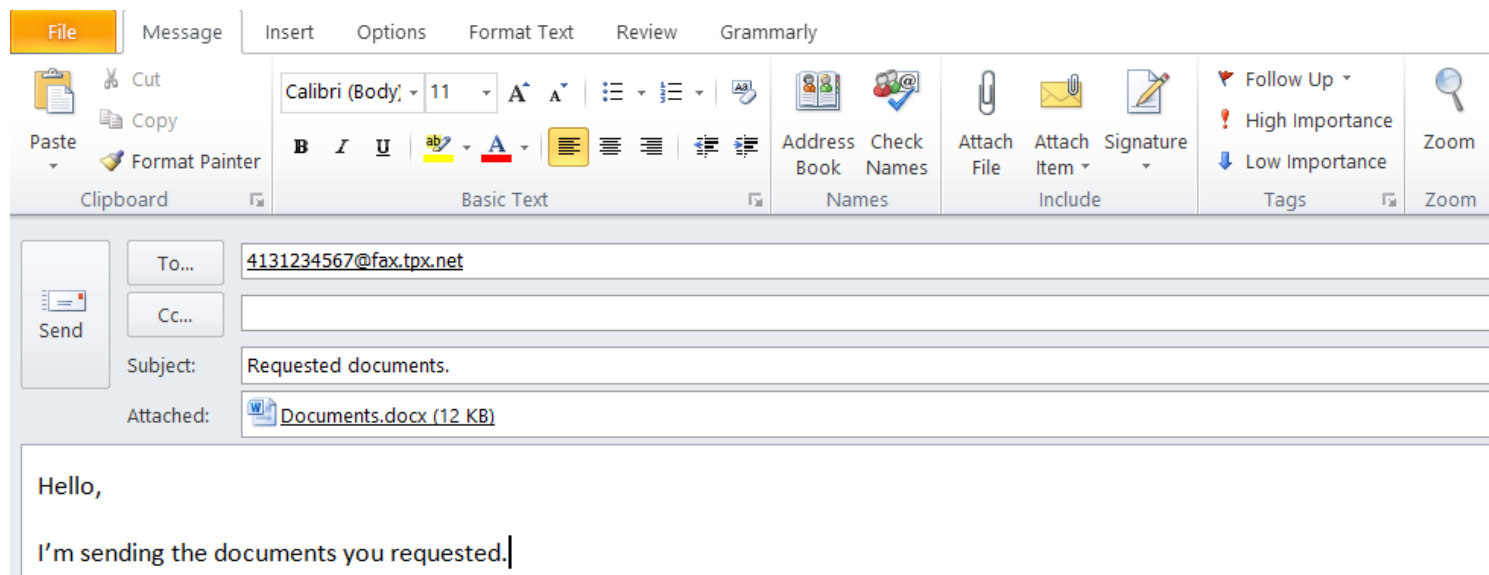


# How to send a virtual fax

To send a virtual fax, type the number in a ten-digit fax number in the To... field and add **@fax.tpx.net** at the end of the numbers. For example, if the fax number is 413-123-4567, you would send the email to [4131234567@fax.tpx.net](mailto:4131234567@fax.tpx.net).



The screenshot shows an email client interface with the following details:

- File Menu:** File, Message, Insert, Options, Format Text, Review, Grammarly
- Clipboard:** Paste, Copy, Format Painter
- Basic Text:** Calibri (Body), 11, Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent
- Names:** Address Book, Check Names
- Attachments:** Attach File, Attach Item, Signature
- Tags:** Follow Up, High Importance, Low Importance
- Zoom:** Zoom (twice)

**Message Fields:**

- To...:** 4131234567@fax.tpx.net
- Cc...:** (empty)
- Subject:** Requested documents.
- Attached:** Documents.docx (12 KB)

**Message Body:**

Hello,  
I'm sending the documents you requested.

Your email message and any attached documents will be converted to fax pages.

**NOTE:** Our system will only accept faxes sent from the email account that is associated with your Virtual Fax line.