



QUICK GUIDE: EMAIL TO FAX

To send a fax to a Australian fax machine, you would type the following:

To:

(i.e. 61 is Aust. country code, 7 is area code for Brisbane, etc)

Please note: You must always include the country and area code even if you are sending the facsimile to the same country that you are located in.

If you wish, you can add a person's name and company name at the start of the address and it will appear on the top line of the fax:

To:

Please note: There should be no spaces in the address, so spaces should be replaced with an underscore. (_)

To send to multiple fax destinations:

To:

Please note: Each address is separated by a semi-colon and no spaces.



HANDY TIPS:

The **Subject** field of the email allows you to enter your reference to help identify the message if required.

To ensure delivery of your message it is suggested that you send your message in **Plain Text Format**. To ensure that your email is in Plain Text format (Microsoft Outlook), select Format and ensure that the Plain Text option is ticked.

If you have additional information you would like to send, this can be added to the email as an **attachment**.

The following document types can be sent via this fax service: *Plain Text*, *Word (.doc)*, *Excel (.xls, .xlw, etc)*, *PowerPoint (.pps, .ppt, etc)* and *Adobe Acrobat (.pdf)*. When your fax is delivered, it will have the email text first, followed by the attachments in the order they were selected.



PO Box 142
Stones Corner QLD 4120
T 1300 302 667
F +61 733 242 226
E support@stracom.net
W www.stracom.net