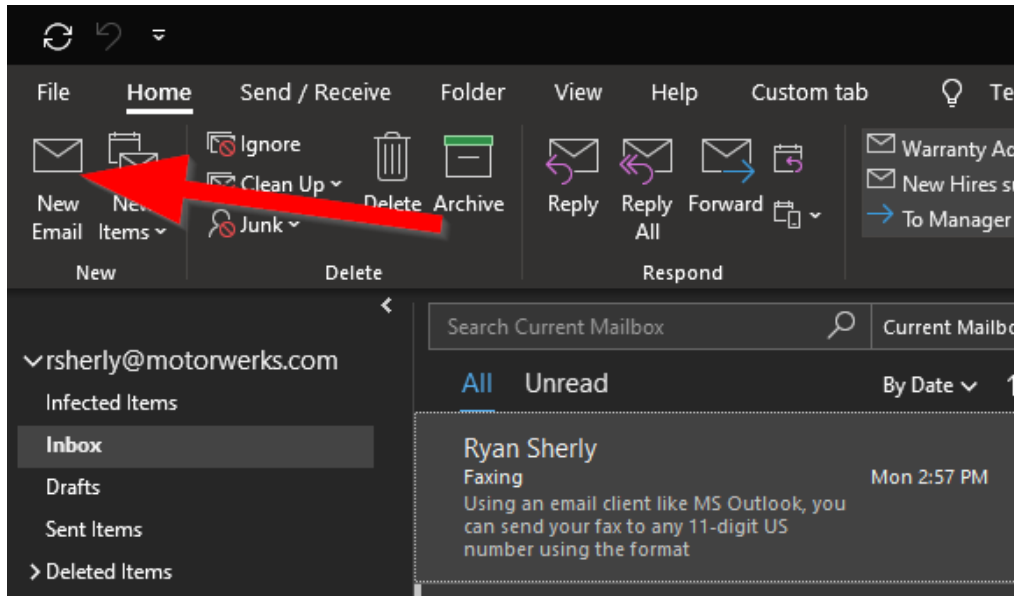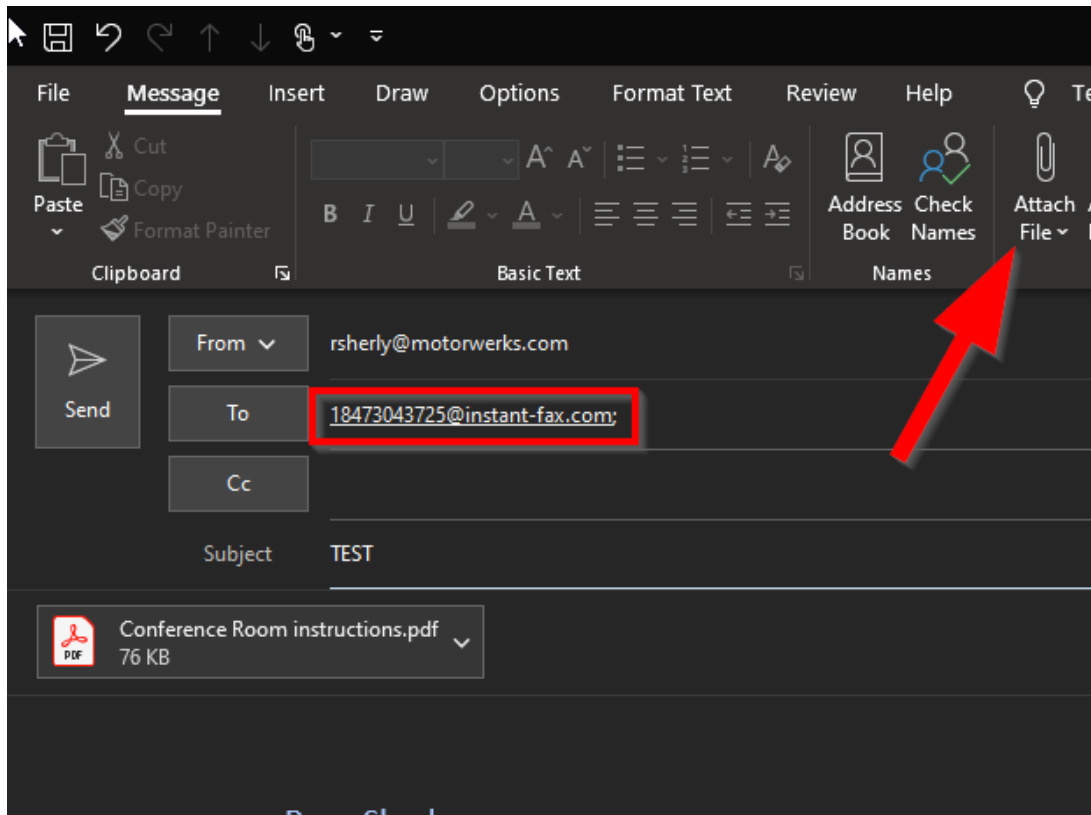Click New Email

In the **To:** field, type in the *faxnumber*@instant-fax.com. For example, the fax number we are sending to is 1-847-304-3725, so we type 18473043725@instant-fax.com. Be sure to attach the document that you want to fax.

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