E-Fax

To fax a document, open Outlook and start a new e-mail. In the “To” field, type the phone number, with area code, of the fax machine you want to send to, followed by @e-fax.solano.edu. For example: 7078645814@e-fax.solano.edu

You do not need to prefix the fax number with a 9 for an outside line or a 1 before the area code; however, you must always include area code, even if it is a local number. The number will always be exactly 10 digits.

If you wish to send a document in your fax, such as a Word document or PDF document, it is as easy as attaching the document as you would in sending a regular e-mail. The system will automatically generate a cover sheet with your information gathered from your e-mail account. Anything you type in the body of the message (such as “Attn to…” ) will be added to the notes section of the fax cover sheet as well.

You will receive a fax confirmation through your e-mail account which will show up in your Outlook inbox with the date and time it was sent. If delivery for some reason fails, you will receive a failure notice. Please forward to the helpdesk for further assistance.

All departments will get a fax number that people outside of the college can use to fax documents to you. This number will most likely be assigned to the Administrative Assistant for the division, as all incoming faxes will go to this designated number. The faxes can then be distributed to the individual through e-mail, and, they, in turn, can print this document on any available network printer.