# How to Send Faxes using Fax2Mail

To send a fax, you must address it to the 10-digit fax number@fax2mail.com. For example, 6145551212@fax2mail.com.

The fax must be sent using an authorized account. There are two options for this. Each user in your organization can be set up to be able to send from their email account directly. It must be ordered via ServiceNow as a Send Only account, and will cost .0325 cents per month per user.

Alternatively, you can give each user that you want to have access to send faxes, SendOnBehalfOf permissions when you ask for the email account for fax delivery to be set up in email. If they are set up to be able to do this, it will not cost anything additionally per month. They will need to change the **From** address on the email they are composing to send the fax to be the email address of the fax delivery account, as in the example below
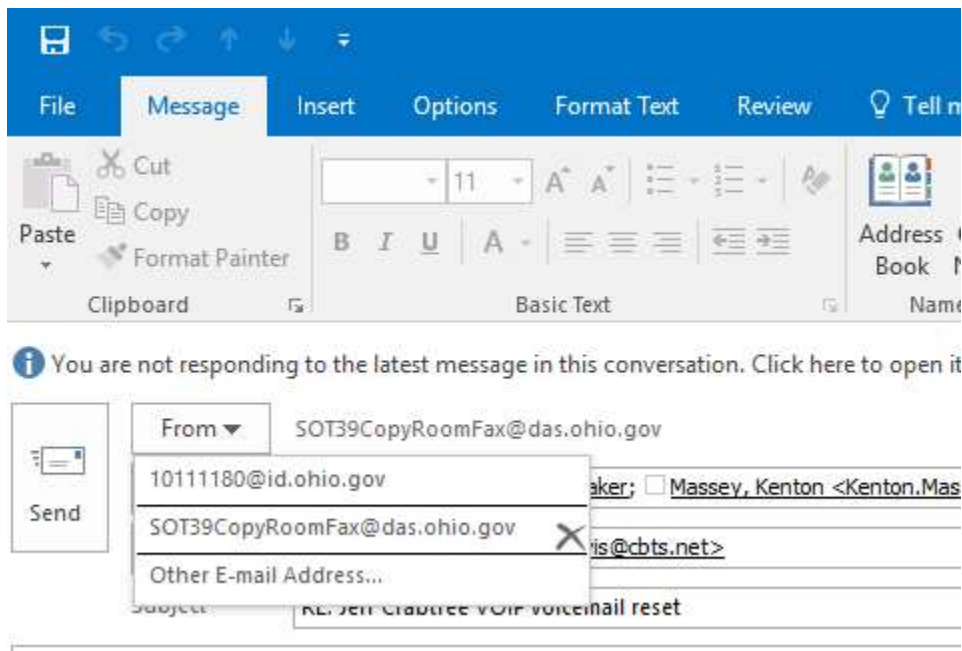
Attached your document to the email that you wanted faxed out, and click Send