UF faculty and staff can send and receive faxes using their preferred email client (e.g. Outlook). This service is available to those using the University Exchange or Office 365 email system.

SENDING FAXES VIA EMAIL

You can send faxes via email to campus, local, and US long distance numbers (International numbers are not allowed). To send a fax via Email follow this steps:

Step 1: Open your email client (e.g. Outlook) and create a new email message.

Step 2: In the 'To' field, enter the recipient's fax number followed by '@fax.local'.
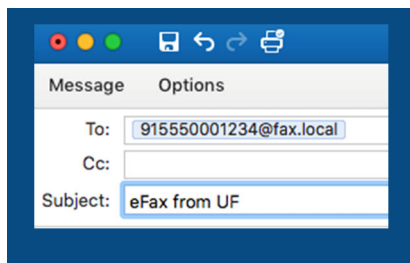
Fax numbers should be prepended with 9,
and either 7 digits for UF and Gainesville,
or 1+(area code)+7 digits for long distance. For example::

Destination	Email 'To' Field
UF Campus and Gainesville*(local)	9.352.5551234@fax.local
Long Distance (prepend 91)	91.555.5551234@fax.local
International	Not Allowed

* Starting on Oct-24-2021, local calls in Gainesville must be dialed using 9+352+phone-number. For more information please see the 10-Digits Frequently Asked Questions page.

Step 3: Add attachments to the message.

- Messages that do not have attachments will not be sent

- Supported document formats are pdf, html, jpg, gif, rtf, and Microsoft Word, PowerPoint, or Excel.

- You can add multiple attachments and they will be printed in the order that they are attached.

- The body of the e-mail message will be ignored. If you would like a cover letter, add it document as the first attachment.

Step 4: Send the message.

RECIEVING FAXES VIA EMAIL

All incoming eFax's will be sent to admin@whitney.ufl.edu, please reach out to Bonnie Maxwell or another administrative member to receive your faxes.

Whitney's eFax number is <mark>904-201-8470</mark>