

Creating and sending a fax

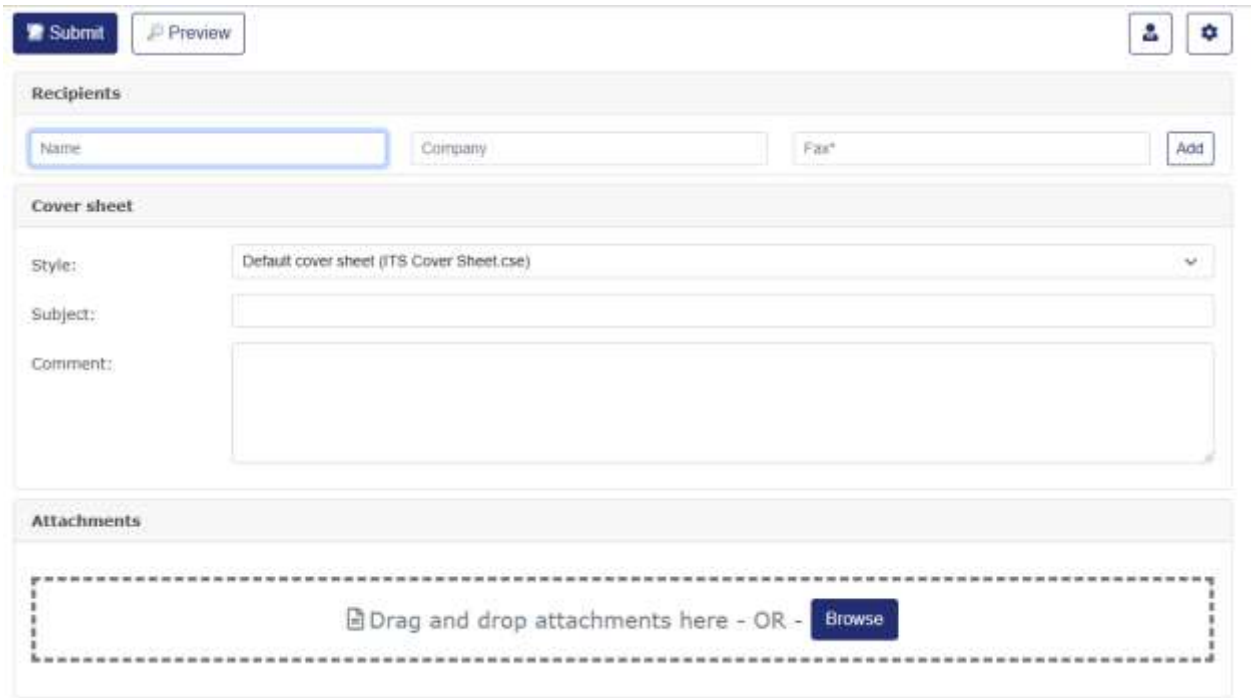
Sign-in to [Core Fax](#)

To create and send a fax using the **New fax** feature of the Web Client, perform the following steps:

1. Click the **New fax** button on the upper left corner of the screen.



You will see the following page:



2. In the **New fax** page, enter the **Name**, **Company**, and **Fax Number** of a recipient.
3. Enter the **Subject** of the fax.
4. Enter the actual text of the message in the **Comment** section.
5. Each department has an Assigned **Cover Sheet**. select **None** if you do not want to append one to the fax.
6. If you want to include an attachment to the fax, drag the file(s) to the Attachment area or browse to the file on your computer

7. You have the option to preview the outgoing fax by pressing the Preview button

From here you can Submit the Fax for processing or click the Back Button to continue editing

[Submit](#) [Back](#)

1 / 1 172 %

 SUNY POLYTECHNIC INSTITUTE	
FAX	
To: Intended User	From: Elizabeth Tolman Fax Number: 315-792-7803
Fax: Fax Number	Pages: 1
Company	Date: 2026-06-23
Re: Subject Line	
Comments: Comments	

8. Click the **Submit** button. When you have completed entering your information.