

Weekly Tech Tip: How to Fax online

Have you ever needed to use Fax to submit documents to a department but did not have a fax machine laying around somewhere that you could use?

Faxzero.com allows you to send five faxes per day, up to three pages each, at no cost. You will just need to upload the PDF you want to send.

If you have a physical document you need to convert into a PDF, you can do so by using the tutorial below:

[How to capture physical documents digitally and share it electronically](#)

Once you have followed the tutorial and have the PDF in your ENMU OneDrive, all that will be left to do is to download it to your local machine so you can attach it as a file to Faxzero.com

Additional technical training materials can be found at:

<https://enmu.edu/workfromhome>

<https://enmu.edu/schoolfromhome>

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

– ENMU Portales Help Desk & ITS Technical Trainer