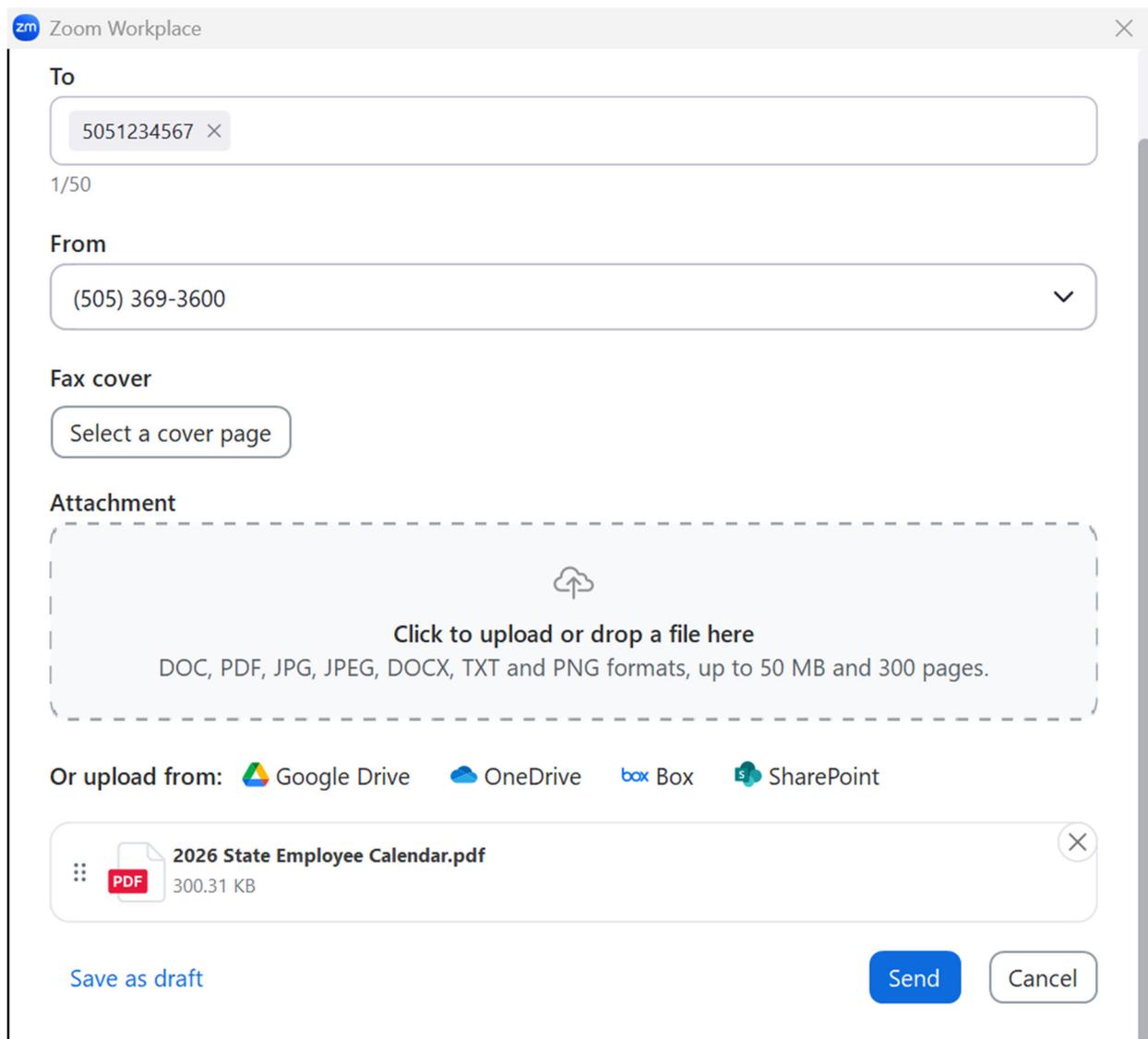


## How to send a Fax using Zoom Phone Desktop App

1. Sign in to the Zoom desktop app.
2. Click the **Phone** tab.
3. Click the **Fax** tab.  
You will be directed to the default **Inbox** tab.
4. Click **+ New Fax** to send a fax.
5. In the **To** enter the 10-digit Fax Phone number.
6. Click **Select a cover page** (Optional)
7. **Attachment** Click to upload or drop a file here
8. Click Send



The screenshot shows the Zoom Workplace interface for sending a fax. The window title is "Zoom Workplace". The "To" field contains the number "5051234567" with a close button. Below it is a character count "1/50". The "From" field contains the number "(505) 369-3600" with a dropdown arrow. The "Fax cover" section has a button labeled "Select a cover page". The "Attachment" section features a dashed box with an upload icon and the text "Click to upload or drop a file here" and "DOC, PDF, JPG, JPEG, DOCX, TXT and PNG formats, up to 50 MB and 300 pages." Below this, there are links for "Or upload from:" with icons for Google Drive, OneDrive, Box, and SharePoint. A file selection box shows a PDF file named "2026 State Employee Calendar.pdf" with a size of "300.31 KB". At the bottom, there is a "Save as draft" link, a blue "Send" button, and a "Cancel" button.

Zoom Workplace

To

5051234567 ×

1/50

From

(505) 369-3600

Fax cover

Select a cover page

Attachment

Click to upload or drop a file here

DOC, PDF, JPG, JPEG, DOCX, TXT and PNG formats, up to 50 MB and 300 pages.

Or upload from: Google Drive OneDrive Box SharePoint

2026 State Employee Calendar.pdf  
300.31 KB

Save as draft Send Cancel