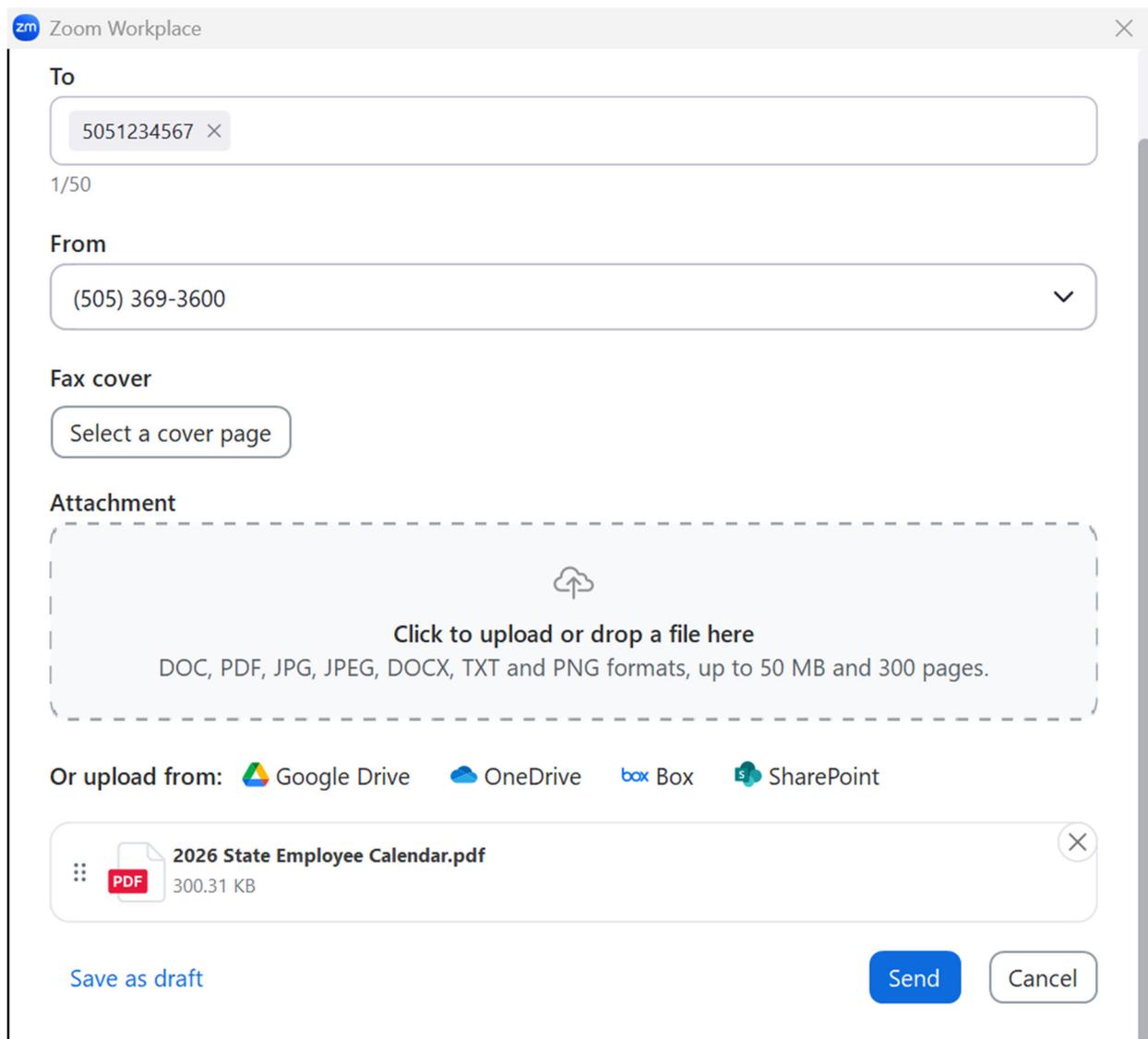# How to send a Fax using Zoom Phone Desktop App

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