

# How to Send a Fax with Microsoft Vista

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## Introduction

Just as Windows XP allowed you to send a fax through your computer, you can send a fax with Microsoft Vista. This popular feature has been held over from the earlier operating system so that computer users can fax important documents without buying a stand-alone fax machine. Here's how to send a fax in Vista.

## Instructions

Difficulty: Moderately Easy

### Steps

#### Step One

Connect your computer's dial-up modem. Check that your phone line is securely connected to your computer.

#### Step Two

Click the Vista "Start" button, select "All Programs," and then select "Windows Fax and Scan."

#### Step Three

If you haven't sent a fax before, the Fax Setup Wizard will appear. Follow the on-screen instructions to set up your computer to send and receive faxes.

#### Step Four

When the fax program opens, click "Tools," and in the dropdown menu select "Fax Accounts" and click on "Add" to complete the process of establishing the fax. connection.

#### Step Five

To send a fax, select "New Fax" on the toolbar and enter a recipient and fax number when the window opens. The "To" field in the fax window is linked to addresses stored in Outlook or in the Windows Address Book so it can easily retrieve your contact's fax number and enter it in this field. Manually enter the name and number if it's not in the address book.

#### Step Six

Enter your fax message, then hit "Send." You've sent a fax in Vista.

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