

# Sending Faxes

To send a fax on campus, just follow these steps:

- Download the [Fax Transmittal Form](#) (Word Document), print it off, and fill it out
- Take your fax, along with the filled out form, to the front desk (WCC Link entry)
- Talk with one of the receptionists and have them send the fax for you

If you have any questions, please contact the helpful persons at the front desk!

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