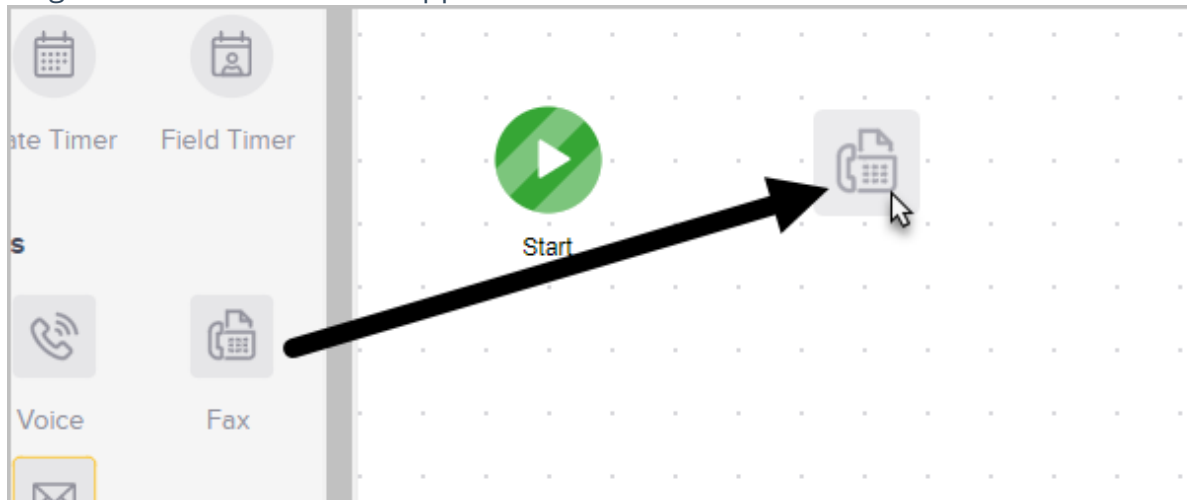


# Campaign Sequence - Fax

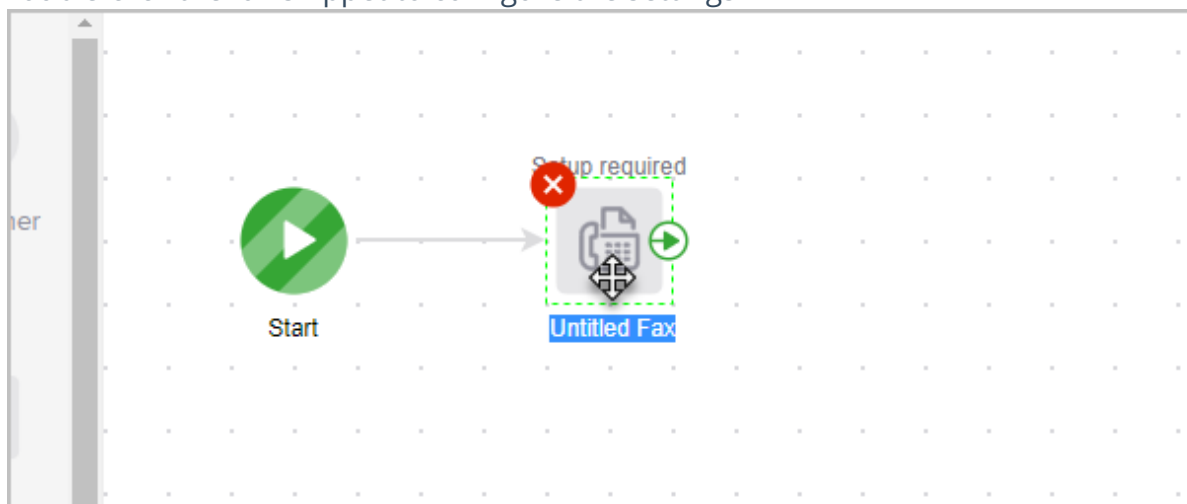
Follow the steps below to add a fax communication as part of a campaign sequence.

**Important Note!** Using a fax may result in extra charges. Please note that in the snippet the cost of using the Fax snippet will be displayed.

1. Drag a Fax communication snippet onto the canvas



2. Double-click the fax snippet to configure the settings



3. Upload the file(s) to send out as a fax

**Please Note:** Merge fields are not available for fax communications!

4. Read the Billing & Legal information and check the boxes, if agreeable

**Files to Send**

File 1

Company: DFY Event Follow-Up ▼

Preview

Upload File

File 2

Please select a file ▼

Preview

Upload File

File 3

Please select a file ▼

Preview

Upload File

**Billing & Legal**

☒

I understand that Fax sending costs \$0.12/page.

☒

I have read and agree to the [Acceptable Use Policy](#)

5. (Optional) Send a test to a user in the system
  6. When complete change the status from Draft to Ready
  7. Click **Back to Campaign** and publish your changes
-