

To Send a Fax via Email:

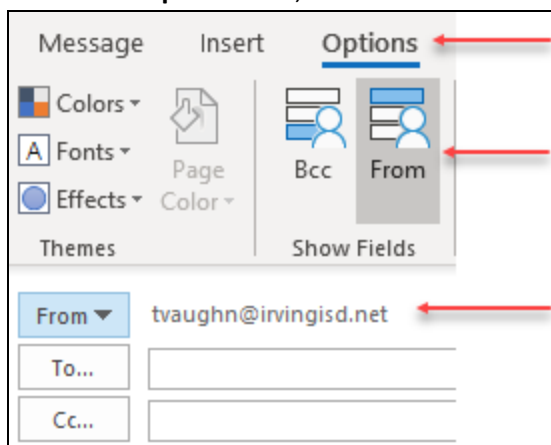
Your new fax email address will be located at the bottom of your Outlook folder and will have your school code or department code next to the word Fax. See example below:

> Fax 861 Tech

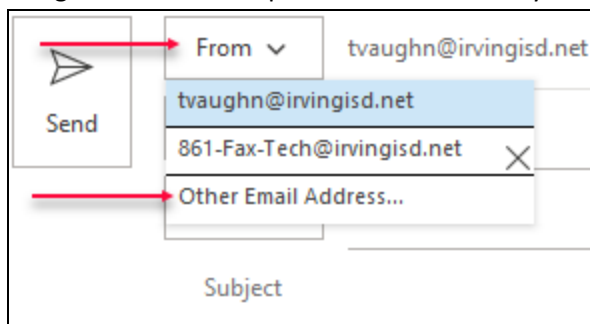
ADD NEW FAX ACCOUNT FOR NEW EMAILS: (you will only need to do this once)

Start a new email message.

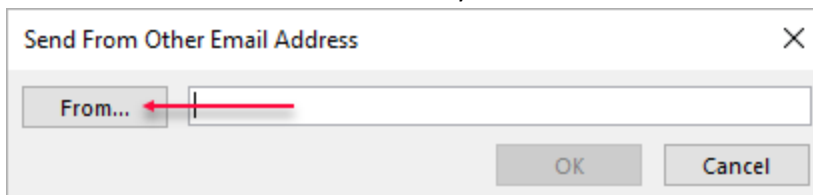
Under the **"Options"** tab, select **"From"**.



Using the **"FROM"** drop down arrow next to your email address, select **"other email address"**.



Select the **"FROM"** box. This will take you to the district **Global Address List**.



Search for your new **fax email account**, choose your fax name and select “OK”. (reminder-your new fax account name will be located at the bottom of your Outlook folder).

Choose Sender: Offline Global Address List

Search: ☒ Name only ☐ More columns Address Book

Fax 101 Go Offline Global Address List - tvaughn@irvii Advanced Find

Name	Title	Business Phone	Location
Fax 101	Fax		
Fax 102	Fax		
Fax 103	Fax		
Fax 105	Fax		
Fax 106	Fax		
Fax 107	Fax		
Fax 108	Fax		
Fax 109	Fax		
Fax 111	Fax		

NOTE: UPDATED INSTRUCTIONS:

In the “To” field, type 1 + the phone number of the fax that will receive your document followed by @efaxsendsecure.com. When typing in the fax number, DO NOT include dashes or brackets.

Example: 19722155468@efaxsendsecure.com

File Message Insert Options Format Text Review

Clipboard Basic Text

Send

From 861-Fax-Tech@irvingisd.net

To 19722155468@efaxsendsecure.com

Cc

Subject

FAX TEST SHEET.docx 12 KB

You may now enter information in the SUBJECT if needed, but **NO** content may be in the **BODY** of the email. Be sure to **remove any signatures or business information** that is automatically inserted into your new emails.

ADDING ATTACHMENTS:

You can add multiple attachments to the fax. When sending multiple attachments, the first attachment will be received by the recipient as the first page of the fax (**this should be your cover page**). Once the page(s) of the first attachment have completed, the first page of the second attachment will be the next subsequent page received by the recipient and so on.

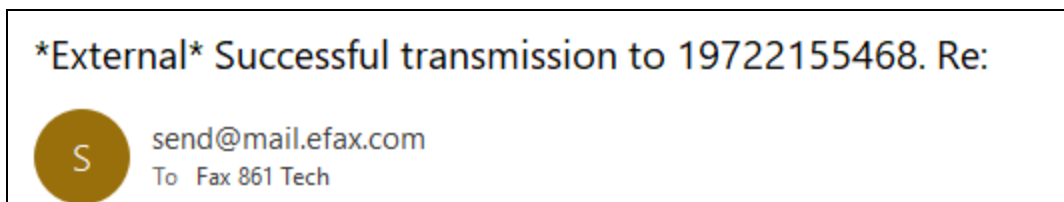
You may receive this message: **“Do you want to send the message without a subject?”**



Choose **“Send Anyway”**

CONFIRMATION EMAILS:

An email will be received from **“send@mail.efax.com”** indicating the status of your fax.



All documents you fax (outbound) are confidential and in YOUR “sent” folder, not the fax email account.

RECEIVED FAXES (inbound):

Faxes received will show the following sender information:

***External* New fax from: "PORTLAND, OR" <9712751300>**



donotreply@aff-com.com
To: Tracy Vaughn

Email address for incoming faxes



1585746281.5820.pdf
7 KB

Date and Time of incoming fax

Enclosed, please find a new fax from: "PORTLAND, OR" <9712751300> Received & processed: Wed, 01 Apr 2020 08:05:15 -0500
On: VM137-primary.iring.aff-com.com
Via: 9722155468
For extension: Telecom Fax (8968)

All received faxes (inbound) may be viewed by any authorized user on your fax to email account.

- Once your fax is received, drag and drop the fax into YOUR email INBOX.
- If you opened a fax that was not yours, right click on the email and select "Mark as Unread" so other users on the email account will see the new email in the Inbox.
- All faxes are deleted after 30 days. You will receive an email once a month with the fax to email instructions and a reminder that all faxes will be deleted after 30 days.

Adding your FAX INBOX folder to your Favorites list (optional):

To view the Fax email "INBOX" in your Favorite Outlook folders: Right click on the FAX **INBOX** folder and select **Add To Favorites**.

▼ Fax 861 Tech

Inbox

Drafts

Sent Items

Deleted Items

Archive

Open in New Window

New Folder...

Rename Folder

Copy Folder

Move Folder

Delete Folder

Mark All as Read

Clean Up Folder

Delete All

Add to Favorites

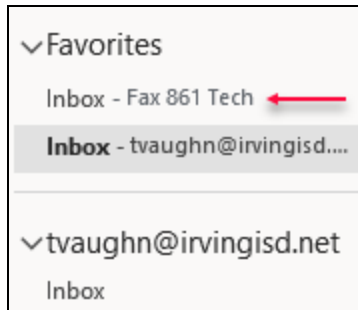
Sort Subfolders A to Z

Move Up

Move Down

Properties...

Now your new fax account is seen at the top of your Outlook folders.



UPDATING USERS OR REPORTING PROBLEMS:

- o email to techsupport@irvingisd.net add fax, efax or fax to email in the subject line
- o OR use <https://techsupport.irvingisd.net>
 - Category 1 select *Communication Systems*
 - Category 2 select *Telephone Service*

-Irving ISD Technology Services Department