

Receiving a Fax via Outlook

Any fax sent to the office's assigned fax number will be received in PDF format by the general account in Outlook.

Sending a Fax via Outlook

1. Open a new email in the office's general account or an authorized individual account.

NOTE: Individual account access must be authorized to use this service. If you receive an error message, submit an IT Service Desk Ticket.

2. If you want to utilize a cover page, enter the desired verbiage in the email body (optional).

NOTE: If you enter verbiage in the email body (ex., cover letter), it will appear as the first page in the fax. If the body of the email is blank, only the attached documents will appear in the fax.

3. Attach the documents in the desired order.
4. In the "To:" field, enter "1" followed by the recipient's fax number followed by "@us.rfax.net." Ex.: "12128661956@us.rfax.net"
5. Click the **Send** button to send the fax.

NOTE: If faxing internationally, you must include the country code.

Supported Formats

You can fax a variety of document types, including:

- **Text formats:** DOC, PDF, TXT
- **Spreadsheets:** XLS, XLSX
- **Presentations:** PPT
- **Images:** JPEG, GIF, TIFF, BMP, PNG
- **Web pages:** HTM, HTML (excluding JavaScript)
- **Print files:** PS, PCL

Sending to Multiple Recipients

Consider a **distribution list** if you need to fax multiple people.

1. Create a simple text file (distribution-list.txt) with fax numbers.
2. Attach this list to your email along with the fax documents.
3. Send your email to list@us.rfax.net.

You'll receive just one consolidated report instead of multiple individual confirmations.

Delivery Reports

After your fax is sent, you'll receive a report with all the details—how many pages were sent, delivery status, and any errors if applicable. Reports can be in text or HTML format.

Requesting Assistance

If the printer and/or fax via Outlook is down, submit an IT Service Desk Ticket or call the IT Service Desk at 714-845-8895.