



Tips for some features

Create a New Document to Send:

- Click the **New Document** button. This opens the **Fax Information** dialog box.
- Add fax number or click the arrow next to Fax Number, select E-mail Address and type the recipient E-mail address.
- Specify your cover sheet notes and options, file and library document attachments, and other sending preferences.
- Click **Send** to send the document.

Attach Files to Your Document:

- In the **Fax Information** dialog box, click the **Attachments** tab.
- Click the **Browse** button to search for the files to attach. Each selected file is displayed in the **Select Attachments** list.

Create an Individual Phonebook Entry:

- Click the **Open Phonebook** button in the FaxUtil toolbar.
- Click **New Entry**. Enter a name for the phonebook entry in the **ID** box and a fax number in the **Fax Number 1** box.

*The Same process is used to create an e-mail address Phonebook entry, just click the arrow next to **Fax Number 1** and select **E-mail Address** on the*

Forward an Existing Fax to New Number:

- Select the **Fax** to forward.
- Click the **Forward to New Number** button in the toolbar, and then complete the address boxes in the Fax Information dialog box.
- Click **OK** to send.

More to do with RightFax

Delegate Your Fax Account:

You can delegate roles so that your colleague can view your faxes. Delegating your fax mailbox can benefit you in many ways especially if you are out of the office

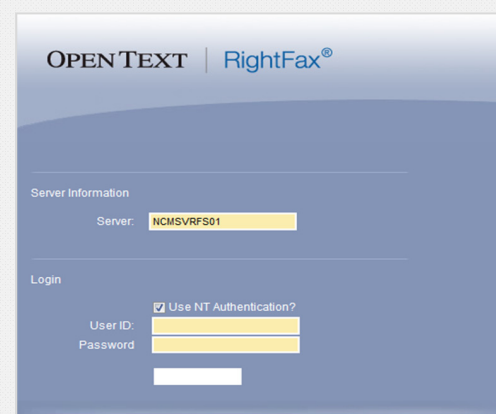
- Go to the **Tools** from menu toolbar
- Click **Delegates**, and choose the username from the list
- Click on >> sign to move the user from/to the delegate list. Also **DoubleClick** can be used to achieve the same result.

Send Fax from Microsoft Outlook:

- Click the **Send a Fax** button in the Outlook toolbar.
- Under **Fax Address**, type the recipient details as similar to do using FaxUtil and press **Add Recipient** Button.
- Attach the document as in the same way as you would normally attach a document to an email

Use Fax Service from Internet Explorer:

- In **Internet Explorer**, open the URL: <http://efax.uaeu.ac.ae/webutil>.
- Login with the domain username/password. You can add the URL into your trusted websites so you will not be required to re-type your credentials as you have already logged in on your PC with your UAEU account.



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