



INBOUND FAXING

1. If your department/division has a need for a dedicated **inbound** fax number, please contact the ITS Helpdesk (784-HELP) with the request. Since incoming faxes are re-directed to our email services, please also specify the proposed workflow:

For example:

Should the incoming fax be re-directed to an email address for :


- One specific individual
- Multiple emails
- Email distribution group

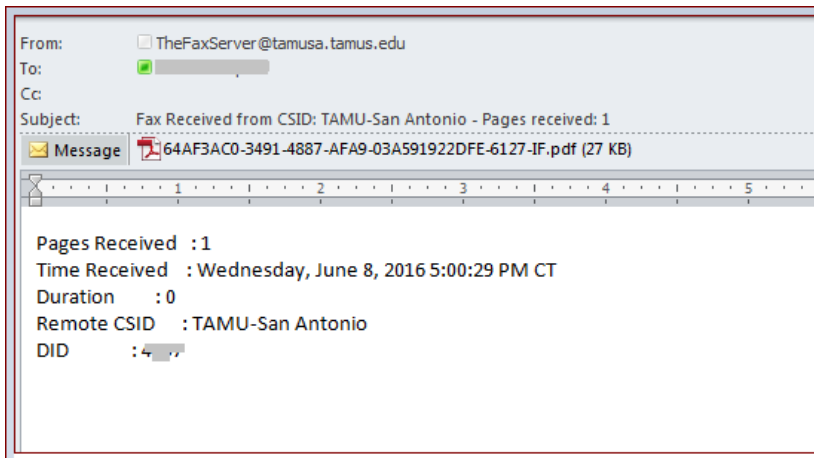
If you need help determining the best course of action, we will be happy to discuss alternatives. In deciding the above, please take into consideration privacy and confidentiality issues.

2. ITS will dedicate a phone number for Inbound faxes and associate that number with an individual email account or a group.
3. Any faxes received will be forwarded to your Microsoft Exchange email Inbox (see example in figure below) as an attachment.

The sender email is specified as: "TheFaxServer@tamusa.tamus.edu"

Example:

 TheFaxServer@tamusa.tamus.edu Fax Sent to [\[REDACTED\]](#)

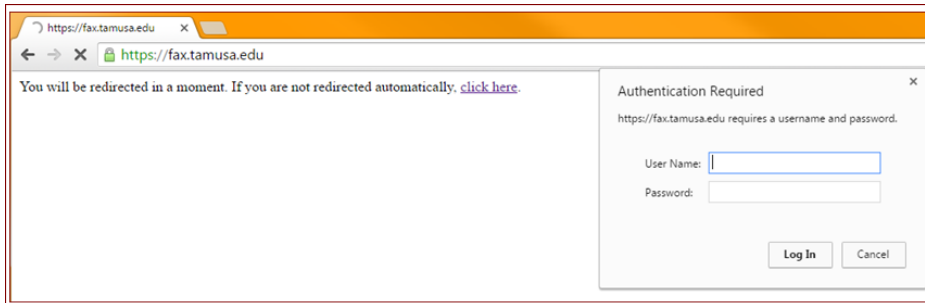




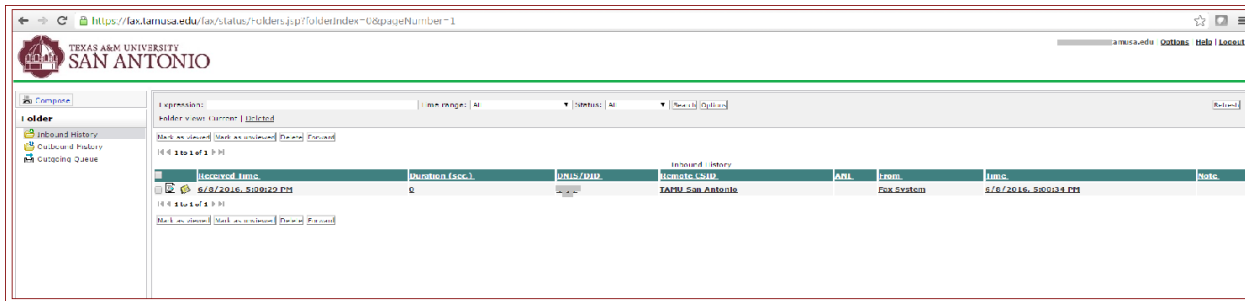
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4. Incoming faxes are also listed in the Inbound History folder as shown below
<https://fax.tamusa.edu>

Log in with your TAMU-SA domain credentials



After you log in, click on Inbound History



5. Clicking on the specific item listed in the history above will open a window similar to the one illustrated below. Notice that in addition to providing you with details of the fax transaction, it also allows you to view the Fax (click on the View fax link).

