OUTBOUND FAXING

1. Go to the following website:

   https://fax.tamusa.edu
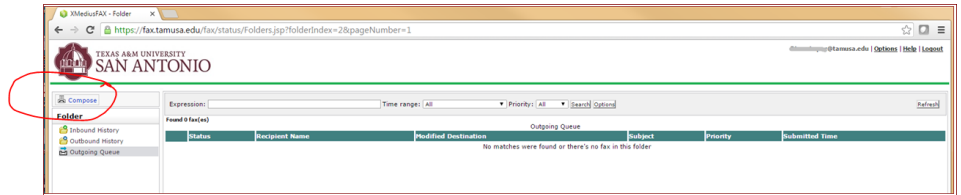
   A pop-up box will appear. Enter your windows login Information.
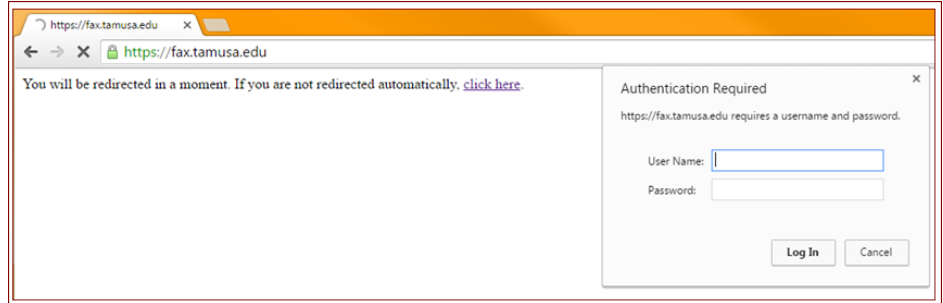
2. After you have successfully logged in, you should see the Fax portal displayed.

3. To compose a Fax, click on the [**Compose**] button on the top left.

   NOTE: *If you do not see the [**Compose**] button, then it could be that your browser is not compatible, try using a different browser, such as Chrome or Firefox.*

4. Enter the Recipient details:
   Name:
   Company:
   Fax Number:

   NOTE: For **Fax Number**:
   If it is a **LOCAL**, fax number, you must supply the **210** area code, enter the 10 digit number.
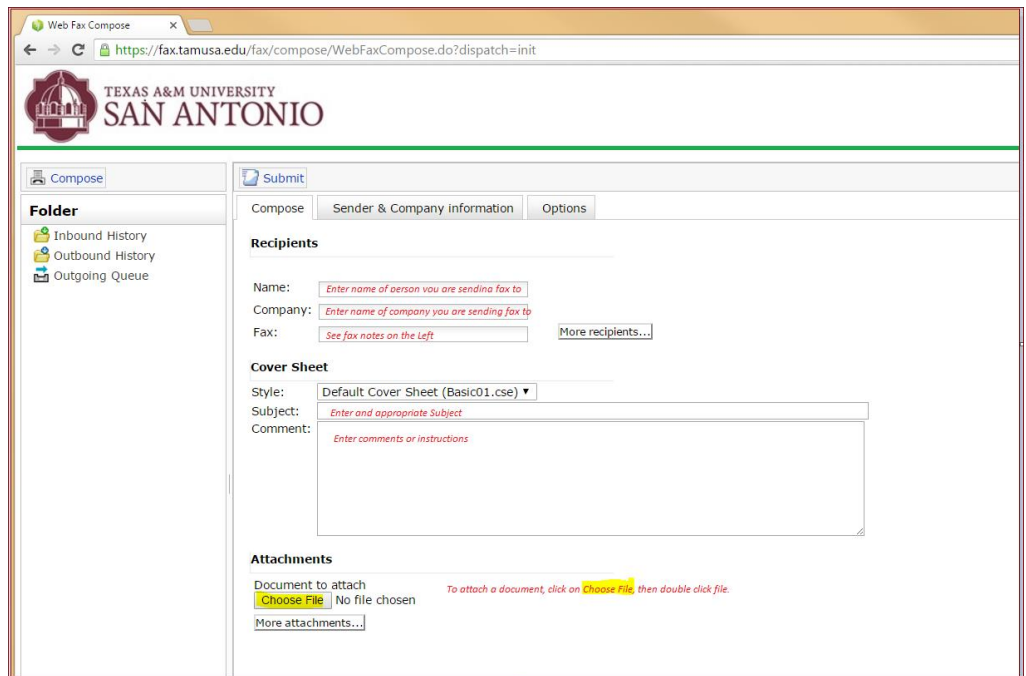   *Example:* **2105553232**

   If it is a **LONG DISTANCE**, enter 10 digits, the area code + 7 digit number
   Example: **9795551212**

   ALWAYS leave out the dashes.
   DO NOT enter any other prefix, such as a 1, 8, or a 9

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5. To customize a cover sheet, click on the "Sender & Company Information". You can then customize with additional information.

   You will then click on the radio button. "Use custom sender and company information"

6. To send the fax, click on the [**Submit**]

7. After you click [**Submit**], you should see the submission confirmation on the right.

8. You can verify the status of the fax by choosing the Outgoing Queue on the left pane.

9. After the fax has been successfully sent, you should receive a confirmation from:
   "TheFaxServer@tamusa.tamus.edu"
   in your email.

OUTBOUND FAXING

10. You can track the history of your Outbound Faxes by clicking, **Outbound History**.

Outbound History:

(**NOTE:** if you or your department has been   assigned and "Incoming" fax number, you can click on **Inbound History** to track your Incoming Fax history)

Inbound History: