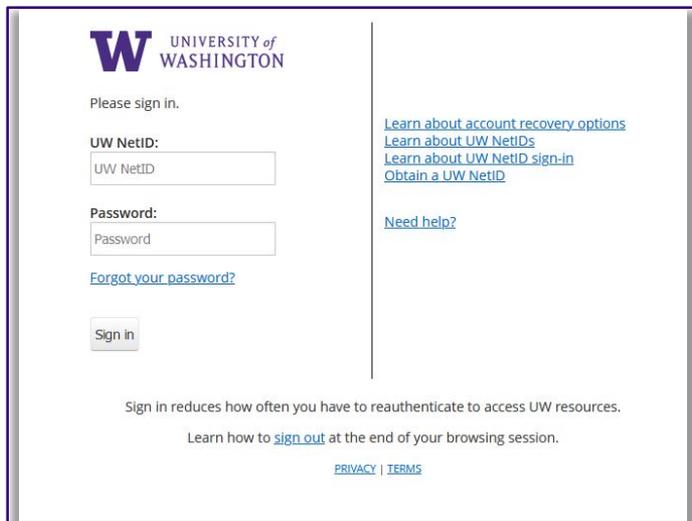


UW-IT eFax Service:

Composing a Fax using the Web Interface

Composing a Fax using the Web Interface

1. Sign into the UW-IT Fax Server's Web Interface
<https://fax.uw.edu/fax>
2. Enter your NetID credentials or Group account information



UNIVERSITY of WASHINGTON

Please sign in.

UW NetID:

Password:

[Forgot your password?](#)

[Learn about account recovery options](#)
[Learn about UW NetIDs](#)
[Learn about UW NetID sign-in](#)
[Obtain a UW NetID](#)

[Need help?](#)

Sign in reduces how often you have to reauthenticate to access UW resources.
Learn how to [sign out](#) at the end of your browsing session.

[PRIVACY](#) | [TERMS](#)

or



UNIVERSITY of WASHINGTON

Email Address :

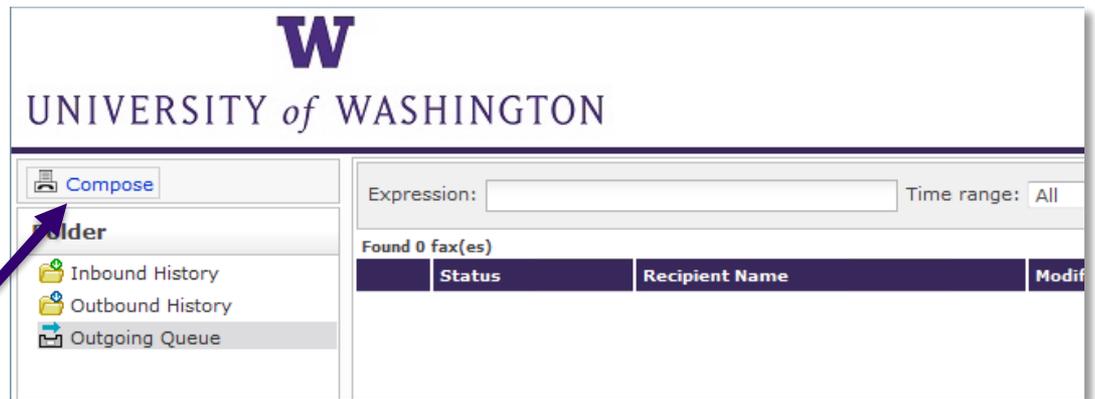
Password :

Stay signed in



Composing a Fax using the Web Interface

3. The default view will be displayed:



4. Click **Compose**



Composing a Fax using the Web Interface

On the Compose tab:

5. Enter Recipients Name, Company, and Fax number

6. Select Cover Sheet, and enter Subject and Comments

W
UNIVERSITY of WASHINGTON

Compose Submit

Compose Sender & Company information Options

Folder

- Inbound History
- Outbound History
- Outgoing Queue

Recipients

Name:

Company:

Fax:

Cover Sheet

Style: Default Cover Sheet (Basic_With_UW_Logo.cse) ▼

Subject:

Comment:

Attachments

Document to attach

No file selected.

7. Browse to the document you want to fax



Composing a Fax using the Web Interface

8. To send, click Submit

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Compose

Folder

- Inbound History
- Outbound History
- Outgoing Queue

Submit

Compose Sender & Company information Options

Recipients

Name:

Company:

Fax:

Cover Sheet

Style: Default Cover Sheet (Basic_With_UW_Logo.cse) ▼

Subject:

Comment:

Attachments

Document to attach

No file selected.

Fax submitted

Fax successfully queued for delivery; Broadcast ID is C7990C86F2-8C02609A21C5-109-BR

New Recipients

The following recipients do not exist in your personal contacts, the contacts you want to add:

Tyler, UW, 2068973440

9. A confirmation is displayed, click OK to complete and open the outgoing queue.



UW-IT eFax Service

Questions:

For questions about the UW-IT eFax Service please visit IT Connect (<https://itconnect.uw.edu/>) or call Customer Service at 206-221-5000.