OpenText™ RightFax and Microsoft® Outlook®

Quick reference guide to sending and receiving faxing with email

Contents

OPENTEXT™

RightFax

RightFax Connector for Microsoft® Exchange®

The RightFax Connector for Microsoft Exchange enables users of Exchange Server to conveniently send, receive and manage faxes within Microsoft Outlook and review the real-time fax status of a transmission. Users can organize faxed documents in Outlook, and companies can optionally archive them via Exchange.

Sending a fax is as easy as sending an email. Viewing a fax is as easy as viewing an email.

The RightFax functionality for Microsoft Outlook toolbar provides quick access to start faxing within email.
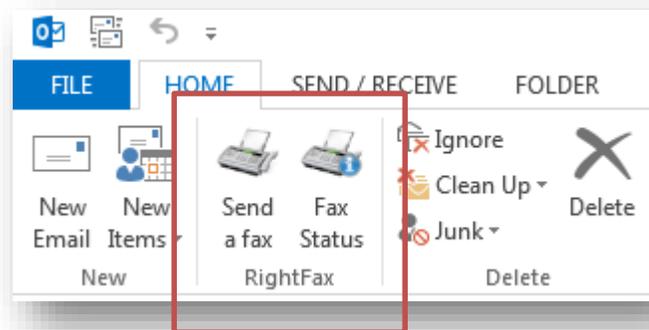
Let's get started and see how you can use RightFax with Microsoft Outlook to quickly and easily fax within email!

Creating and Sending Faxes

Create a New Fax

RightFax Connector for Microsoft Exchange can be used to create new faxes within Outlook with a variety of attachments types and destination options.

1. Click the **Send a Fax** icon. This opens a new message to prepare the fax message.
2. In the **Fax Addressing** tab, add the fax recipient's name and fax number, other fields are optional.

3. Click **To** to quickly and easily create a proper address for the outbound fax to be sent via RightFax.

4. You can add more recipients to the Fax Addressing tab if necessary.

Add a Cover Sheet

Cover sheets are optional for every fax sent from RightFax. The cover sheet can contain additional notes intended for the recipient.
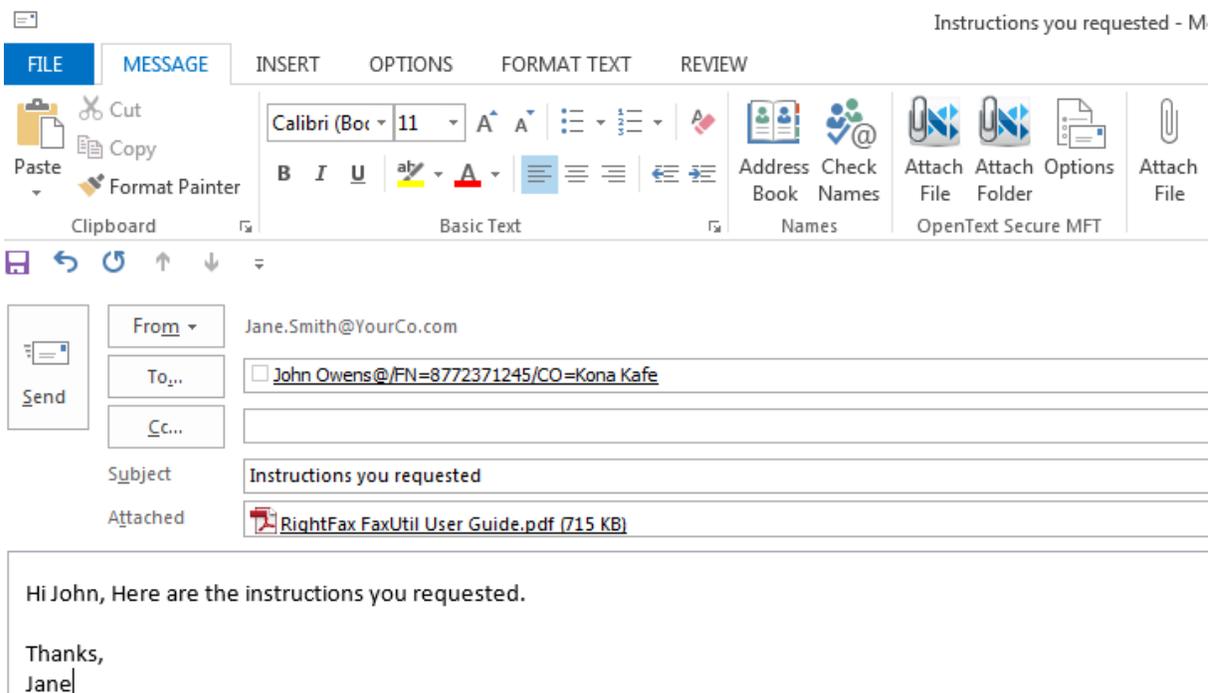
1. In the **Cover Sheet** tab, select **Use Cover Sheet**.
2. You can optionally include the sender's information in the **From** section.

3. Add any additional notes to the **Subject and Body of the message.**
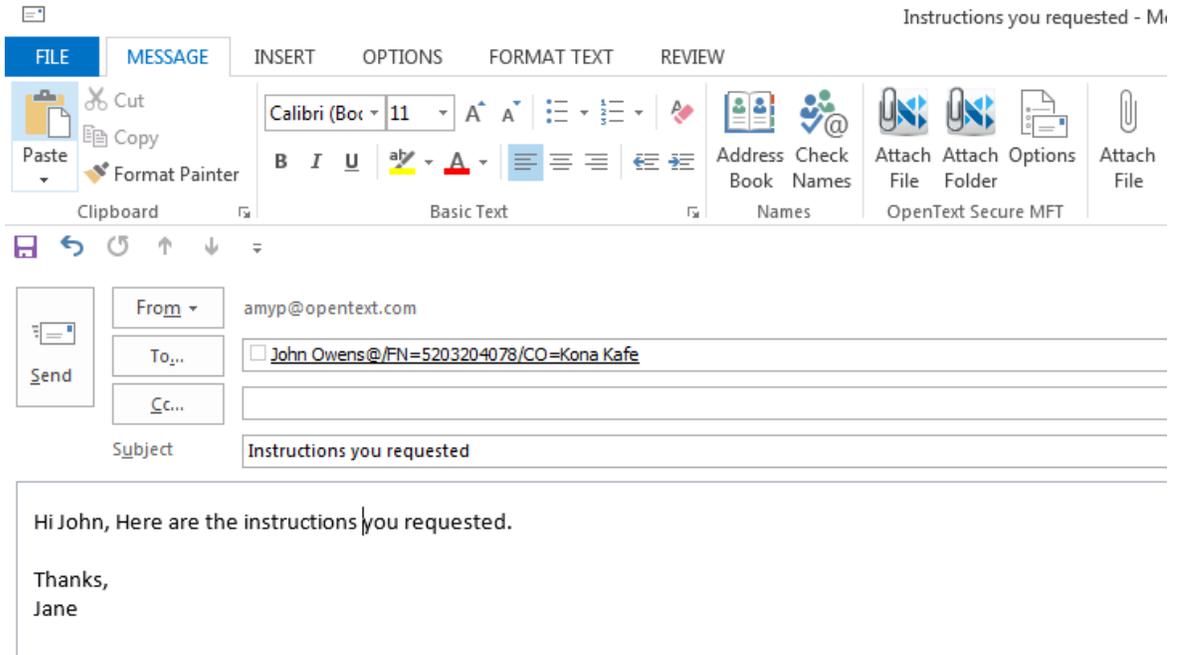
4. **Attach** any documents you wish to fax, just as you would to an email.

5. Click **Send** to send the message as a fax via RightFax.

RightFax Real-Time Fax Status within Outlook

RightFax provides a direct link within Outlook to view your inbound and outbound fax listing for RightFax.

Get a quick view of the real time fax status by clicking the **Fax Status** icon on the Outlook toolbar.

Send a fax   Fax Status

RightFax
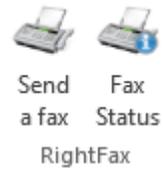
	Date/Time	To/From	Fax Number/ID	Pages/Bytes	Status	Viewed?	Printed?	Billing Code 1
	2/6/2017 11:59 AM			1	OK	True	False	
	2/6/2017 8:33 AM			1	OK	True	False	
	1/19/2017 5:09 PM			1	OK	True	False	
	1/19/2017 1:26 PM			1	OK	False	False	
	1/13/2017 10:52 AM			1	OK	False	False	
	1/12/2017 3:38 PM			1	OK	False	False	
	1/4/2017 9:37 AM			1	OK	False	False	
	1/4/2017 12:14 AM			1	OK	False	False	
	12/26/2016 11:06 PM			1	OK	False	False	
	12/1/2016 9:57 AM			1	OK	False	False	
	11/29/2016 7:56 PM			1	OK	False	False	
	11/29/2016 9:40 AM			1	OK	False	False	
	11/22/2016 5:24 AM			1	OK	False	False	
	11/16/2016 6:49 PM			1	OK	False	False	
	11/12/2016 9:15 AM			1	OK	False	False	
	11/9/2016 11:17 AM			1	OK	False	False	
	11/7/2016 2:23 AM			1	OK	True	False	
	11/7/2016 1:07 AM			1	OK	False	False	
	11/1/2016 9:53 AM			1	OK	True	False	

Real Time Fax Status

File

AMYCAMPOS
  All
  Main
  Trash