

OpenText™ RightFax and Microsoft® Outlook®

*Quick reference guide to sending and receiving faxing with
email*

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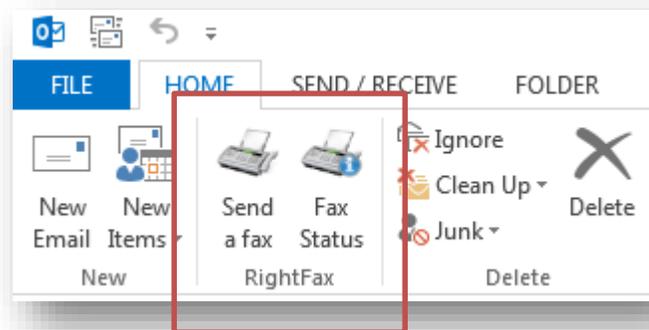
OPENTEXT™
RightFax

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!

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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.

The image shows a screenshot of the Microsoft Outlook message composition window. The title bar reads "Untitled - Message (HTML)". The ribbon includes "FILE", "MESSAGE", "INSERT", "OPTIONS", "FORMAT TEXT", and "REVIEW". The "MESSAGE" ribbon is active, showing options like "Paste", "Clipboard", "Basic Text", "Names", "Attach File", "Attach Folder", "Options", "Attach Item", and "Signature". The "From" field is set to "Jane.Smith@YourCo.com". The "To" field is empty. Below the main composition area, a "Fax Addressing" dialog box is open. The dialog has tabs for "Fax Addressing", "Cover Sheet", "Sending Options", and "Advanced Options". The "Fax Addressing" tab is selected. It contains fields for "Name" (John Owens), "Company" (Kona Kafe), "Fax Number" (8772371245), and "Voice number". There is an "Add recipient:" button with a "To" sub-button. A red callout box points to the "To" button with the text: "Click 'To' to populate the outbound message as a fax".

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

The screenshot shows the 'To' field in an Outlook email composition window. The 'From' field is set to 'Jane.Smith@YourCo.com'. The 'To' field contains a RightFax address: 'John Owens@/FN=8772371245/CO=Kona Kafe'. The 'Cc' field is empty.

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

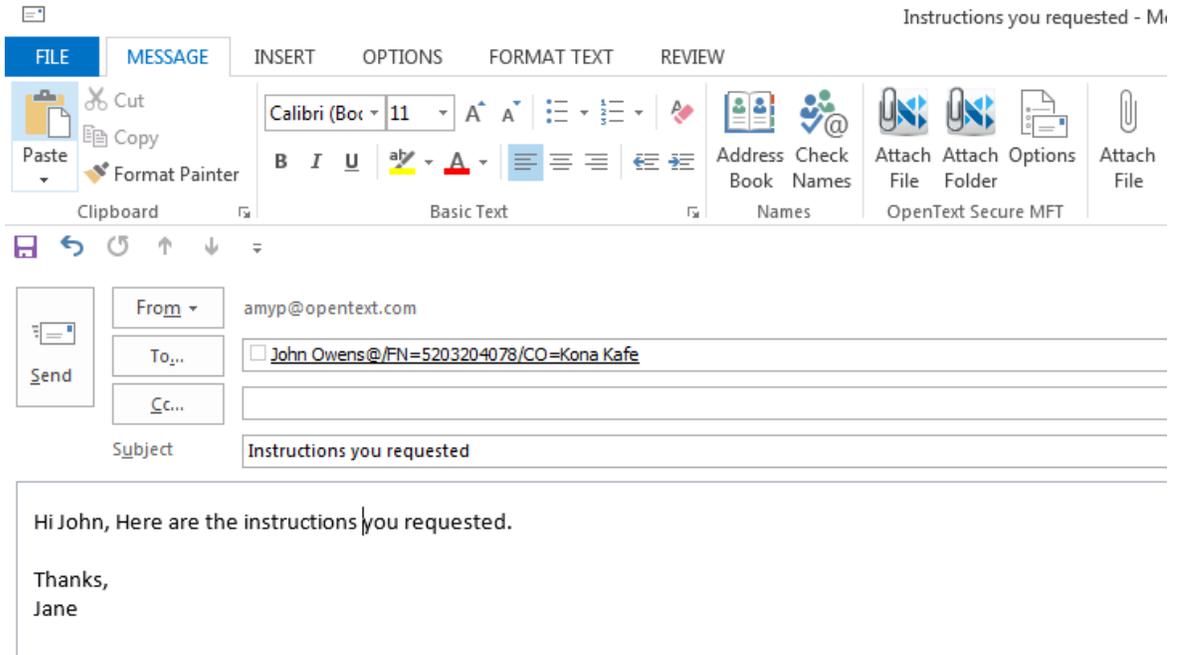
Add a Cover Sheet

Cover sheets are optional for every fax sent from RightFax. The cover sheet can contain additional notes intended for the recipient.

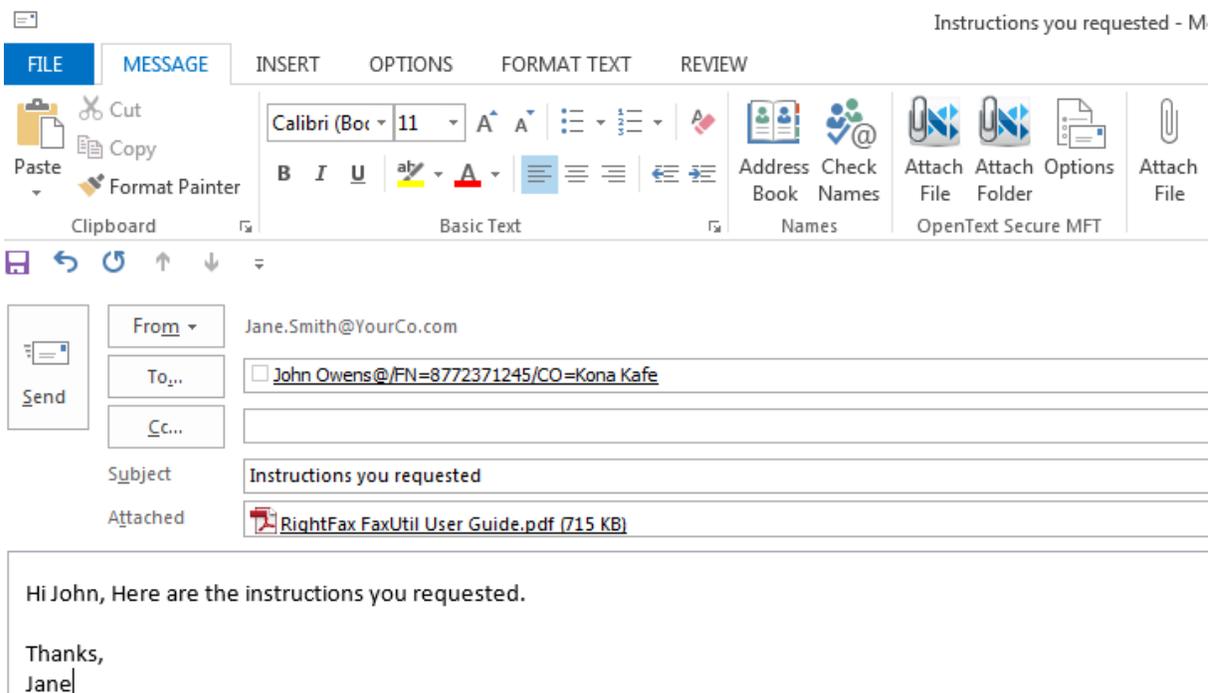
1. In the **Cover Sheet** tab, select **Use Cover Sheet**.
2. You can optionally include the sender's information in the **From** section.

The screenshot shows the Outlook 'Cover Sheet' tab in the 'Fax Addressing' window. The 'Use cover sheet' checkbox is checked and highlighted with a red box. Below it, a dropdown menu shows 'FCS.doc' and a 'Fine mode' checkbox. To the right, a 'From' section is also highlighted with a red box, containing fields for Name (Jane Smith), Fax number (212-555-0900), Voice number (212-555-1210), and Company fax number.

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.

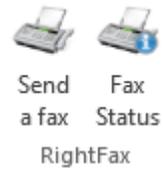


5. Click **Send** to send the message as a fax via RightFax.

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.



| Real Time Fax Status | | | | | | | | | |
|----------------------|---------------------|---------|---------------|-------------|--------|---------|----------|----------------|--|
| File | Date/Time | To/From | Fax Number/ID | Pages/Bytes | Status | Viewed? | Printed? | Billing Code 1 | |
| AMYCAMPOS | 2/6/2017 11:59 AM | | | 1 | OK | True | False | | |
| All | 2/6/2017 8:33 AM | | | 1 | OK | True | False | | |
| Main | 1/19/2017 5:09 PM | | | 1 | OK | True | False | | |
| Trash | 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 | | |