

**RightFax is a web-based app MSU will use to send and receive faxes. From your Windows or Apple computer - simply go to your mymoreheadstate portal. Within Campus Applications, select MSUFax and access using your MSU login and password.**

### Create a New Fax:

1. Click the New Fax **+ New Fax** button. This opens the **Create/Edit Fax** page.
2. In the **Create/Edit Page**, enter the information for the fax. Usually you must enter at least one fax recipient's name, the destination type, and a Fax Number or E-mail Address.

### Attaching Documents:

- With the RightFax solution, sending documents is similar to sending documents through an e-mail.
3. Within the **Create/Edit Fax** page scroll down to **Attachments**.
  4. Click **Attach File** and browse to the file you'd like to send. You can add multiple files to the fax. The documents will be added to the end of the fax, in the order they were selected.

### Sending the Fax:

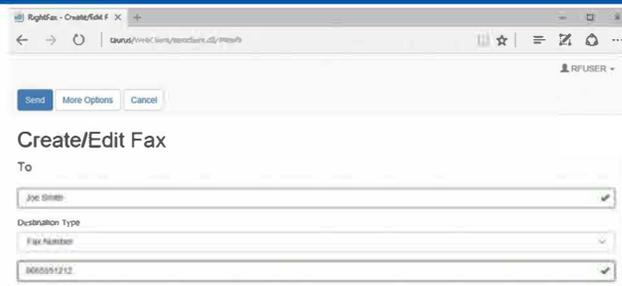
5. Once you've entered the information and attached the files you'd like to fax. Press **Send** to send the fax.

### Adding Entries to Your Phonebook:

You can create a personal phonebook of fax contacts and groups.

1. From the **Home** page, click your user name and click **Phonebook**.
2. Within the Phonebook select **New Entry**.
3. Enter the fax number in the **Destination** field and fill in any other contact information you'd like. Then click **Save**.

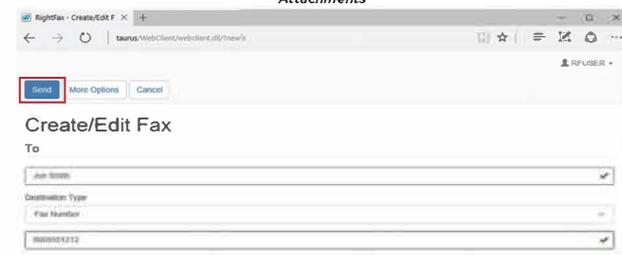
Now you'll be able to choose recipients from the Phonebook when you're creating a new fax.



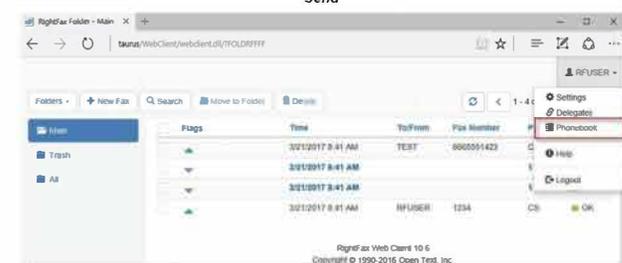
*Create/Edit Fax*



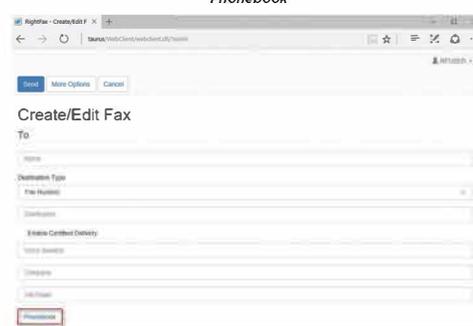
*Attachments*



*Send*



*Phonebook*



*Adding Contacts from Phonebook*