

How to Give Users Access to Fax

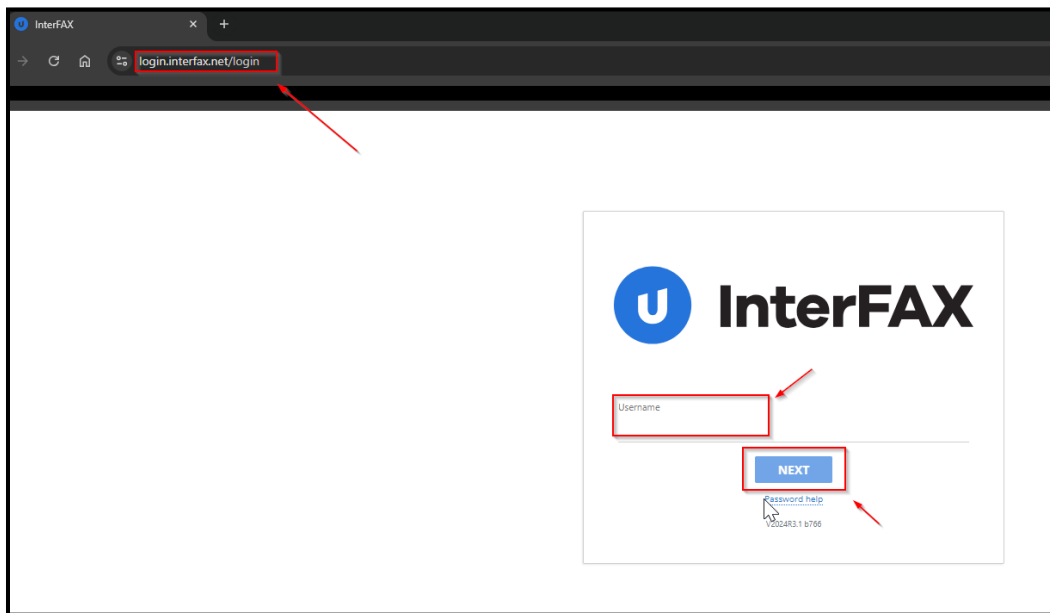
Who can grant access to a user?

1. The IT Helpdesk can grant users access to fax.
2. School Clerical can request permissions so they can also grant access to without having to create an IT ticket.

How to grant access

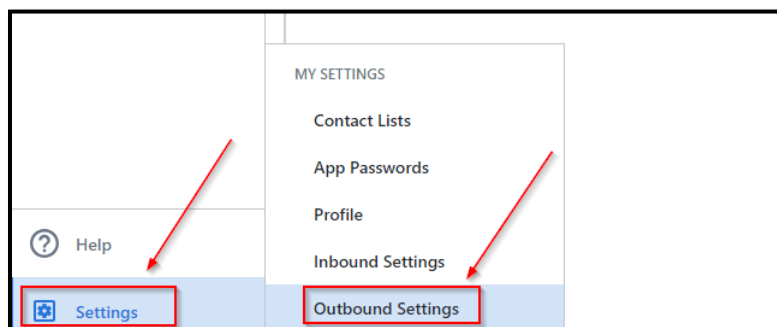
STEP 1: Login to Fax

1. Login to <https://login.interfax.net>
2. Get credentials from the IT department



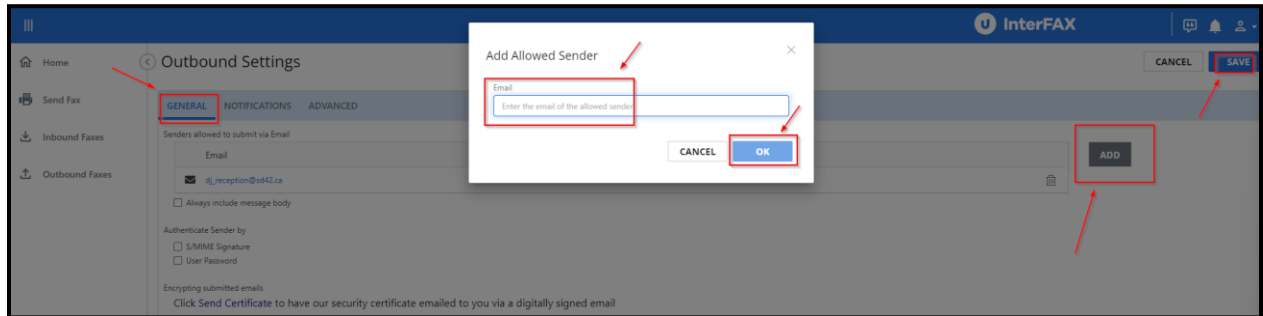
STEP 2: Open Settings

1. Click "Settings" > "Outbound Settings"



STEP 3: Add a User

1. Click “General” > “Add”
2. Enter the user’s email address (use @sd42.ca, not @mrpm.sd42.ca)
3. Click “OK” > “SAVE”



STEP 4: Optionally Remove a User

1. You can remove users from “allowed senders” list by selecting the “Delete” button on the right and click on “SAVE” button to save all the changes and the users won’t have access to “FAX from email” feature.

