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 <u>https://login.interfax.net</u>
- 2. Get credentials from the IT department

U InterFAX × +	
→ C ଲ 😁 login.interfax.net/login	
	U InterFAX
	Username
	NEXT Satsword help V2024R31 b766

STEP 2: Open Settings

1. Click "Settings" > "Outbound Settings"

	MY SETTINGS
	Contact Lists
	App Passwords
	Profile
(?) Help	Inbound Settings
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"

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far Home	Outbound Settings	Add Allowed Sender	×		CANCEL
🖷 Send Fax	GENERAL NOTIFICATIONS ADVANCED	Email Enter the email of the allowed sender			1
🛓 Inbound Faxes	Senders allowed to submit via Email Email				ADD
1 Outbound Faxes	dj_reception@sd42.ca			e L	
	Always include message body			/	
	Authenticate Sender by S/MIME Signature User Password				
	Encrypting submitted emails Click Send Certificate to have our security certificate emailed to	you via a digitally signed email			

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.

	Allowed sender added	U InterFAX	₩ 单 ೭・
Outbound Settings	successfully		CANCEL
GENERAL NOTIFICATIONS ADVANCED			
Senders allowed to submit via Email			
Email			ADD
☑ dj_reception@sd42.ca		<u>ش</u>	
✓ kevin_abma@sd42.ca		<u>ش</u>	
Always include message body			