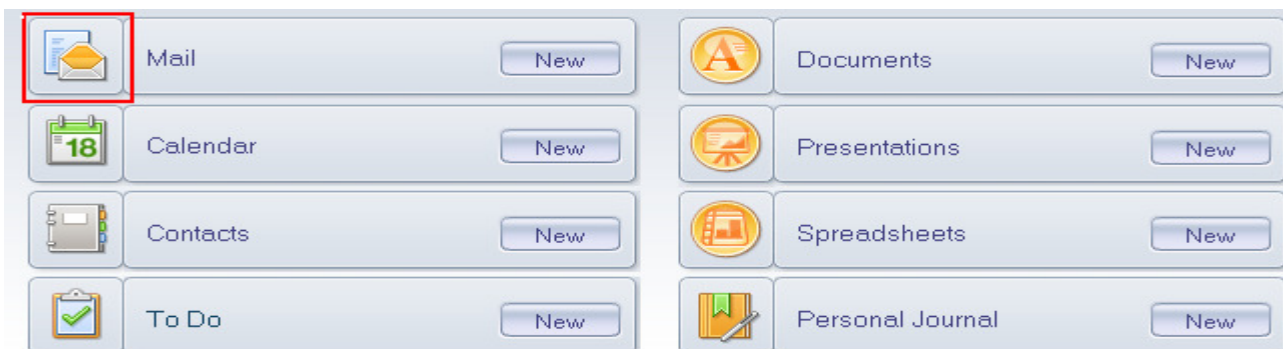


Send & receive fax message in Lotus Notes workstation client
To send a fax message from a mail account

A fax message can either be sent from the allocated mail account or from your personal mail account.

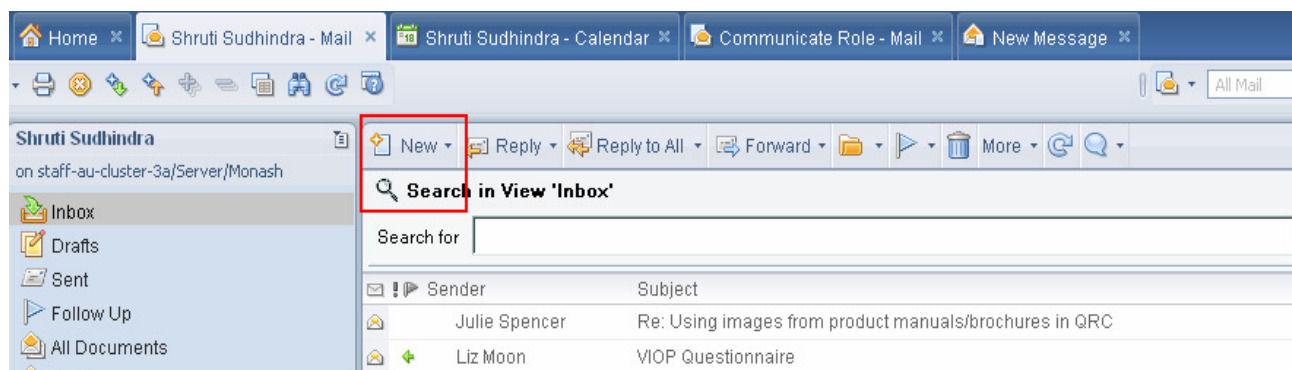
1. Click on the **Mail** icon on the **Home Page**.



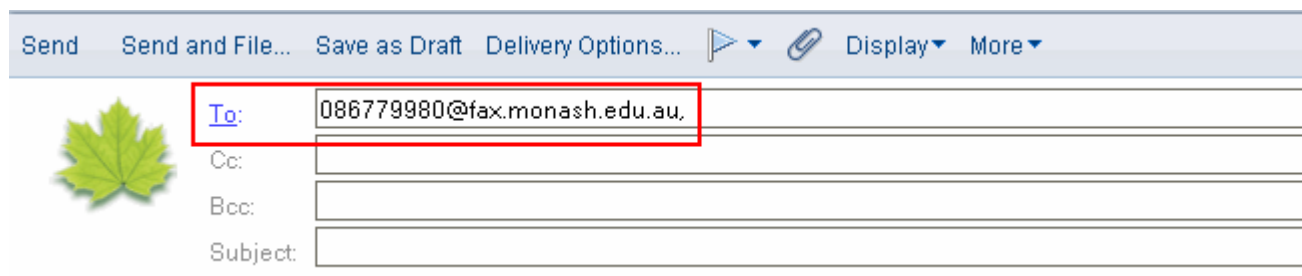
The **Mail** tab will open.

Note: Start the process from the next step, if accessing Lotus Notes via the web client (i.e. via my.monash portal or Monash webmail)

2. Click on the **New** button to create a new message.



3. Type in the fax number of the recipient in the **To:** field.



Tip: Add fax numbers in your **Contacts** in the following format to save time from typing them every time you send a fax message.

For example: "Bob Martin/IT Solutions" <098023365@fax.monash.edu.au>

Fax Destination	Format for entering the fax number
General format to send fax	(recipient's fax number)@fax.monash.edu.au
If you would like to address fax to a specific person	"Name/Company"<recipient's fax number@fax.monash.edu.au> For example: "Bob Martin/IT Solutions"<098023365@fax.monash.edu.au> "Betty Yen/Monash University"<54125@fax.monash.edu.au>
Internal to Monash University	(extension number)@fax.monash.edu.au For example: 51233@fax.monash.edu.au
External to Monash University	0(fax number)@fax.monash.edu.au For example: 091234568@fax.monash.edu.au
Outside Victoria	0(areacode)(fax number)@fax.monash.edu.au For example: 00291234568@fax.monash.edu.au
Outside Australia	0(0011)(countrycode)(areacode)(faxnumber)@fax.monash.edu.au For example: 0001161491234598@fax.monash.edu.au


4. Add details to your fax message as per normal. Type in the subject and message.


Send Send and File... Save as Draft Delivery Options... Display More

 **To:** 086779980@fax.monash.edu.au,
Cc: _____
Bcc: _____
Subject: Timesheet for the week ending 26/11/2007

Attention to : Bob Martin

5. Attach the document that needs to be faxed.

Send Send and File... Save as Draft Delivery Options...  Display More

 **To:** 086779980@fax.monash.edu.au,
Cc: _____
Bcc: _____
Subject: Timesheet for the week ending 26/11/2007

Attention to : Bob Martin



Note: The mail message & attached document constitutes the total number of pages in the fax message.

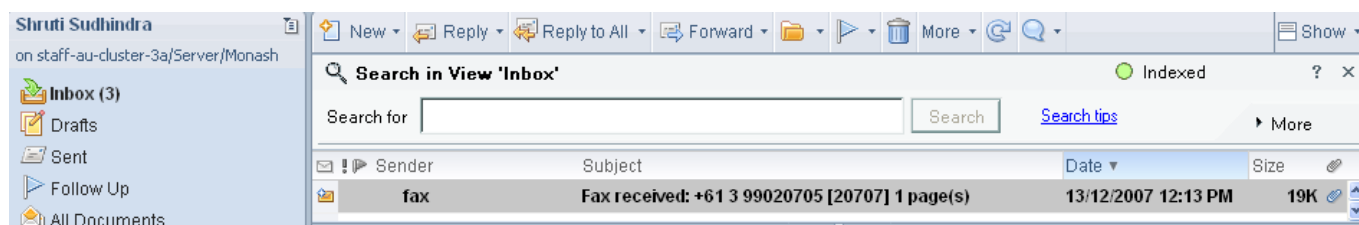
Tip: Maximum size of the attached document is 10 Mb.

6. Click on the **Send and File** button to send your fax message.

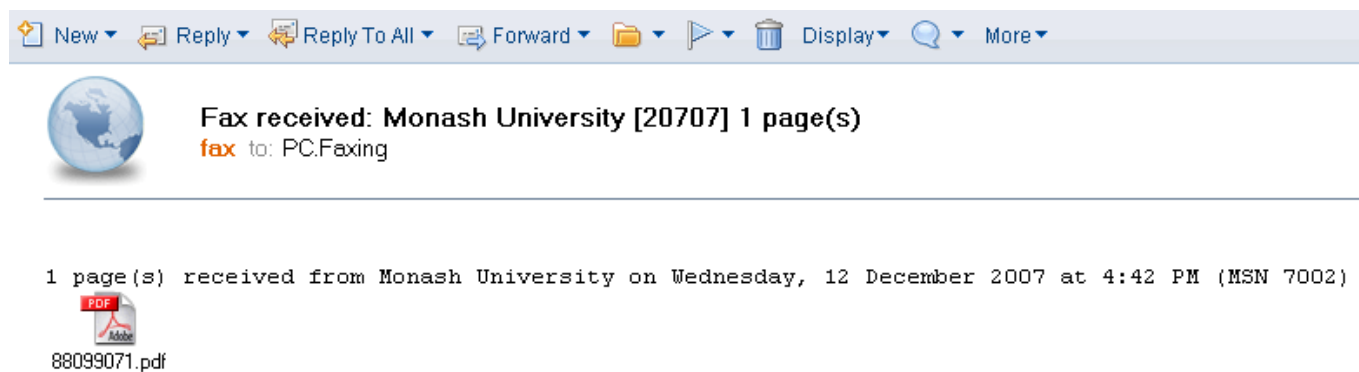
Receive fax message to the allocated mail account

1. A fax message is delivered to the allocated mail account.

Note: A fax is delivered **either** to your individual mail account **or** to a (current or new) shared/group mail account. Please contact your Fax representative if you need further clarification.



2. Open the mail message & attachment to read the fax message.



Procedure to access new shared/group accounts in Lotus Notes workstation client

You may require access to a new shared/group account to send and receive fax messages in your Lotus Notes mail client. For accessing other accounts in Lotus Notes, please refer to the Learning card: Accessing other accounts (user or shared) GE04. Also refer to the Learning card: Setting Up Delegate Access to Shared Mail accounts (MA 30) to give anyone access to the shared account. Both learning cards are located under the 'Collaborating with others' category at <http://www.adm.monash.edu.au/staff-development/ws/it/communication-tools/>.