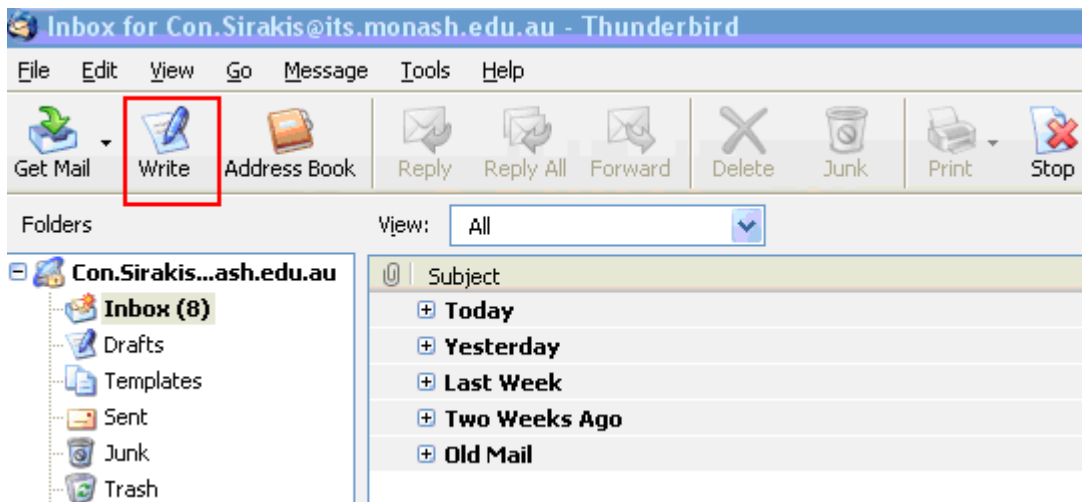


## Send &amp; receive fax message in Mozilla Thunderbird mail client

**To send a fax message from a mail account**

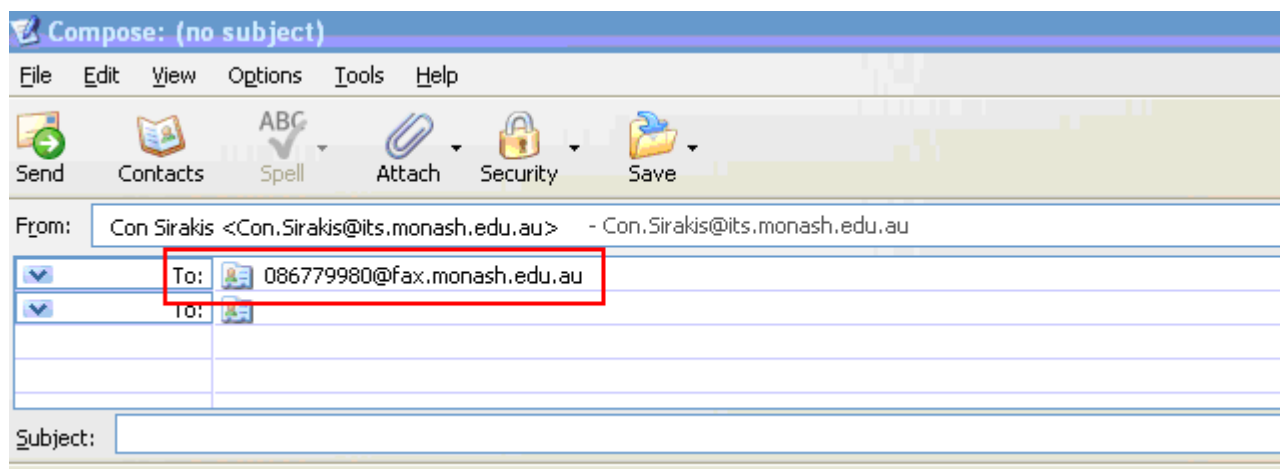
A fax message can either be sent from the allocated mail account or from your personal mail account.

1. Click on the **Write** button to create a new message.



A new message box will open.

2. Type in the fax number of the recipient in the **To** text field.

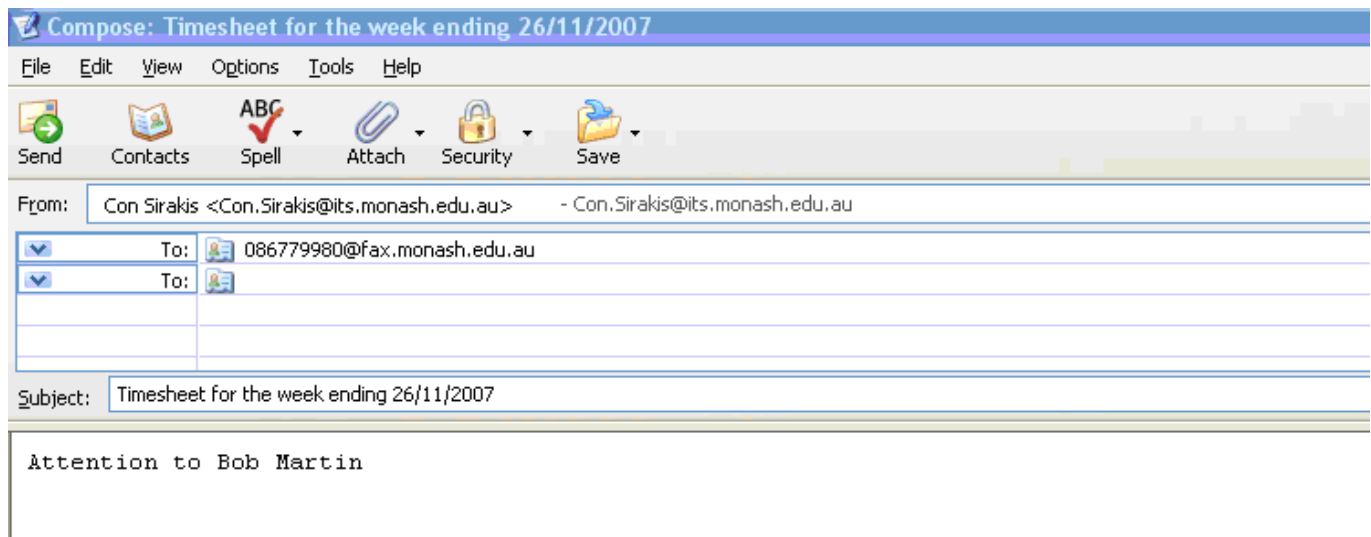


**Tip:** Add fax numbers in your **Contacts** in the following format to save time from typing them every time you send a fax message.

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

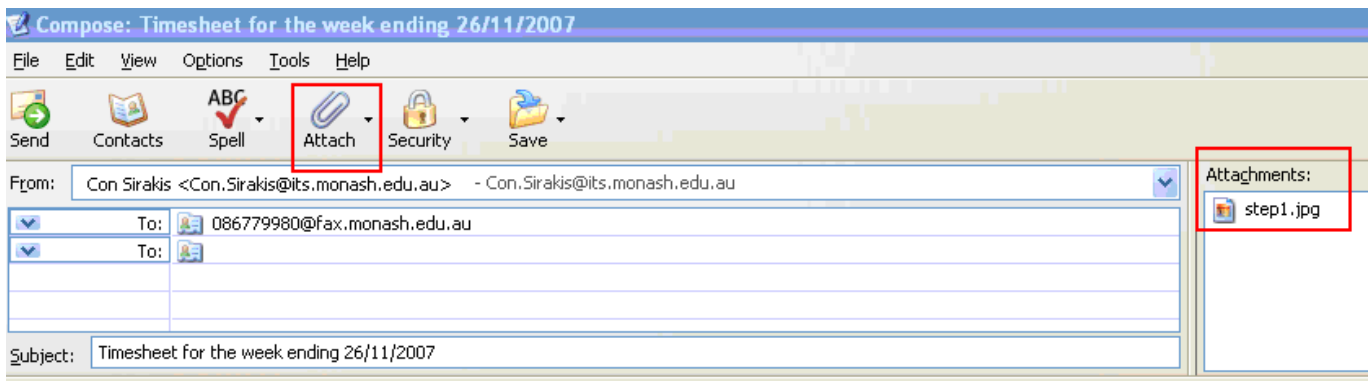
Fax Destination	Format for entering the fax number
General format to send fax	(recipient's fax number)@fax.monash.edu.au
If you would like to address fax to a specific person	"Name/Company"<recipient's fax number@fax.monash.edu.au> For example: "Bob Martin/IT Solutions"<098023365@fax.monash.edu.au> "Betty 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

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



The screenshot shows the 'Compose' window in Mozilla Thunderbird. The title bar reads 'Compose: Timesheet for the week ending 26/11/2007'. The menu bar includes File, Edit, View, Options, Tools, and Help. The toolbar contains icons for Send, Contacts, Spell, Attach, Security, and Save. The 'From' field is populated with 'Con Sirakis <Con.Sirakis@its.monash.edu.au> - Con.Sirakis@its.monash.edu.au'. The 'To' field has two entries: '086779980@fax.monash.edu.au' and a contact icon. The 'Subject' field contains 'Timesheet for the week ending 26/11/2007'. The message body contains the text 'Attention to Bob Martin'.

4. Attach the document that needs to be faxed.



Attention to Bob Martin

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**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.

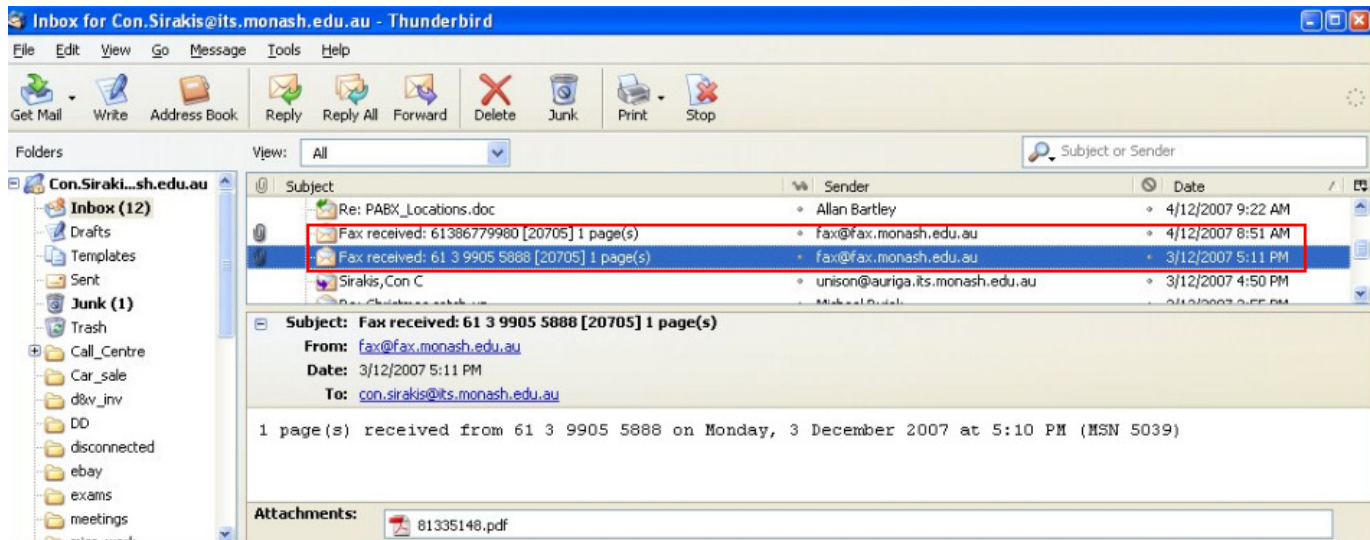
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5. Click on the **Send** button to send your fax message.

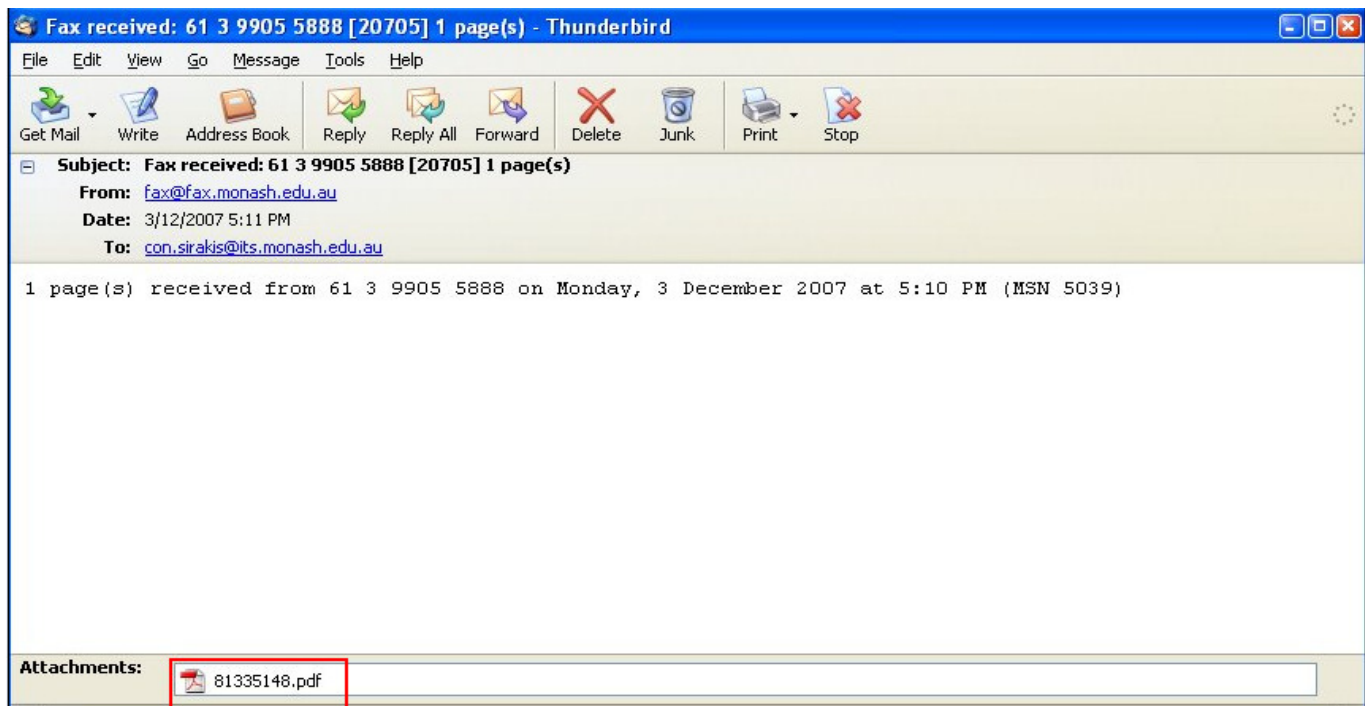
**Receive a fax message to the allocated mail account**

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

**Note:** A fax message 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 add new shared/group mail accounts in Thunderbird mail client**

You may require adding a new shared/group account to send and receive fax messages in your Thunderbird mail client. Follow the link below for a step by step procedure to add additional mail accounts in Thunderbird mail client

[http://www.its.monash.edu.au/staff/email/guides/thunderbird\\_email.html](http://www.its.monash.edu.au/staff/email/guides/thunderbird_email.html) or contact your IT support to arrange this.