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>
## PC Faxing

### Fax Destination | Format for entering the fax number
--- | ---
General format to send fax | `<recipient’s fax number>@fax.monash.edu`
Internal to Monash University | `<extension number>@fax.monash.edu`
For example: 51234@fax.monash.edu
External to Monash University | `0<fax number>@fax.monash.edu`
For example: 099020707@fax.monash.edu
Outside Victoria | `0<areacode><fax number>@fax.monash.edu`
For example: 099020707@fax.monash.edu
Outside Australia | `0<0011><countrycode><areacode><faxnumber>@fax.monash.edu`
For example: 099020707@fax.monash.edu
If you would like to address fax to a specific person | “Name/Company”<recipient’s fax number@fax.monash.edu>
For example: “Bob Martin/IT Solutions”<099020707@fax.monash.edu>
“Betty Yen/Monash University”<51234@fax.monash.edu>

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

---

**Compose: Timesheet for the week ending 26/11/2007**

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>View</th>
<th>Options</th>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌐</td>
<td>Contacts</td>
<td>📜</td>
<td>Attach</td>
<td>Security</td>
<td>Save</td>
</tr>
</tbody>
</table>

From:  
To: 099020707@fax.monash.edu
To: 099779990@fax.monash.edu

Subject: Timesheet for the week ending 26/11/2007

Attention to Bob Martin
4. Attach the document that needs to be faxed.

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

Tip: Maximum size of the attached document is 20 Mb.

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 or contact your IT support to arrange this.