Using RightFax from your Desktop

1.Log into https://opentextfax.mitchellhamline.edu/rightfax/user/with your MHSL email address and password.

2.Click **New Fax**. The Name, Destination Type and Destination are the only required fields (seesample below).

▪**Name** – Enter the name of the fax recipient

▪**Destination Type** – Make sure it is set to Fax Number (default)

▪**Destination** – Enter the entire fax number. Note: You must enter a preceding 9 as you would forany outgoing call or fax, and a 1 if the fax is long distance. Example – if the fax number is 888-867-5309, you must enter the number as 918888675309.

▪**Voice number** (optional) – the voice phone number of the recipient

▪**Company and City/State** (optional)

▪**Phonebook** (button) – Your phone book will initially be empty, but if you have recipients that youfax to regularly, you may want to add them to your phone book to make it more convenient.

▪**Cover Sheet** (optional) – Keep the box checked if you would like to use the default cover sheet. Ifyou have one of your own you can un-click the box and add yours as an attachment using the**Attachments** button (see below).

▪**Notes** (optional) – Any notes that you type will be displayed on the cover sheet.

▪**Attachments** (optional) – Attach whatever you wish to fax here. Click **Attach File** and **Browse** tonavigate to the document location on your computer or network drive. **Note:** In spite of the list ofaccepted file types, XML format files are not currently allowed and will not be sent (.docx, .xlsx,.pptx, etc.). Please use the "save as" function to convert XML format attachments as either Office97-2003 compatible documents or as PDFs.

▪Leave the conversion bias and billing as default.

When you are finished entering information, click **Send**, which will bring you back to the home screen, where you can check the status of the fax. Click the F5 key to refresh the page as the status will change as the fax process completes.