UW–IT Fax Service: Composing a Fax using the Web Interface
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1. Sign into the UW-IT Fax Server’s Web Interface
   https://fax.uw.edu/fax
2. Enter your NetID credentials or Group account information
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3. The default view will be displayed:

4. Click **Compose**
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On the Compose tab:

5. Enter Recipients Name, Company, and Fax number

6. Select Cover Sheet, and enter Subject and Comments

7. Browse to the document you want to fax
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8. To send, click Submit

9. A confirmation is displayed, click OK to complete and open the outgoing queue.
Questions:

For questions about the UW-IT Fax Service please visit IT Connect (http://www.washington.edu/itconnect/) or call Customer Service at 206-221-5000.