UW–IT eFax 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
8. To send, click Submit.

9. A confirmation is displayed, click OK to complete and open the outgoing queue.
UW-IT eFax Service

Questions:

For questions about the UW-IT eFax Service please visit IT Connect (https://itconnect.uw.edu/) or call Customer Service at 206-221-5000.