

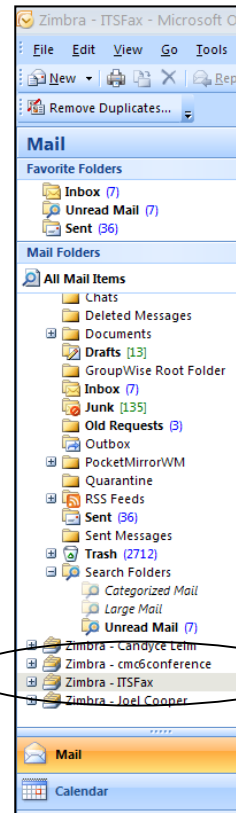
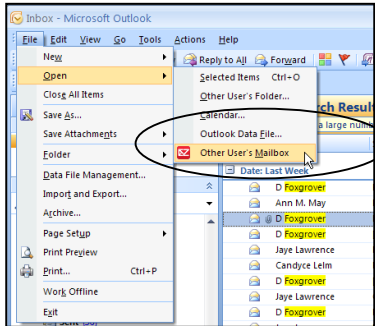
# Setting up your Fax Mailbox in Outlook

This page is only needed if you are an Outlook user on campus.

**Before doing the steps below, make sure you have accepted the fax shared email box in Zimbra mail**

From Outlook:

Choose *File/Open /Other Users Mailbox*

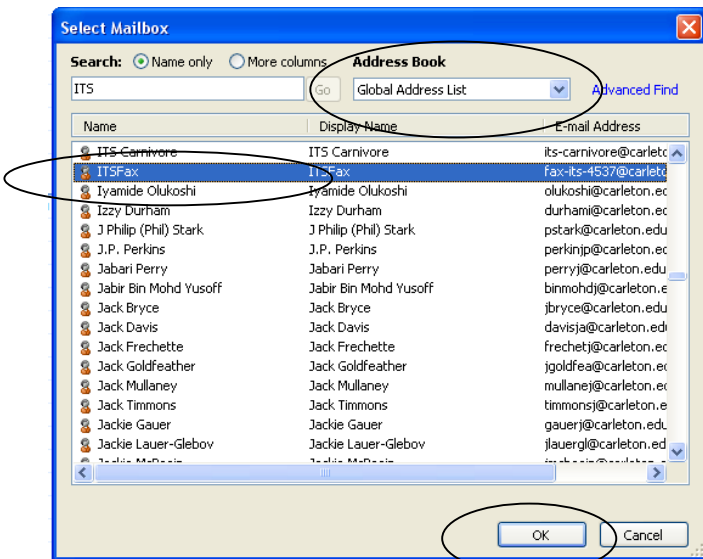


From Select Mailbox Window, Choose *Global Address List* from top right box

Type name of departmental fax account ie: *ITSFax.....*

Select correct Fax Mailbox from list

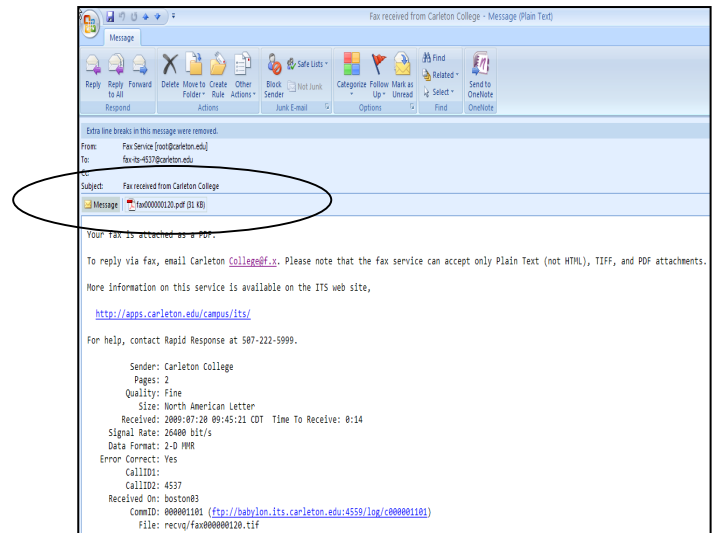
Click *OK*



New Fax Mailbox will now appear on left side of Outlook window in the Mail Folders window.

Double click on FAX mailbox to see Inbox for Fax mailbox. All new faxes will appear in this inbox. You can forward, print, delete from this mailbox.

When opening a document in this folder, it will look like this:



The fax is a PDF attachment to this file. Double click the pdf attachment. You can now read, print, etc your fax.